



## A - Personal Details continued...

### A9 Current address

Postcode

House number

Rest of address

  
  
  
  

### A10 Is the above address on your driving licence?

Yes  No

(If 'No', your application cannot proceed)

### A11 Have you been previously known by any other names?

Yes Please complete questions A12 - A15  No

### A12 Previous surname name

### A13 Previous forename(s)

### A14 Previous title

Mr  Mrs  Miss  Ms

Other (Please specify) .....

### A15 Date you ceased to be known by this name(s)?

## B - Driving Licence Details

### B1 What is your DVLA driving licence number?

### B2 Alternatively, what is your EEA state driving licence number (if applicable)

### B3 What is the date your full driving licence was first issued?

A photocopy of your DVLA licence is required along with the counterpart.

An EEA state licence holder must provide a copy of their licence **AND** the GB counterpart.

All other licences will **not** be accepted.

## C - DBS Reference Number

As part of the licensing approval process, TfL requires that all applicants undertake an 'Enhanced with Vulnerable Adults and Children' criminal records check from the Disclosure and Barring Service (DBS). This process is carried out by TfL's Service Provider - TMG CRB

Unless a scenario in 'C2' or 'C3' applies, you cannot submit your licensing application until you have made an application for a DBS Certificate with TMG CRB

Information on how to obtain a DBS certificate and the details required to complete this form are included in the TMG CRB 'Introductory Letter' enclosed as part of the application pack.

### C1 I have applied for a new enhanced DBS disclosure (please ✓ if applies):

I completed an on-line DBS application, please state your 'E' number:

**E**

I submitted a paper application to TMG CRB

I also subscribed to the DBS update service with this application for a new disclosure

#### Please Note:

If you do not complete C1 above, you can **not** apply for a licence, unless you fall into the scenario's in C2. or C3 below.

### C2 I have an existing DBS disclosure which I would like to use as part of this application

(please ✓ which applies):

I have an Enhanced DBS with Vulnerable Adults and Children issued in the last 3 months

(Please enclose your original certificate with this application)

I have had a DBS check completed in the last 3 years as part of my current London taxi driver's licence

### C3 I am a DBS Update Service subscriber and do not need to apply for a new disclosure to use as part of this application

(please ✓ which applies):

I have an Enhanced DBS with Vulnerable Adults and Children issued by another registered body

(Please enclose your original certificate with this application)

My DBS was issued by TMG CRB when I last applied for a licence with London Taxi and Private Hire

## D - Leave Status - Right to take Employment

**D1** What is your country of birth?

**D2** Please tick below to confirm your nationality and/or leave status in the UK (please  one option only).

- I am a UK/EEA national (You must submit a clear and legible photocopy of your UK/EEA passport or UK birth certificate)
- I have been granted asylum/refugee status
- I am awaiting a decision on an application to be granted asylum/refugee status
- I have been granted indefinite leave to remain in the UK
- I am awaiting a decision on an application for leave in the UK
- I have limited leave to remain in the UK
- I have restricted right to work in the UK (Please provide details of restriction)

.....

.....

Other leave status permitting employment as a PHV driver (Please specify):

**Please note:**

If you are the holder of a non UK/EEA passport you **must** submit the following with your application:

A copy of the stamp/residence permit within your passport (including pages with your details), your Travel document, biometric card (both sides) and/ or relevant UK Border Agency document/letter confirming your leave status and right to take employment

In addition, a copy of an official document issued by a government agency stating permanent national insurance number and your name (such as letter issued by Inland Revenue, DWP, Jobcentre Plus etc) will also need to be enclosed with your application.

**D3** Have you lived in a country other than the UK for one or more continuous periods of 3 months or more within the last 3 years? **Not including extended holidays**

Yes  No

If 'Yes', you are required to complete TPH/205 'Living and Working Abroad' details form.

The TPH/205 'Living and Working Abroad Details' Form is available on the TfL website: ([www.tfl.gov.uk/tph](http://www.tfl.gov.uk/tph))

A copy can also be requested by calling TfL on 0845 602 7000

You must also submit a 'Certificate of Good Conduct' from the relevant country

## E - Topographical Skills

**E1** Have you provided a topographical skills assessment certificate with this application?

If 'No', please indicate which exempted category you fall into:

- Yes  No
- I have been previously licensed as a London PHV driver **and** have completed a topographical skills assessment (please provide copy)
- I am a licensed London Taxi/MHC driver
- I hold a recognised relevant vocational driving qualification (NVQ or equivalent)
- Please enclose a copy of your certificate**
- I am a professional tourist guide affiliated to:



(organisation name)

**Please enclose a copy of your certificate**

## F - Other Information

**F1** Are you currently licensed by TfL as a Taxi/MHC driver, or are you currently studying the Knowledge or have you been previously licensed as a PHV driver?

Yes Please complete question **F2**  No

**F2** What is your licence type and number?

Taxi badge number:

Knowledge reference number:

PHV driver licence number:

**F3** Have you had an application for, or a PHV/Taxi licence refused, revoked or suspended in the last 3 years by this or any other licensing authority?

Yes Please complete details below  No

Authority Name	Reason

*Please continue on a separate sheet if necessary.*

**PROCEED TO SECTION G**

[www.pco-licence.com](http://www.pco-licence.com)

## G - Declaration

Transport for London (TfL) its subsidiaries and service providers will use your personal information (including any references to your health, ethnic origin, nationality, or previous criminal convictions), for the purpose of assessing your application, administering the licensing regime, and equal opportunities monitoring. Your personal information will be properly safeguarded and processed in accordance with the requirements of the Data Protection Act 1998.

Your name, badge/licence number and the status, start/expiry date of your licence may be made available on request or on a register for public inspection. If you have licensed a vehicle, the vehicle registration mark, licence number and expiry date may also be made available in the same way.

We may share your information with the Driver and Vehicle Licensing Agency (DVLA), Home Office Immigration Enforcement, Motor Insurer's Bureau (MIB), Vehicle and Operator Services Agency (VOSA), local authorities and other relevant organisations for the purposes of assessing your application and continuing fitness to hold a licence.

In certain circumstances, TfL may also share your personal information with the police and other agencies for the purposes of the prevention and detection of crime.

Information obtained by the police about criminal offences committed by taxi/private hire drivers or operators, may be disclosed to TfL and used by TfL to refuse, suspend or revoke a taxi or private hire driver, operator or vehicle licence. TfL may inform the police of any decision to refuse, suspend or revoke a licence and information about drivers whose licence has been revoked following a conviction for touting may be published on the TfL website for a period of up to 11 months.

Your name and contact details may be disclosed to an external research company to conduct research amongst licensees on TfL's behalf. This research will be related to TfL's responsibilities for licensing, regulation, and integration between taxis/private hire services and other elements of the transport system. Your details will not be used for any marketing or other research activities.

More information about how TfL uses and protects personal information about taxi/private hire licensees is available at: [www.tfl.gov.uk/privacy](http://www.tfl.gov.uk/privacy).

### DECLARATION

I declare that all information provided on this application form is true and correct to the best of my knowledge. I understand that providing false information is an offence punishable by a fine not exceeding the sum of £5000. I understand that the issue of a licence in respect of this application can be refused and any licence can be revoked if any statements are subsequently found to be false. I undertake to keep London Taxi and Private Hire (LTPH) informed of any changes to any details supplied in this form, and I am aware that failure to do so will constitute a breach of my licence condition and may lead to the possible revocation and suspension of my licence.

I confirm that I do not have any outstanding debt or monies due to be paid to TfL from a previous licensing history.

I undertake to inform LTPH within 21 days if I am charged with, or convicted of, any criminal offence; receive a police caution; am disqualified from driving; made the subject of a mental health order or sexual offences order; or if my medical status changes in anyway that would affect my driving of a private hire vehicle. I also give TfL permission to access my criminal record with the police and the Disclosure and Barring Service (DBS) during the currency of my licence, as required.

I give TfL authority to receive update information (within the meaning of section 116A of the Police Act 1997) in relation to my criminal record DBS Certificate for the purposes of asking an exempted question within the meaning of section 113A of the Police Act 1997; or in relation to my enhanced criminal record DBS Certificate for the purposes of asking an exempted question for a prescribed purpose within the meaning of section 113B of the Police Act 1997.

I declare I am the named person and I authorise TfL to ask DVLA for my driver record information as and when required, at a frequency TfL shall determine, and for TfL to hold that information in accordance with the principles of the Data Protection Act 1998. I authorise and direct DVLA to disclose, to TfL from the computerised register of drivers maintained by DVLA relevant information relating to by driver record, including photo images (where appropriate), personal details, driving entitlements, endorsement details, disqualifications and convictions, except medical information. The authority will expire three years from the date of my signature.

TfL can speed up your application by checking your driver licence details using a DVLA on line checker. If you do not wish us to do this online check, please tick here

Signature

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---



## Equal Opportunities: Monitoring Form

London Taxi and Private Hire (TPH) is committed to equal opportunities in its licensing policy, practices and procedures. To help us implement and monitor this policy, please could you provide us with the following information: (Please note: the information you provide is on a voluntary basis and will have no bearing on your application).

### White

- British
  - Irish
  - Any other White background
- Please specify
- .....

### Black

- Black Caribbean
  - Black African
  - Any other Black background
- Please specify
- .....

- Chinese
  - Any other background
- Please specify
- .....

### Asian or Asian British

- Indian
  - Pakistani
  - Bangladeshi
  - Any other Asian background
- Please specify
- .....

### Mixed

- White and Black Caribbean
  - White and Black African
  - White and Asian
  - Any other Mixed background
- Please specify
- .....

What gender are you?

- Male
- Female

Do you consider yourself to have a disability?

- Yes
- No

What faith/religion do you follow? Please state:

## H - Payment

**H1** Payment by Credit / Debit\* card  
(\*Delete as applicable)

**H2** Card Type (e.g. Visa/Mastercard/Delta)

Please state:

Amount to be debited £  :

Card number:

Issue number:

Valid from:

Expiry date:

Cardholder's name:

Authorised signature:

Applicant's name (if different from payer)

For LTPH use only

PHD/

**H3** Payment via Post Office®

Post Office® use only

Post Office® Stamp



## Application to become a Licensed London Private Hire Driver

Dear Applicant

### **Please detach and read before completing your application**

Thank you for considering embarking on a career as a licensed London Private Hire driver. Enclosed within this pack you will find the following:-

- **An application form (PHV/203)**
- **Pre addressed envelope**
- **A medical form (TPH/204)**
- **TMG CRB – Introductory Letter**

### **How Do I Apply?**

In order to apply you need to complete both the application and medical form (unless exempt) in full using black ink. Please ensure you have provided copies of all mandatory documentation. A checklist is provided as part of the application form to help.

If you require an application in a larger font size, please call 0845 602 7000

### **Criminal Record Check**

As part of the licensing approval process, TfL requires all applicants to undertake an 'enhanced' criminal records check from the Disclosure and Barring Service. This process is carried out by TfL's Service Provider - TMG CRB.

In the majority of circumstances, in order to complete the PHV/203 application form you will need to provide a DBS reference or disclosure number. You will need to make your application for a criminal records check via TMG CRB **prior to making this application**. Details of the process to follow can be found in the enclosed information sheet entitled 'TMG CRB – Introductory Letter'. There are circumstances when an application is not required. Details can be found in the PHV/203 application form.

**Applicants must be aware that they may be required to produce their certificate upon request and must respond promptly to any correspondence from TMG CRB. Failure to do so could result in them not being licensed. We cannot process any applications until a result has been received on your DBS Certificate.**

### **Topographical Assessment**

Unless exempt you will also be required to undergo a topographical skills assessment **prior to making this application**. You should contact one of the accredited assessment centres to make arrangements. Details of the available exemptions can be found on the PHV/203 application form. For a list of Assessment Centres please go online to:-

<http://www.tfl.gov.uk/businessandpartners/taxiandprivatehire/1350.aspx>

The topographical assessment requires the following range of skills to be demonstrated:

Map reading ability – how to use a map, index and grid reference

Route selection (local, intermediate & long distance) – ability to identify and plan a route (or routes) beyond your local area but within London, from your local area but within London and from your local area to points outside London. General topography – awareness of general geography of London, major arterial roads and locations beyond London (e.g. airports, towns, cities etc)

You will be required to pay for your topographical assessment. Costs may vary from one centre to another. Fees are to be paid to the assessor. Transport for London (TfL) accepts no liability to pay this fee.

## **Medical Fitness**

TfL needs to be satisfied that all licensed London Taxi and Private Hire drivers are medically fit. In assessing an individual's medical fitness, TfL applies the standards required for a DVLA Group 2 licence.

The Medical Declaration form (TPH/204) should be taken to a registered medical practitioner who has access to your full medical history, typically your GP, for completion. If it is not completed by someone who has access to your full medical history, this could lead to delays in processing your application.

This medical report **cannot** be issued free of charge as part of the National Health Service. You must pay the medical practitioner's fee, unless other arrangements have been made. TfL accepts no liability to pay it.

If you possess a valid DVLA Group 2 licence or are actively studying the Knowledge (and under 45 years of age), or already licensed by TfL as a MHC ('taxi') driver, you do not need to submit a completed Medical Declaration as you are deemed 'exempt'.

## **How will my application be assessed?**

In order for TfL to consider whether you are 'fit and proper' to be licensed, your application and associated documentation will be fully assessed by our Licensing Team. For information on the decision making process and the relevant policy please refer to TfL's licensing guidelines. This can be found at [www.tfl.gov.uk/tph](http://www.tfl.gov.uk/tph) by selecting the section entitled 'Publications'. It is recommended that you review this document on a regular basis as it is updated.

## **Where do I send my completed application?**

You can either post it to us using the pre addressed envelope or use the Check and Send service provided by the Post Office® on behalf of London Taxi and Private Hire (LTPH).

LTPH recommends the use of the Post Office® Check and Send service as it has proven to reduce the number of unnecessary errors and omissions made in the applications process. This leads to delays and understandable frustrations for applicants.

## **Post Office® 'Check and Send' Service**

**Please Note:** Not all Post Offices will offer the 'Check and Send' service. For your nearest Post Office® branch offering this service please use: <http://www.postoffice.co.uk/portaVpo/finder>

For a handling charge of £7.15, the Post Office® will:

- Ensure the application has been completed correctly with all supporting documentation enclosed;
- Take your application fee on behalf of TfL and provide you with a receipt; and
- Send your application directly to LTPH, please note postage is additional.

**Please note original documents and clear photocopies will be needed.**

Further information is available at [www.tfl.gov.uk/tph/postoffice](http://www.tfl.gov.uk/tph/postoffice)

## **How much will my application cost?**

There are three elements to the total payment of your application.

1. DBS disclosure application - To be paid to TMG CRB prior to application (See 'TMG CRB - Introductory Letter')
2. Licence application fee (non refundable) - £150
3. Grant of licence fee - £100

**Total: £250 (Full amount payable. See Section H of PHV/203 form)**

Payments can be made via credit or debit card by completing the appropriate section in the application form. Other payment options are available via the Post Office® 'Check and Send' service. These include payments by postal order and cash. The Post Office® will also accept payments by all major credit and debit cards (except Mastercard).

# **THE** **VEHICLE SITE**

**Transport for London**

**London Taxi & Private Hire**

**PHV/203**

**London Private Hire Driver License Application**

The Vehicle Site Ltd  
Transport Consultants  
Fortis House  
160, London Road  
Barking  
Essex  
IG11 8BB

t : 020 8214 1055

w : [www.pco-licence.com](http://www.pco-licence.com)

TfL are continually improving their working methods to provide a better service for you. Sometimes this will mean new application methods and new application requirements.

We're constantly kept up-to-date with all the latest changes introduced by TfL.

If you want to Fast Track your application for the London PCO Licence please contact us TODAY.

We assist with the following:

Medical Checks  
Topographical Tests  
DBS Checks (Criminal Record Checks)  
On-line & Paper Applications  
Self Assessment Advice (Tax returns)  
Unlimited Advice & Assistance  
Help finding Work

Assisting London's Minicab and Chauffeur Drivers  
Keeping London's Roads Safe!  
The Vehicle Site Ltd