

**GUIDANCE NOTES
FOR HACKNEY CARRIAGE AND PRIVATE HIRE
DRIVER LICENCE RENEWALS**

"My Badge needs renewing, what should I do?"

At least working 7 days before your Badge is due for renewal, you should telephone the Licensing Officer (Vehicles) on 01322 343340 to make an appointment (during licensing hours) for your renewal. You should tell the Licensing Officer your name, your badge number, the expiry date of your licence and whether you will want your new badge for 1 year or 3 years.

LICENSING APPOINTMENT TIMES	09:00 to 11:30 Monday, Thursday, Friday
	12:30 to 14:30 Tuesday

"I have arranged my appointment, what now?"

When you come to the Civic Centre to see the Licensing Officer (Vehicles) for your appointment, **YOU MUST BRING** the following with you:

1. **Your Driving Licence.** Together with the DVLA check code that can be obtained through the following web link: www.gov.uk/view-driving-licence
2. **Proof of your Entitlement to Work in the UK.** Everyone must bring proof of their entitlement to work in the UK, there will be no exceptions – e.g. Passport, Birth Certificate, Certificate of Naturalisation,
3. **One Passport Size Photograph.**
4. **Certificate of attendance at Disability Awareness Course acceptable to the Council.** Those drivers who have been unable to attend a course should speak to the Licensing Officer when they attend their appointment.
5. **A Completed Application Form.**
6. **Your completed Medical Report** if the attached letter indicates you need to provide this. This Report should be completed by your own doctor or a doctor with access to your medical records
7. **Your old badge.**
8. **The Application Fee Payable.** If you are a driver aged 70+ and have already paid for this year's licence, please inform the Vehicle Licensing Officer when you book your appointment.

BADGES WILL NOT BE ISSUED WITHOUT PRODUCTION OF THE DOCUMENTATION LISTED ABOVE.

Please Note: If an application is refused, the applicant will have the right to appeal to the Magistrates' Court within 21 days of receiving the letter of refusal. The cost of the application fee will be retained by Dartford Borough Council and is not refundable/transferrable. The application fee is the cost of a one year licence. Any payment made over this amount will be refunded.