

## **Driver and Vehicle Licences - Coronavirus update**

### **Please read the following information carefully**

While the Licensing Authority has plans in place to try to minimise any disruption, the Licensing Authority remains a statutory function that will continue to provide a service, although the methods of how it is delivered will change during this period.

Due to the exceptional circumstances being experienced currently with regards to Coronavirus (COVID-19) the Council have put in place emergency measures to assist drivers renewing their vehicle or drivers.

We need your help and patience to achieve this.

**Please Note:** Licences must still be renewed do not allow your licence to expire, if you are not able to follow the advice below please contact the licensing office on [hco@brighton-hove.gov.uk](mailto:hco@brighton-hove.gov.uk)

To enable the Licensing Authority to ensure public safety, the licensing office will be assessing each licence holder application individually on its own merits. Each application will need to be assessed depending on the medical condition(s) of the applicant, the right to work in the UK, and condition of the vehicle which all need be carefully reviewed before the decision is made to issue a licence, unfortunately in some cases a licence renewal may not be determined until sufficient evidence is available.

Due to the exceptional circumstances being experienced currently with regards to Coronavirus (COVID-19) the council have put in place emergency measures to assist drivers renewing their vehicle or drivers.

### **How to renew:**

***\* Please note documents submitted will be scanned and insurance certificates and V5 will be returned with your new licence by post.***

***Do not include your passport / residence permit / DVLA licence – please provide good quality copies.***

### **Driver Licences:**

**Medicals:** We appreciate that it is difficult for some licence holders to obtain medicals due to a reduction in NHS services due to the Coronavirus. During this period please continue to obtain these through your GP if possible or ask for a copy of the last 12 months of your medical history that can be sent to the Council's independent medical advisor who will assess whether each driver reaches the group 2 standard.

**The length of licence issued will depend on how much evidence you can provide that you are Fit & Proper and able to Live & Work in the UK.**

**We will try to issue a 1-3 year licence but for some drivers a 6 Month licence will be issued in order to complete some checks at a later date.**

Please complete your Hackney Carriage Dual or Private Hire driver application form as normal ensuring that **all** parts of the form are completed and include the following;

1. Medical Form completed by your own doctor. If you're unable to obtain a medical, then please obtain the last 12 months of your doctor's notes. **ALL** medicals will be referred to the Council's Medical Advisor for assessment.
2. Completed Diabetes Questionnaire if applicable.
3. Completed Application Form (Green)
4. A **copy** of your passport if you have one \*
5. A **copy** of your residence permit if you have one \*
6. DBS Certificate if you are signed up to the DBS update service

On receipt of your application we will email you a link from GBG Know Your People for you to register and give consent for a DVLA driving licence check.

If you need a DBS please follow the instructions on your renewal letter. Many post offices remain open for verifying your documents.

**How to submit your application:** Please submit by **email** if possible as access to Hove Town Hall may become restricted.

- Scan or photograph your completed application and email to [hco@brighton-hove.gov.uk](mailto:hco@brighton-hove.gov.uk). Please ensure that every page has been completed and can be clearly read.
- Post to the Taxi Licensing Office, Room G14, Hove Town Hall, Norton Road, Hove, BN3 3BQ or it can be posted in to Hove Town Hall - the post box is directly situated outside the town hall to the right of Sebastian café. Place the completed forms and documents in an envelope and mark for the attention of Taxi Licensing.

**The application will be processed, and your licence will be posted back to you by 1<sup>st</sup> Class Post**

Please ensure that you wear your drivers badge at all times whilst working.

### **Vehicle Renewals**

If your application is to renew the vehicle licence then you will have to meet all of the requirements for the licence to be issued. This is to ensure that the vehicle is in a

road worthy condition and is compliant with legislation and the conditions of licencing.

**We understand that during this time it may not be possible to obtain a certificate of compliance / fitness or a CCTV compliance check.**

**The Council has temporarily amended the conditions so that if none of the council designated garages are open we would allow a MOT certificate from any testing station.**

**The Council has also removed the need to obtain a CCTV Compliance certificate during this period – However your CCTV should still be in full working order and operating whilst working.**

Please complete your Private Hire or Hackney Carriage application form as normal ensuring that **all** parts of the form are completed.

Please ensure that all the following documents are included:

Your completed application form, Insurance certificate, Certificate of Compliance & Fitness sheet (tick sheet) or MOT and Vehicle registration document - V5. And latest wheelchair training certificate(s) for all drivers in the case of wheelchair accessible vehicles.

**How to submit your application:**

- Post to the Taxi Licensing Office, Room G14, Hove Town Hall, Norton Road, Hove, BN3 3BQ or it can be posted in to Hove Town Hall - the post box is directly situated outside the town hall to the right of Sebastian café. Place the completed forms and documents in an envelope and mark for the attention of Taxi Licensing.
- Scan or photograph your completed application and email to [hco@brighton-hove.gov.uk](mailto:hco@brighton-hove.gov.uk). Please ensure that every page has been completed and can be clearly read.

**The application will be processed, and your licence will be posted back to you by 1<sup>st</sup> Class Post**

**Please Note:** Licences must be renewed do not allow your licence to expire, if you are not able to follow the above advice please contact the licensing office.

We hope this will assist you during these difficult times and if you have any questions then do not hesitate to contact: [hco@brighton-hove.gov.uk](mailto:hco@brighton-hove.gov.uk)