

LICENSING FEES 1ST APRIL 2005

From 1st May 2005 PAYMENTS TO BE MADE AT THE CASHIER'S SECTION LEVEL 4, CIVIC CENTRE, WEST STREET, OLDHAM OL1 1UL Payment can also be made by telephone for Credit/Debit cards users on 0161 911 3900/3901/3905. AREA HOUSING OFFICES CAN ALSO TAKE CASH/CHEQUE PAYMENTS

Reference: NAME:.....BADGE/PLATE No:**New PHD**

ADDRESS/PREMISES.....

.....

.....

PAYING IN CODE

AMOUNT TO BE PAID IN FULL

<u>H36455054 D9</u>	Driver's Application <u>£ 62.00</u>	<input type="checkbox"/>	Combined Badge <u>£69.00</u>	<input type="checkbox"/>
	Driver's Retest <u>£ 28.00</u>	<input type="checkbox"/>	Balance <u>£7.00</u>	<input type="checkbox"/>
<u>J36455120 D9</u>	CRB <u>£ 34.00</u>	<input type="checkbox"/>		
<u>B36455057 D9</u>	Duplicate Plate(s) <u>£ 17.50/£35.00</u>	<input type="checkbox"/>	Duplicate Badge/Licence <u>£2.50</u>	<input type="checkbox"/>
<u>D36455056 D9</u> (VEHICLES)	Full Year Private Hire <u>£ 235.00</u>	<input type="checkbox"/>	Change of Vehicle/Balance <u>£91.00/£144.00</u>	<input type="checkbox"/>
	2nd Test/Balance <u>£ 44.00/£191.00</u>	<input type="checkbox"/>	Transfer of Owner <u>£27.50</u>	<input type="checkbox"/>
	Full Year Hackney <u>£ 284.00</u>	<input type="checkbox"/>	Vehicle Retest <u>£27.50</u>	<input type="checkbox"/>
<u>F36455055 D9</u>	Operators Licence <u>£ 315.00</u>	<input type="checkbox"/>		
<u>J36455059 D9</u>	Betting/Lotteries <u>£ 17.50/£ 35.00</u>	<input type="checkbox"/>	AWP <u>£32.00</u>	<input type="checkbox"/>
<u>A36455060 D9</u>	Public Entertainment <u>£117</u>	<input type="checkbox"/>	<u>£626</u>	<input type="checkbox"/>
	<u>£173</u>	<input type="checkbox"/>	<u>£682</u>	<input type="checkbox"/>
	<u>£234</u>	<input type="checkbox"/>	<u>£743</u>	<input type="checkbox"/>
<u>K36455061 D9</u>	Sex Est <u>£4200.00</u>	<input type="checkbox"/>	Cinema <u>£213.00</u>	<input type="checkbox"/>
	Sec Hand <u>£15.00</u>	<input type="checkbox"/>	Theatres <u>£15.00</u>	<input type="checkbox"/>
	Occ Theatre <u>£1.05/£2.10</u>	<input type="checkbox"/>	Greyhound <u>£460.00</u>	<input type="checkbox"/>

LICENSING SECTION
OLDHAM METROPOLITAN BOROUGH COUNCIL
ENVIRONMENTAL SERVICES

GUIDANCE NOTES FOR PROSPECTIVE APPLICANTS FOR
HACKNEY CARRIAGE AND PRIVATE HIRE DRIVERS' LICENCES

- Applications must be made on the prescribed form (white for hackney carriages, yellow for private hire) obtainable from the Licensing Section, North House, 130 Rochdale Road, Oldham OL1 2JA.
- Applicants must be of a minimum age of 21 years and have held a full driving licence for at least 2 years.
- Applicant's must produce their current driving licence for inspection; applicants with a photocard licence must also produce the counterpart driving licence in addition to the photo card (*original only will be accepted*)
- A statutory declaration must be completed by the applicant in the presence of a solicitor who is qualified to administer oaths. Any solicitor's fees must be borne by the applicant.
- **APPLICANTS ARE REQUIRED TO REVEAL ALL CONVICTIONS, BOTH MOTORING AND CRIMINAL AND AT THE TIME OF APPLICATION TO DISCLOSE ANY PENDING CHARGES OR SUMMONSES.**
- Provide proof of payment of the appropriate fee paid
 - £62.00 for a new/renewal driver's licence
 - £34.00 CRB Enhanced Disclosure (see below).
- ***ALL CASH & CHEQUE PAYMENTS TO BE MADE AT THE CASHIER'S SECTION LEVEL 4, CIVIC CENTRE, WEST STREET, OLDHAM OL1 1UL Payment can also be made by telephone for Credit/Debit cards users on 0161 911 3900/3901/3905***
- One recent colour photograph of themselves of passport size and specification
- Applicants will also need to complete the attached 'Enhanced Disclosure Form' which allows the Criminal Records Bureau (an agency of the Home Office) to disclose to the Council an applicant's criminal record. This requirement replaces the previous Police vetting check.
- Upon completion of the 'Enhanced Disclosure Form' , in accordance with the accompanying guidance notes it must be returned to the Licensing Section, for the Countersignatory Process, together with the following **ORIGINAL DOCUMENTS** (so that your identity can be verified):-
 - (i)Your passport and
 - (ii)Two proofs of address such as:-
 - (iii)credit card statement
 - (iiii)recent utility bill
 - (iv)bank statement or mortgage/insurance statement
- In addition to the above you can show your Birth Certificate, Marriage Certificate or reference to your National Insurance number (from P45/P60) to help speed up the processing of such applications.
- **APPLICATIONS WILL NOT BE ACCEPTED WITHOUT PRODUCTION OF THE ABOVE**
- Once the above has been complied with, the form will be sent to the Criminal Records Bureau for processing. The Bureau will forward copies of the disclosure directly to the applicant and to the Countersignatory at the Council's Licensing Section. *To check the*

*progress of your CRB contact the CRB direct on **0870 90 90 844** quoting Oldham Metropolitan Borough Council's registered body number 2077280007 stating "Enhanced" level.*

- Information received from the CRB will be kept in strict confidence while the licensing process takes its course and will be retained for no longer than is necessary
- Applicants must be medically examined to the Council's approved Group 2 standard of medical fitness. A Medical Form (**for completion by your own GP**) will be issued along with the application form to new applicants. This form need not be completed at this stage; you may wait until the necessary checks have been returned to us and you have passed the proficiency test. The examination must be arranged by the applicant with his/her own doctor and any fees charged for this service paid direct by the applicant to the doctor concerned.
- Applicants will be required to pass a proficiency test before the first licence is issued but the Council reserve the right to request a further proficiency test where they consider it to be necessary.
- Licences will normally be issued for 12 months. However, in order to ensure that an equal number of licences expire each month throughout the year, some licences must be issued for shorter periods.
- Drivers licences are not transferable.

IMPORTANT NOTES

- Applications for hackney carriage/private hire drivers' licences CANNOT be processed until the above requirements have been strictly complied with.
- Having a criminal record will not necessarily bar you from applying for a hackney carriage /private hire driver's licence.
- Any disclosed information will NOT be used unfairly.
- In accordance with the Criminal Records Bureau's Code of Practice.

Copies of the Council's written policies on:-

- the recruitment of ex-offenders, and
- the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information are available on request.

LICENSING SECTION
ENVIRONMENTAL SERVICES
NORTH HOUSE
130 ROCHDALE ROAD
OLDHAM
OL1 2JA

TEL NO: 0161 911 4730/4731

OLDHAM METROPOLITAN BOROUGH COUNCIL - THE LICENSING AUTHORITY'S POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust. Oldham MBC as 'Licensing Authority' hereinafter referred to as 'OLA' complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed
- OLA is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We have written policy on the granting of Licences to ex-offenders, which is made available to all Disclosure applicants at the onset of the Licensing process.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of applicants including those with criminal records. We select all applicants for interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, and guidance notes will contain a statement that a Disclosure will be requested in the event of the individual applying for a Hackney Carriage /Private Hire Driver's Licence.
- Where a Disclosure is to form part of the application process, we encourage all applicants making such application to provide details of their criminal record at an early stage in the application process. We request that this information be given to a designated person within the Licensing Section of OMBC and guarantee that this information is only seen by those who need to see it as part of the application process.
- We ensure that all those in the Council's Licensing Section who are involved in the application process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders.
- An interview, or a separate discussion will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to applications being referred to the Licensing Committee.
- We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position.

Having a criminal record will not necessarily bar you from obtaining a licence. This will depend on the nature of the position and the circumstances and background of your offences.