



## **Guidance for applicants for a Wyre Dual Drivers Licence**

### **1. Civic Centre - Contact Centre hours**

Open Monday to Friday 10am – 3pm: You do not need an appointment to submit your application and supporting documents.

### **2. Wyre Dual Driver Licences**

Anyone wishing to drive a Wyre licensed vehicle must also hold a Wyre Dual Driver's Licence which allows them to drive both hackney carriages and private hire vehicles.

Licences are normally granted for 3 years, but where applicants are aged 65 or over the Licensing Authority will only issue a 1 year licence. All licences clearly state the expiry date.

Licensed drivers must ensure that they comply with the Drivers Code of Conduct, Dual Driver Licence Conditions and any restrictions or conditions for the type of vehicle they are driving.

Once a licence has been granted, drivers must wear their drivers ID badge in a prominent place whenever they are working.

### **3. Wyre Policy on Convictions and other relevant matters**

The Council has adopted a policy which provides guidelines for how it will consider offending behaviour and other relevant information, when determining applications.

It is essential that you refer carefully to this policy before beginning your application, to establish if any criminal or motoring offences that you may have had, would prevent you from being granted a licence.

If you are at all unsure, you should speak to a Licensing Officer before booking a knowledge test.

### **4. Application procedure**

The Licensing Authority will not grant a licence, until it is satisfied that the applicant is a fit and proper person to hold such a licence.

In Wyre applicants must:

1. Be aged 21 years or over.
2. Have the right to live and work in the UK. If this right is time limited, a licence will not be issued beyond that date.

3. Have held a full U.K. DVLA driving licence for at least 2 years, immediately prior to their application.
4. Pass the Driver Knowledge Test.
5. Apply via the TaxiPlus for an enhanced disclosure certificate from the Disclosure & Barring Service (DBS).
6. Register with the DBS Update service and maintain the registration throughout the entire period that they hold a Wyre Dual Drivers licence.
7. Provide a Certificate of Good Conduct (if applicable)
8. Consent to periodic checks on their driving licence.
9. Produce a satisfactory Group 2 medical.
10. Complete the new dual driver application form
11. Provide a recent passport size colour photograph
12. Pay the fee

### **DVLA Driving Licence**

Licensing officers will undertake online checks with the DVLA for all new applicants and there will be further periodic checks made throughout the life of the licence.

EU applicants without a UK driving licence will also have to produce a UK DVLA driver number so that any driving offences committed in the UK can be recorded against it.

### **Right to work in the UK**

All applicants for dual driver licences must have the right to work in the UK and produce documentation to prove this.

Applicants born in the UK should provide a copy of their passport or birth certificate.

Applicants from outside the UK can either prove their eligibility by providing a share code to enable the Licensing Authority to use the Home Office online checking service or by producing an official document issued by the Home Office, i.e. a Biometric Residence Permit.

### **Knowledge Test**

To book a test please email [licensing@wyre.gov.uk](mailto:licensing@wyre.gov.uk).

There is a £25 non-refundable fee for taking the knowledge test, which is payable at the time of booking.

Applicants **MUST** bring in their DVLA driving licence on the day of the test. Your DVLA licence must be up to date and show the correct current address and your photo card must be valid.

Applicants who fail to attend, without giving at least 24 hours' notice will forfeit the booking fee.

The test paper consists of 45 questions with knowledge required in areas of Law, local area knowledge, the Highway Code and Safeguarding and Child Sexual Exploitation (CSE) and you will be allocated up to 60 minutes to complete the test.

In order to pass applicants must correctly answer at least:-

- 10 out of 15 Area knowledge questions
- 6 out of 8 Highway code questions
- 10 out of 12 CSE questions
- 8 out 10 Law questions

All the information you will need to know (except the Highway Code) is available to download from our website at: [Apply for a taxi driver licence – Wyre Council](#)

If you have difficulty with reading or writing, you may take an oral test, but this must be requested at the time of booking.

If you fail a test the following will apply

- **1<sup>st</sup> fail** - The applicant must wait **1** week before they can re-sit the test
- **2<sup>nd</sup> fail** - The applicant must wait **2** weeks before they can take a second test
- **3<sup>rd</sup> fail** -. Failure of a third test would render the applicant not fit and proper and at least six months should elapse before any further attempts are requested.

### Format of test

Applicants must have a good working knowledge of the Borough and are expected to know the locations of places of interest including hospitality or entertainment venues, schools, colleges, Health Centres and GP Surgeries:

### Sample Questions

Where and what is The Cube?

- A A snooker hall on Dock Street, Fleetwood
- B A pub on Breck Road, Poulton
- C Part of the Venue on the promenade, Cleveleys
- D The name of the Rotary Club on the High Street, Garstang

Under what age are children protected in law from CSE?

- A 12
- B 18
- C 16
- D 21

Where should the driver's badge issued by the Council be displayed?

- A Hanging from the rear view mirror
- B On the vehicle dashboard
- C Plainly visible on the driver
- D The Council does not issue a badge

What is the minimum legal tread depth?

- A 1 mm around the central half of the tyre.
- B 1 mm around the central three quarters of the tyre.
- C 1.6 mm around the central three quarters of the tyre.
- D 3 mm around the central half of the tyre.

### **Disclosure and Barring Service (DBS)**

Applicants must obtain an enhanced disclosure certificate using the online application service provided by TaxiPlus. You can download the step-by-step guide to the application process from the new driver application section of the Council's website

### **DBS Update Service**

All Wyre drivers licences are conditional on the holder maintaining a valid registration with the DBS Update Service (currently this costs £13 per year) to enable the Licensing Authority to undertake regular checks on your offending record.

### **Certificate of Good Conduct**

Any applicant who has spent six continuous months or more, overseas within the last 10 years, must produce a Certificate of Good Conduct from the relevant Embassy, translated into English, at their own expense, for each of the countries they have lived in during this period.

### **Medical Fitness (Group 2)**

You must meet the Group 2 standard and produce a certificate of medical fitness

The medical should be completed by your own GP, or another GP at the same surgery who has full access to your medical records, using the DVLA's D4 form which is available on the new driver application section of the Council's website.

### **Application and disclosure form**

You are required to disclose details of **ALL relevant convictions, cautions, community orders endorsements or fixed penalties**, for criminal, motoring or civil offences, regardless of where the offence occurred, or whether you committed them as an adult or a juvenile.

You must disclose all convictions etc., including those that would normally have been regarded as spent under the Rehabilitation of Offenders 1974 Act. You should not however disclose a conviction or caution that is 'protected' as defined by the Ministry of Justice

Applicants who have intentionally misled the council, or lied as part of the application process, will not be issued with a licence and may be prosecuted.

### **NR3 – National Register of Taxi Licence Revocations and Refusals**

The licensing authority provides information to the National Register of Taxi Licence Refusals and Revocations (NR3), a mechanism for licensing authorities to share details of individuals who have had a dual driver licence revoked, or an application for one refused. This is necessary for the performance of a task carried out in the public

interest or in the exercise of official authority vested in the licensing authority – that is, assessing whether an individual is a fit and proper person to hold a licence.

Therefore:

- Where a dual driver licence is revoked, or an application for one refused, Wyre Council will automatically record this decision on NR3.
- All applications for a new licence or licence renewal will automatically be checked on NR3. If a search of NR3 indicates a match with an applicant, the authority will seek further information about the entry on the register from the authority which recorded it. Any information received as a result of an NR3 search will only be used in respect of the specific license application and will not be retained beyond the determination of that application.
- The information recorded on NR3 is retained for 25 years but is limited to:
  - name
  - date of birth
  - address and contact details
  - national insurance number
  - driving licence number
  - decision taken
  - date of decision
  - date decision effective

This is a mandatory part of applying for a Wyre Dual Driver Licence. The authority has a published policy on the approach it will take to requests by other authorities for further information about entries on NR3, and about the use it will make of any further information provided to it.

Information will be processed in accordance with Data Protection legislation. Any searches, provision or receipt of information of or under NR3 are necessary to the authority's statutory licensing functions of ensuring that all drivers are fit and proper to hold the applicable licence. It is not intended that any NR3 data will be transferred out of the United Kingdom.

If you wish to raise any issue related to the data protection legislation, including by relying on any of the rights afforded to data subjects under the GDPR, you can do so to the authority's Data Protection Officer - [Joanne.Billington@wyre.gov.uk](mailto:Joanne.Billington@wyre.gov.uk) or telephone 01253 887372.

You have the right to make a complaint to the Information Commissioner's Office (ICO). Advice on how to raise a concern about handling of data can be found on the ICO's website: <https://ico.org.uk/make-a-complaint>.

#### **4. Licence renewals**

You will be contacted by the Licensing Department approximately two months prior to the expiry of your licence. It is important that you start the renewal process in good time as failure to produce all the correct documentation before the expiry of your licence, will

result in a gap in your licence cover, making it unlawful for you to drive a licensed vehicle work during this time.

## **5. General Data Protection Regulations**

The Licensing Unit is committed to protecting your privacy. A privacy notice explaining how we process your personal information, including how long we retain it, and the circumstances in which we may share it, is available at <http://www.wyre.gov.uk/info/200359/licensing>

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Or visit our website at: [www.wyre.gov.uk](http://www.wyre.gov.uk)