



Hackney carriage/private hire renewal checklist

Is your hackney carriage/private hire driver's licence up for renewal?

We've been having problems with drivers not properly submitting their hackney carriage/private hire driver licence renewals. We are frequently encountering missing information so we thought we would pull together the below checklist as a reminder of what documentation you need to provide us with, alongside your application.

We hope that this will allow you and us to quickly process the application.

Alongside the filling out of the [application](#), you will also need **to ensure that you have enclosed the following:**

Please use the following as a helpful checklist...

1. Your driving licence
2. Paid the appropriate fees

Paid the appropriate fee for a one year licence (£138) or a three year licence (£301).

Please either pay by:

- BACS Account No: 03956504, Sort Code: 60-02-03 and cite your licence number (HD...) in the reference.
- Calling our Customer Services team and pay via 01271 388870. Before calling, please ensure payments are made on the date of application.

3. Provide the following disclosures...

- An Enhanced DBS Disclosure and signed up to the DBS Update Service OR
- Applied for an Enhanced DBS Disclosure and will sign up to the [DBS Update Service](#)

4. Supplied a DVLA access code

[This code](#) will allow us to check for endorsements.

Please note, the code is case sensitive so should be provided in the correct format.

5. Provide a 9-character tax check code

You must complete and provide us with a tax check to renew your taxi/private hire licence. Please visit [gov.uk](https://www.gov.uk).

6. A medical examination certificate (where appropriate)

[Medical certificate](#) showing a DVLA Group 2 standard of medical fitness.

Top tip

Ideally, you should look to renew your hackney licence **14 days** before it expires. This will allow us time to process the application.

If applications are sent by email they must be fully completed. This includes making payment otherwise they will not be valid, and will be unable to be accepted.

Who should I email my application to?

After you've filled in the application and provided us with your accompanying documentation, please email it to: licensing@northdevon.gov.uk

For more information...

Please visit - <https://www.northdevon.gov.uk/licensing>

Thank you for taking the time to read this email and helping us to help you renew your licence as efficiently as possible.