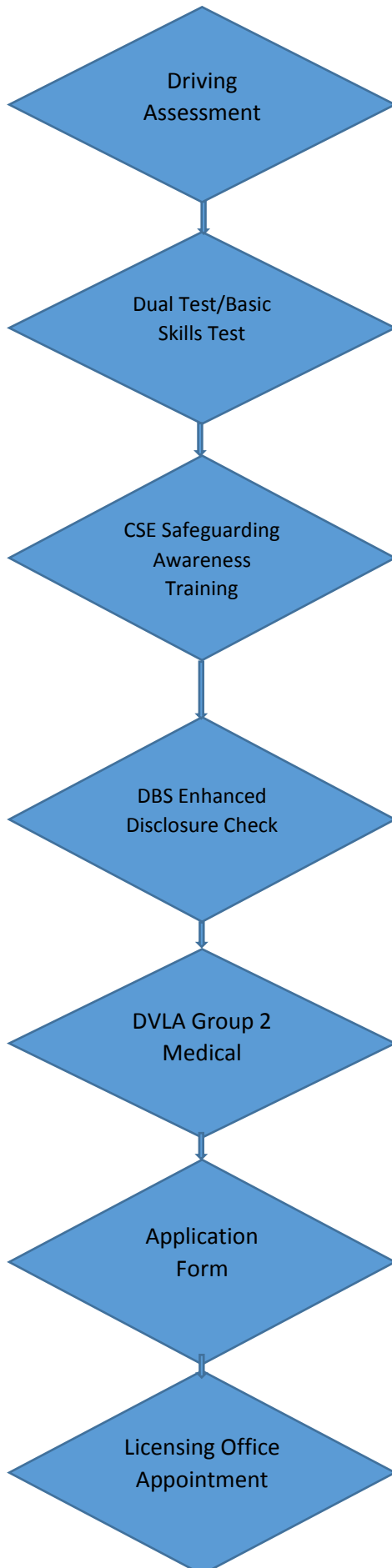


Private Hire / Dual Driver Licence Application Process



You must book and pass a driving assessment with one of the Council approved driver assessor service providers. Visit the following webpage, <https://www.southglos.gov.uk/documents/Driving-Assessment-guidance-note-April-2019.pdf>, you can confirm with your chosen assessor the documents you will need to take with you for the driving assessment

Visit the following webpage, <http://www.southglos.gov.uk/business/licences-and-street-trading/taxis-and-minicabs/knowledge-test/>, use the online booking system where you can select the most suitable date and time slot to undertake your knowledge or basic skills test

On passing the dual or basic skills test you will be invited to attend a Child Sexual Exploitation (CSE) awareness training session, and complete a DVLA mandate form. Visit the following webpage, <http://www.southglos.gov.uk/business/licences-and-street-trading/taxis-and-minicabs/cse-training-private-hire-hackney-carriage-drivers/>, use the online booking system where you can select the most suitable date and time slot to undertake the awareness training

You will receive an e-mail from **Integra DBS**, advising you how to complete an online application, attend an appointment and pay for a DBS enhanced disclosure check. The ID checking appointment will take place at Broad Lane, Yate. After your appointment or on receipt of the certificate you **must** sign up to the DBS Update Service, <https://www.gov.uk/dbs-update-service>

You will have been provided medical forms at the CSE awareness training session you attended. You will need to book an appointment with a Medical Practice that provides Group 2 medical assessments

You will have been provided an application form at the CSE awareness training session you attended. You will need to complete the application in full, please ensure you read all sections and state all required information before signing the declaration

Once you have your DBS certificate and all the other documents required, send an e-mail to: licensing@southglos.gov.uk, stating your full name and address. The Licensing Team will email you an appointment to submit your complete application, the application fee will be due on submission