

Our Ref: PHV Driver - New

**Environmental Services
North Wiltshire District Council**
Monkton Park
Chippenham
Wiltshire SN15 1ER
DX 34208 CHIPPENHAM

Dear Sir/Madam

Re: Private Hire Driver Licence Application
Local Government Miscellaneous Provisions Act 1976

Please find enclosed application forms and documentation required to apply to become a Driver of a Private Hire Vehicle. The process for applying should be followed as below:

STEP 1

The CRB Disclosure Check Form should be completed as per the guidelines also enclosed. You then need to:

- § Contact the Council to arrange an appointment to complete the form on 01249 706438. Make sure you have the relevant documentary evidence to support your application – please see the guidelines information sheet.
- § Fee of **£36.00**. Pay by cheque made payable to North Wiltshire District Council or cash.

CRB checks are currently taking approximately 6 weeks to process.

STEP 2

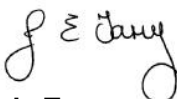
You will be required to provide as much information as possible to complete your application:

- § The relevant Licence fee of **£135.00**. from 1st April 2008 the required fee is **£139.00**.
Pay by cheque made payable to North Wiltshire District Council or cash.
- § 2 passport sized photographs.
- § Copy of your DVLA driver licence.
- § The duly completed green Medical form – **unless you hold a HGV or PSV licence.**

STEP 3

Once all the information in **STEP 2** has been received and the Criminal Records Bureau Disclosure Check has been received, consideration will then be given to the issuing of a Private Hire Driver Licence.

Yours faithfully



Jo Tarry

Licensing Officer

Tel. 01249 706438

Fax. 01249 443943

Email ehealth@northwilts.gov.uk

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