

# Guidance Notes for New Private Hire/Dual Driver – Online Application

## Step 1 – General Details

- Please select the appropriate licence type, either private hire or dual
- Please ensure you read the additional information before you proceed any further with the application
- Please complete your personal details e.g. address, contact details

## Step 2 – Licence and Personal Information

- Please provide DVLA information, including the DVLA share code and DVLA Licence information
- You will need to upload a clear, colour and passport-sized photo of yourself
- Please provide information of any existing or previous licences you may hold with other licensing authorities
- Please provide the name of your Private Hire Operator (who you intend to work for)

## Step 3 – Right to Work

- Please provide either your online right to work share code or upload your current and valid British Passport
- Please upload your original DBS Certificate that is registered to the DBS Update Service
- Please also provide information if you have any convictions

## Step 4 – Tax Check Code

- Please provide your tax check code which should be 9 characters long

## File Uploads

- Please review the list of documents and upload all of these at this step

## Confirmation

- Please ensure to review the application and that all documents have been uploaded before choosing to submit

- You will be directed to the payment page; it may take a few moments for the page to appear
- Please note that we cannot process your application until payment has been made