



Culture and Regulation

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Enquiries to: Licensing Section

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Dear Sir/Madam,

Application for a Hackney Carriage Driver's and/or Private Hire Driver's Licence

You have recently made an enquiry regarding becoming a licensed hackney carriage or private hire driver with this Council.

To enable you to complete the application process I have enclosed a number of documents which will assist you with this and these are detailed below:

1. An application form for a Private Hire Drivers Licence (*to be completed by you if you seek such a licence*). Please note the 'Conditions of Application' attached to it.
2. An application form for a Hackney Carriage Drivers Licence (*to be completed by you if you seek such a licence*). Please note the 'Conditions of Application' attached to it.
3. A 'Statutory Declaration of Convictions' form (*to be completed by you*).
4. A 'Certificate as to Your Character' (*to be completed and signed by those giving the certificate*).
5. A 'DVLA Driving Entitlement Consent' form (to be completed and signed by you)
6. A 'Medical Questionnaire' (*to be completed by your doctor and stamp by the GP practice*). If you hold a current HGV or PSV Licence, a medical is not required. **If your medical circumstances change, you must notify the Licensing Section immediately.**
7. The Council's 'Guideline policy for criminal convictions' (*you should ensure that you are able to comply with this policy prior to applying for a licence*).
8. Notes for Guidance of Potential Applicants.

If you wish to proceed with your application you must complete and return the following forms to the Council, namely forms 1 and/or 2, plus forms 3, 4 and 5, plus 6 if appropriate.

If you have any queries regarding any aspect of the application process, please contact the Licensing Section on 01226 772468.

Yours faithfully,

Mrs Caroline Petty
Group Leader
Pollution & Licensing



BARNSLEY

Metropolitan Borough Council

TAXI BADGE APPLICATION CHECKLIST

When submitting your application, please ensure the following documentation is enclosed and completed.

- **Application form**

To be signed, including character references, disclosure of convictions, and medical if required (medical exempt if you possess an HGV or PSV driving licence).

- **Theory Test**

Applicants should book the test at the Licensing Office, Civic Hall, Eldon Street and pay the relevant fee.

All cancellations are non-refundable and anyone failing a theory test must pay a further fee to re-sit the test.

Your completed application should be submitted within 12 months of successfully taking a theory test.

- **Driving Test**

Driving tests are conducted through the DSA (Driving Standards Agency). This must be booked by phoning 0300 200 1122. Tests can be booked for normal office hours and, for an extra fee, for evenings or Saturdays.

Your test certificate once passed must be handed in to the Licensing Office with your completed application.

Your completed application should be submitted within 12 months of successfully taking a DSA driving test.

- **DBS (Disclosure & Barring Scheme Check)**

DBS Checks must now be completed at the Councils Human Resources Department, which is located at the Civic Hall, Eldon Street, Barnsley. In order for you to do this, you need to make an appointment to ensure someone is available to complete the form for you:

Appointments are held Monday and Wednesday afternoons. Call 01226 787690 or 01226 772264 to make an appointment.

The fee for an enhanced DBS Check is to be paid at the time of making the Application. You must take Proof of your National Insurance Number, Address and your Driving Licence (both Photo Licence and Paper Licence). If you have a valid passport, you must also bring that.

Please note that when DBS's are received by the Council, they are only valid for a period of three months from date of receipt.

For foreign Nationals, or for UK citizens who have worked or lived at some point overseas, the following will apply:

- If you have lived outside the UK for a period of 5 years or more, you must provide confirmation of such previous residential addresses, together with a list of previous UK residential addresses within the last five years.
- In all cases the applicant should request a Certificate of Good Repute/Letter of good conduct from the embassy of those country/countries. If this is not in English, a translation will be required (the translator must be approved by the licensing section prior to the translation taking place). Any cost incurred in obtaining relevant certification under this section will be at the applicant's expense.



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- **Medical Form**

Your completed application should be submitted within 3 months of the date your medical form was signed by your doctor.

- **Character References**

Your completed application should be submitted within 3 months of the earliest date your character reference form was signed by a referee.

- **Fee**

Hackney Carriage and Private Hire Driver licences are normally issued to start on July 1st.

A reduced fee is applied to any new licence issued part way through the year, based on how many months are left to run.

All annual Private Hire / Hackney Carriage Badges expire on 30th June, irrespective of when they are issued.

For a complete and up to date list of fees applicable, see part nine of the application pack (09 List of Fees).



BARNSELY

Metropolitan Borough Council

Application for a Licence to Drive Private Hire Vehicles and/or Hackney Carriages and Associated Statutory Declaration of Convictions Form

I **HEREBY APPLY** to the Barnsley Metropolitan Borough Council to grant me a licence to drive Private Hire Vehicles and/or Hackney Carriages in the borough of Barnsley subject to the provisions of the Local Government (Miscellaneous Provisions) Act 1976.

PLEASE COMPLETE ALL THE PAGES OF THIS FORM IN BLOCK CAPITALS USING BLACK INK

Part 1 – About this application

a) Which types of driver licence are you applying for (*tick as appropriate*):

Hackney Carriage:	<input type="checkbox"/>	Private Hire:	<input type="checkbox"/>	Both:	<input type="checkbox"/>
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b) Are you making a (*tick as appropriate*):

New Application:	<input type="checkbox"/>	Renewal Application:	<input type="checkbox"/>	Badge Number (<i>if applicable</i>):	<input type="text"/>
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Part 2 – Particulars of the applicant

Title (Mr. Mrs. Miss)	<input type="text"/>	Date of Birth:	<input type="text"/>	Place of Birth:	<input type="text"/>
Surname:	<input type="text"/>		Forenames:	<input type="text"/>	
Full Address (<i>including postcode</i>):	<input type="text"/>				
NI Number:	<input type="text"/>		Home Phone:	<input type="text"/>	
Business Phone:	<input type="text"/>		Mobile Phone:	<input type="text"/>	
Email Address:	<input type="text"/>				

Part 3 – Particulars of your Driver Vehicle Licensing Authority driving licence*

DVLA licence number:	<input type="text"/>	Date of expiry:	<input type="text"/>
What Groups do you hold a full licence for?	<input type="text"/>		
How long have you held a full driving licence?	<input type="text"/>		

***You must also present both parts of your DVLA driving licence (or single document for older licences) for inspection when making an application or renewing your licence.**

Part 4 – Other information*

a) Have you completed the DSA taxi driving test:		Yes / No
What date did you complete the test:	Certificate No:	
b) Have you completed the wheelchair element of the taxi test:	DSA / Dial-a-Ride / Other (please circle)	Yes / No
What date did you complete the test:	Certificate No:	

***You must also present the pass certificate/s for inspection when making an application for a licence or if you are declaring for the first time that you have completed either of the above tests.**

a) Do you hold or have you ever held a Private Hire or Hackney Carriage licence with any other Local Authority:		Yes / No
If yes please provide details:		
b) Have you ever had a Private Hire or Hackney Carriage licence revoked or refused by a Local Authority:		Yes / No
If yes please provide details:		
c) Do you have the right to work in the UK?		Yes / No

BMBC is required under the Audit Commission Act 1998 to participate in the National Fraud Initiative (NFI) data matching exercise. In order to protect public funds we advise that the information you have provided on this form may be used for the prevention and detection of fraud. Further details can be obtained on the Council's website at <http://www.barnsley.gov.uk>

Part 5– Declaration

I confirm that I have read and understand the attached conditions and will abide by these at all times.

The answers given by me are true to the best of my knowledge and belief and I give this knowing that my licence will be refused or revoked if I have wilfully given any reply which I know to be false or do not believe to be true.

I authorise the use of any information contained in this application for data matching purposes in the prevention and detection of fraud.

If I am convicted of any offence or receive a fixed penalty notice or receive a caution for any reason whatsoever or if my medical circumstances change I will notify the Licensing Section in writing as soon as possible.

Signature:		Date:	
Print Name:			

*****Please also complete the Statutory Declaration of Convictions form on page 3***

**STATUTORY DECLARATION OF CONVICTIONS
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976**

Title (Mr. Mrs. Miss)		Date of Birth:	
Surname:		Forenames:	
Full Address (including postcode):			

****please highlight and provide full details as appropriate***

Are you currently, or have you ever been barred from working with children or vulnerable adults?	Yes	No
Details:		
Are you currently or have you ever been included on any barring list to prevent you from working with children or vulnerable adults?	Yes	No
Details:		
Have you in the last four years been convicted of any offence, or received any formal caution or fixed penalty notice in respect of any matter, whatsoever, including motoring offences.	Yes	No
Date of Conviction	Offence	Penalty

**Continue on a separate sheet if necessary*

I make this declaration in the knowledge that I am required to declare all convictions, cautions and fixed penalties whatsoever recorded against me.

I declare that I fully understand that if any person knowingly or recklessly makes a false statement or **OMITS ANY MATERIAL PARTICULAR in giving the information required, he shall be **GUILTY OF AN OFFENCE**. (Section 57, Local Government (Miscellaneous Provisions) Act 1976).**

I also understand that if it becomes apparent this declaration is false, this may constitute reasonable cause for the Council to refuse to grant or revoke the licence.

Signature:		Date:	
Print Name:			

CONDITIONS OF APPLICATION

Any reference in these conditions to the "Act of 1976" means the Local Government (Miscellaneous Provisions) Act, 1976, and "the Council" means the Barnsley Metropolitan Borough Council.

1. In the case of Private Hire Drivers the Council may, in the circumstances of any particular case, impose such additional conditions as they may think fit.
2. The applicant must satisfy the Council that he is a fit and proper person to hold a licence. All new applicants will be required to complete and pass a specified theory test and driving assessment prior to the licence being granted.
3. Before a driver's licence is granted the applicant must:-
 - (a) Complete and submit to the Council an application on the form prescribed by the Council;
 - (b) Submit such further information as the Council may require under Section 57 of the Act of 1976;
 - (c) Satisfy the Council that he is medically fit to drive a Private Hire Vehicle. For this purpose the applicant shall produce a certificate in the form prescribed by the Council signed by a medical practitioner on first application; at the age of 45 and then every five years until the age of 60 when a certificate will be required annually. Whether or not such a certificate has been produced, the applicant shall, if required by the Council, undergo a medical examination by a registered medical practitioner to be selected by the Council. Holders of HGV or PSV drivers' licences are not required to submit a medical certificate but will be required to produce such licence for inspection.
 - (d) Complete a satisfactory enhanced Disclosure & Barring Scheme (DBS) check prior to the first licence being granted and further checks at intervals not exceeding 3 years.
 - (e) Satisfy the Council that he is 21 years or over, OR 19 years in special circumstances. In addition, the applicant must have held a full driving licence (not provisional) for at least twelve months prior to, and is at the date of the application the holder/licence granted under Part III of the Road Traffic Act 1972 or any amendment hereto, authorising the applicant to drive a motor car.
 - (f) Satisfy the Council he has held for at least twelve months prior to, and is at the date of application, the holder of a driver's licence (not being a provisional licence) granted to the applicant under Part III of the Road Traffic Act 1972 or the corresponding provisions of any later enactment authorising the applicant to drive a motor car. Such driving licence must be produced with the application;
 - (g) Pay the Council the prescribed fee for each driver's licence. A separate fee will be charged for each licence type;
 - (h) The holder of a Private Hire Vehicle Driver's Licence may not drive a Hackney Carriage, unless holding a Hackney Carriage Driver's Licence and vice versa.
 - (h) The driver of a Private Hire Vehicle may not ply for hire.
 - (i) For Foreign Nationals or for UK citizens who have worked or lived at some point overseas the following will apply:
 - If you have lived outside the UK for a period of 5 years or more, you must provide confirmation of such previous residential addresses, together with a list of previous UK residential addresses within the last five years.
 - In all other cases the applicant should request a Certificate of Good Repute/Letter of Good Conduct from the Embassy of those country/countries. If this is not in English a translation will be required (the translator must be approved by the Licensing Section prior to the translation taking place). Any cost incurred in obtaining relevant certification under this section will be at the applicants expense.
 - Your identity will be checked against the UK Border Agency records.

BARNSELY METROPOLITAN BOROUGH COUNCIL

Medical Questionnaire for Hackney Carriage Drivers and Private Hire Vehicle Drivers

Part 1 – To be completed by the applicant prior to your GP completing Part 2

Complete your details and answer the questions below before asking your GP to complete Part 2 of this form. Please note that you will be responsible for any fees that are required to be paid for this service.

The completed form should be sent to the Licensing Section, PO Box 602 Barnsley S70 9FB or can be handed in to the Licensing Duty Office at the Civic Hall, Eldon Street, Barnsley.

This form must be completed by all new applicants for driver licences and then by all drivers at the age of 45. Thereafter the questionnaire must be completed and certified every five years, until the licensee attains the age of 60 years whereupon the questionnaire and certification will be required annually. Holders of HGV and PSV licences will be exempt from completion of this form on production of the appropriate licence.

Driver details:

Driver's Full Name:		Date of Birth:	
Driver's Full Address:			
Post Code:		NI Number:	
Name and Address of GP			

*** Delete as appropriate**

1.	Have you any reason to suppose that you suffer from, or have suffered from, any form of ill health or mental or physical disability that might adversely affect the performance of your duties as a hackney carriage/ private hire driver?	YES / NO *
2.	Are you at present suffering from, or have you in the past suffered from, any of the following particular illnesses?	
(a)	Epilepsy	YES / NO *
(b)	Sudden attacks of giddiness or fainting	YES / NO *
(c)	Any limb disability	YES / NO *
(d)	Heart disease (including angina) and disease of the coronary arteries	YES / NO *
(e)	Pulmonary tuberculosis	YES / NO *
(f)	Defective or deteriorating vision not corrected by spectacles or contact lenses	YES / NO *
(g)	Defective or deteriorating hearing	YES / NO *
3.	Are you taking any prescribed drugs at the present time? If so please specify the name of the drugs below	YES / NO *

4.	Have you had any prolonged absence from work during the last twelve months	YES / NO *
5.	Are you registered as disabled?	YES / NO *
If you have answered YES to any of the questions above please provide full details, continue on a separate sheet if required:		

The answers given by me are true to the best of my knowledge and belief and I give this information knowing that my licence will be refused or revoked if I have wilfully given any reply which I know to be false or do not believe to be true.

If my medical circumstances change I will notify the Licensing Section immediately in writing.

I consent, for a period of three years from the date of my signature, to the Authority's Medical Officer seeking information from any doctor who at any time has attended to me and I authorise the giving of such information.

Driver's Signature:		Date:	
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Part 2- To be completed by the applicants General Practitioner

Doctors name:			
GP Address:			
Driver's Full Name:		Date of Birth:	
Driver's Full Address:			
<i>I hereby certify that the information given by the applicant in this Medical Questionnaire comprising, 5 questions on 2 pages, is accurate to the best of my knowledge.</i>			
Doctors Signature:			Practice Stamp:
Date:			
<i>The applicant meets group 2 medical standards applied by DVLA in relation to bus and lorry drivers and as such is considered fit/unfit to drive a hackney carriage vehicle or private hire vehicle.</i>	<i>FIT / UNFIT*</i> <i>(*delete as appropriate)</i>		
Additional comments:			



**CONFIDENTIAL REFERENCE QUESTIONNAIRE IN SUPPORT OF APPLICATION TO
DRIVE A HACKNEY CARRIAGE OR PRIVATE HIRE VEHICLE**

To be completed by a householder or Council Tax payer, not a near relative **and** by a Minister of Religion, School Teacher, Lawyer, Bank Officer, Senior Public Official, or other responsible person who has known the applicant personally for the past three years. (Please note: Neither a person connected with the Private Hire/Hackney Carriage trade is eligible to act as a referee).

Part 1 – To be completed by the applicant (signature required overleaf)

Surname:		Forename:	
Address:			
Post Code:		Telephone:	

Part 2 – To be completed by referee 1

What is your occupation/profession:			
Please state your association to the applicant			
State the number of years you have known the applicant			
Do you regard the applicant as being suitable to be granted a licence to drive motor vehicles for the purposes of carrying passengers for hire or reward? (*delete as appropriate)	YES / NO *		
General comments as to the suitability of the applicant, i.e. smartness, punctuality, sociability, honesty. (Please provide details where applicable):			
I, the undersigned, hereby certify that the above-named applicant has been known to me personally during the period stated above, and that he is sober, honest, of good character, cleanly in his person and civil in manner and behaviour. In my opinion, he is a suitable person to be licensed to drive a Private Hire or Hackney Carriage vehicle			
Surname:		Forename:	
Address:			
Post Code:		Telephone:	
Signature:		Date:	

Part 3 – To be completed by referee 2

What is your occupation/profession:			
Please state your association to the applicant			
State the number of years you have known the applicant			
Do you regard the applicant as being suitable to be granted a licence to drive motor vehicles for the purposes of carrying passengers for hire or reward? (*delete as appropriate)	YES / NO *		
General comments as to the suitability of the applicant, i.e. smartness, punctuality, sociability, honesty. (Please provide details where applicable):			
I, the undersigned, hereby certify that the above-named applicant has been known to me personally during the period stated above, and that he is sober, honest, of good character, cleanly in his person and civil in manner and behaviour. In my opinion, he is a suitable person to be licensed to drive a Private Hire or Hackney Carriage vehicle			
Surname:		Forename:	
Address:			
Post Code:		Telephone:	
Signature:		Date:	

Part 4 – Applicants signature

The answers given are true to the best of my knowledge and belief and I give this information knowing that my licence will be refused or revoked if I have wilfully given any information which I know to be false or do not believe to be true.

Driver's Signature:		Date:	
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Metropolitan Borough Council

Notes for the Guidance of Applicants for Hackney Carriage/Private Hire Drivers' Licences

AGE

Before you apply for a licence you must:-

- (a) be over 21 years - hackney carriage
be over 19 years - private hire, subject to production of insurance cover if under 21 years;
- (b) have held a full UK domestic driving licence for at least 12 months. (Driving a car under the authority of a provisional licence or certificate of passing test does not count as part of the 12 month period.)

You will be required to produce a DVLA driving licence (both parts for new style licences) to licensing staff at the time of application.

LICENCE FEES

Hackney Carriage and Private Hire Driver licences are normally issued to start on July 1st.

A reduced fee is applied to any new licence issued part way through the year, based on how many months are left to run.

All annual Private Hire / Hackney Carriage licences expire on 30th June, irrespective of when they are issued.

DRIVING SKILLS TEST

The next step is to take and pass a driving skills test.

From the 1st February 2009, this test will be carried out by the Driver Standards Agency (DSA). Private hire drivers will be required to complete the Saloon vehicle test and Hackney Carriage drivers the saloon vehicle test, PLUS the Wheelchair element.

Any driver who wishes to upgrade their licence from a Private Hire to Hackney Carriage Licence will be required to complete the Wheelchair element.

DSA DRIVING TEST

The DSA driving test will be available at most local DSA driving test centres including, Barnsley, Doncaster, Rotherham, Sheffield and Wakefield.



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Private Hire drivers will be required to complete the Saloon vehicle test and Hackney Carriage drivers the saloon vehicle test, PLUS the Wheelchair element.

Any driver who wishes to upgrade their licence from a Private Hire to Hackney Carriage Licence will be required to complete the Wheelchair exercise.

More information on the tests including revision information and current test fees are available from the DSA website at www.dsa.gov.uk.

Driving tests can be booked by telephoning 0300 200 1122 from 8.00am to 6.00pm, Monday to Friday, and 8.00am to 4.00pm on Saturdays or can be booked online.

KNOWLEDGE TEST

The next step is to take a written "knowledge of the Metropolitan Borough" test. Appointments for taking the test can be made at the licensing reception in the Civic Hall, Eldon Street, Barnsley and a fee is required when booking the test.

The test is multiple choice and will last a maximum of one hour and will include five sections:

- | | | |
|-----------------------------|----|-----------|
| • Highway code | 16 | Questions |
| • Local knowledge | 16 | Questions |
| • Licence /local conditions | 16 | Questions |
| • Disability/Customer care | 16 | Questions |
| • Numeracy & Literacy | 16 | Questions |

More information is provided in a separate theory test guidance document which is available from the licensing reception or on line at www.barnsley.gov.uk .

To pass the test you must get at least 12 questions correct from each section. Any person failing the test will be required to retake the FULL TEST and the appropriate fee will be charged.

Where a person fails three consecutive theory tests within a four month period, it will be unlikely that the person will have the appropriate skills and attributes to be a licensed driver with this Authority, and, therefore, the person will be barred from undertaking any further theory tests for a period of **six months** from the date of the last failure, to allow the person to develop the necessary skills, unless there are exceptional circumstances.



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ENHANCED DBS CHECK AND STATUTORY DECLARATION OF CONVICTIONS FORM

IT IS STRONGLY RECOMMENDED THAT YOU CHECK THE COUNCIL'S GUIDELINE POLICY ON CRIMINAL CONVICTIONS PRIOR TO MAKING AN APPLICATION FOR A LICENCE. WHILE EACH APPLICATION IS DEALT WITH ON ITS OWN MERITS, IT IS UNLIKELY THAT YOU WILL BE ABLE TO OBTAIN A LICENCE IF YOU FAIL TO MEET THIS GUIDELINE POLICY, UNLESS THERE ARE EXCEPTIONAL MITIGATING CIRCUMSTANCES.

DBS Checks

All prospective applicants will be expected to complete an enhanced DBS check prior to obtaining their licence. Under NO circumstances can the Council issue a licence until the appropriate DBS check has been satisfactorily completed.

All drivers will also be required to complete a further enhanced DBS check every three years.

To ensure that information contained within a DBS is up to date these documents will only be valid for a maximum of three calendar months from the date of issue.

As DBS checks can take up to 6-8 weeks to be returned from the Criminal Records Bureau you may wish to apply for your DBS check relatively early in the application process.

Due to the way that information can be provided by the Disclosure & Barring Service only checks completed by the Council's Human Resources Section will be accepted.

The Council's Human Resources Department deal with DBS applications at the Civic Hall, Eldon Street, Barnsley. These are undertaken on an appointment only basis and appointments can be made by telephoning 01226 773286. The fee for an enhanced DBS Check must be paid at the time of making the DBS application.

Please ensure you have proof of your National Insurance Number, Address and your Driving Licence (both Photo Licence and Paper Licence) with you when you make the application. If you have a valid passport, you must also bring that.

For foreign Nationals or for UK citizens who have worked or lived at some point overseas, the following will apply:

- If you have lived outside the UK for a period of 5 years or more, you must provide confirmation of such previous residential addresses,



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together with a list of previous UK residential addresses within the last five years.

- In all cases the applicant should request a Certificate of Good Repute/Letter of Good Conduct from the embassy of those country/countries. If this is not in English, a translation will be required (the translator must be approved by the licensing section prior to the translation taking place).

Any cost incurred in obtaining relevant certification under this section will be at the applicants' expense.

Statutory Declarations of convictions

All prospective drivers, and every driver when they renew their licence, will be required to complete a statutory declaration of convictions form.

On this form you will be required to declare any convictions, formal cautions or fixed penalty notices (e.g. motoring offences) that you have received in the last three years. Failure to declare any convictions, cautions or fixed penalty notices or giving a false declaration will constitute reasonable cause for the Council to refuse to grant or revoke the licence.

MEDICAL QUESTIONNAIRE

You will also be required to complete a medical questionnaire (unless you hold a current HGV or PSV driver licence). This will be required to be certified and stamped by your Doctor to prove that you are medically fit to driver a licensed vehicle.

You will be required to complete further Medical forms at specific time periods if you continue to hold a licence e.g. at 45 years of age and then every 5 years until 60 and then on an annual basis.

OTHER INFORMATION

In addition to the above, you will also be required to obtain character references and submit these with your application form.

Please note that any fee paid in respect of a licence is an 'application fee' and is not refundable and therefore you should ensure that you meet all the requirements to become a driver and submit all the relevant documents at the time of the application. Failure to do so may result in you application being refused.



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CHECKLIST

When submitting your application form you must include the following documentation:

- DVLA driver licence
- Completed application form/s (*two forms will be required if you are applying for both hackney and private hire driver licences*)
- DSA or Smithies driving test pass certificate
- Completed statutory declaration of convictions form
- Completed medical Questionnaire (*signed by your Doctor and stamped by the GP practice*)
- Completed character reference form (*completed by two people who know you and can certify that you are of good character*)

In addition to the above, the Council will also require the following to have been completed satisfactorily:

- Enhanced DBS check (*Officers will be provided with full details of information contained on this document from Human Resources*)
- Theory Test

