

INTRODUCTION TO TAXI LICENCING

APPLYING FOR A SINGLE STATUS DRIVERS LICENCE

(SSD Licence)

To drive a Hackney Carriage Vehicle and/or a Private Hire Vehicle

Anyone wishing to drive a Halton Borough Council Hackney Carriage vehicle or Private Hire vehicle must first obtain a joint Hackney Carriage/Private Hire driver's licence, called a SSD licence.

The Council's prime consideration is for the safety and protection of the travelling public. It is therefore a requirement for any person wishing to become a licensed driver to satisfy the Council that they are a fit and proper person to undertake the role of a professional driver.

Halton Borough Council has set the following standards to identify who is a fit and proper person:

- Fit: An applicant must prove that they are medically fit to the DVLA Group 2 standard.
- Proper: In order to determine whether you are a proper person you will be required to do the following:
- Prove you have the right to work in the UK
 - Provide evidence of your conduct if you have lived outside of the UK for a period of 3 months or more
 - Provide evidence of your driving record
 - Obtain a Disclosure and Barring Service (DBS) check
 - Provide a valid certificate to confirm you have passed the Taxi Driver Assessment test
 - Prove you have a basic knowledge of the role of a professional driver by taking a Taxi Knowledge Test which is arranged by the Licensing Section

Before you can apply for a Licence you must have held a full DVLA driving licence for at least 12 months.

You must also provide evidence that you have the right to work in the UK.

Following the introduction of the Immigration Act 2016, a SSD Licence will not be issued to any person who is unable to provide evidence that they have the right to work in the UK. If your right to work is time restricted a SSD licence will not be issued beyond the date stated in your evidence.

In addition applicants whose first language is not English must undertake an assessment of their oral skills in English.

All licences are administered by the Council's Licensing Section who are based on the 4th Floor, Municipal Building, Kingsway, Widnes WA8 7QF.

The public counter hours are:

Monday to Friday 10.00 am to 12.00 pm and 2.00 pm to 4.00 pm

Note: the counter is closed every day from 12.00 pm to 2.00 pm

Direct telephone numbers are:

0151 511 7879

0151 511 8771

0151 511 8066

The Taxi Enforcement Officer's direct dial telephone number is:

0151 511 6475

The email address is: Legalservices@halton.gov.uk

Application packs are not sent out in the post therefore you need to attend the Licensing Section to collect the same.

The pack contains the following:

- How To Apply – guidance notes
- Application form
- List of fees
- Taxi Driver Assessment information
- Medical Form
- Authorisation form for the Licensing Section to obtain your driving record details from the DVLA
- DBS form (Police check form)
- DBS – Update Service information
- System Operator Form
- Vehicle Consent Form
- Relevance of convictions (for information)
- Licensing Section contact details
- Bridge crossing information

The pack contains all the information you require to become a Single Status Driver and we suggest that you collect the pack, have a read through it and if you have any questions regarding the application procedure or your eligibility to apply you should contact the Licensing Section and we will be happy to assist you. An appointment can be made to go through the procedure if required.

IMPORTANT: You must complete the application within 6 months.

If the application is not completed within the 6 month period then the application will be considered as not completed and will be withdrawn, fees paid by you may not be refunded.

Once you have been issued with a SSD licence you can apply for a vehicle licence or make arrangements to drive a vehicle licensed by another driver. The procedure for both these options will be explained to you at the time.

For your information the link to the privacy notices under the General Data Protection Regulations for Legal Services, Licensing Section is:

<https://www4.halton.gov.uk/Pages/councildemocracy/privacynotices.aspx>