



**Safer Communities, Leisure and
Environment
Marianne Rolfe – Head of Service**

Warwick District Council, Riverside House
Milverton Hill, Royal Leamington Spa, CV32 5HZ

direct line: 01926 456705

email: licensing@warwickdc.gov.uk

web: www.warwickdc.gov.uk

our ref: Self-serve 2023

your ref:

Dear Sir or Madam

Application for a hackney carriage/private hire driver's licence

This letter provides you with all of the information you will need to complete the application process for the above licence.

Before you begin please read the following points carefully as they will have an impact on the progress and outcome of your application.

- You must have held a full UK/EU Driving Licence for a minimum of 2 years at the date of application.
- You may start the application process with a non UK Drivers Licence, however, due to administrative issues with the recording of traffic offences by DVLA for non UK licences, all applicants will be required, at the point of licence grant, to have converted to a full UK driving licence.
- The application form requires you to declare, amongst other things, all of your previous convictions and cautions, *not just motoring offences*, **whether spent or not**. These may be taken into account, even if they were committed some time ago.
- You must complete an on-line Disclosure and Barring Service (DBS) application or international equivalent if you have not been a resident of the UK for 5 years prior to the date of application. An overseas police check is required (translated into English) for the dates that you were resident outside of the UK.

It is an offence to make a false declaration on the application form.

Below is a brief outline of the costs and timescales involved in applying to this authority, together with an explanation of the processing steps. After you have read all the relevant information, and you still wish to continue with an application, please complete all of the forms (paper and on-line) and return them, together with your receipts for on-line payments, to licensing@warwickdc.gov.uk

For your application to be valid it must include:

- A completed and signed application form
- Your completed and submitted on-line Disclosure and Barring Service (DBS) application reference number and receipt. (You must also have emailed Licensing your three forms of ID documents in order for us to be able to complete the DBS process for you)
- A completed, stamped and signed Medical Certificate (dated no more than 4 weeks before submitting the application)
- Your DVSA pass certificate from either Green Penny, Diamond Advanced Motorists or the Blue Lamp Trust (original document)
- Your DVLA 'Check Code'

- Your HMRC Tax 'Check Code'
- Your Driver Training Course pass certificate.
- A photograph of yourself (no more than 4 weeks old) This can be taken on a phone.
- Receipts for the correct fees (Application and DBS)

If all of the documents listed above are not received within 8 weeks of the start of your application, your application will be considered to have failed. This includes the DBS online application but excludes your DBS certificate.

As you have identified yourself as requiring annual medical certificates, you will need to ensure that you select the correct payment link on the Warwick District Council website for a New Driver (Annual medicals required).

From 3rd January 2023 the costs involved in the application are:

• Licence & application fee (3 year licence)	£506.80
• Medical administration fees	£ 53.00
• DBS fee	£ 88.00
Total	<u>£647.80</u>

This can be paid via the payment link - 'Online payment – new driver (Annual Medicals required)' on Warwick District Council's website.

You will also need to pay, directly to the service provider, for the following items.

- Doctor's fee
- DVSA driving test fee
- Driver Training Course fee

For current fee information you should contact the service provider directly. The attached guidance notes contain contact information for all Warwick District Council approved suppliers.

The time involved in the application:

- It is unlikely that the process will be complete in under 6 weeks due to the required checks and tests necessary. This may increase if you are required to attend a hearing if you have previous convictions or cautions.
- Any outstanding application documents not received within 8 weeks of the initial application date will be considered to have failed.
- If the full application process is not completed within 6 months of receipt of initial application it will be cancelled and a new application and fee will be required.

Yours sincerely,



Lorna Hudson

Environmental Health and Licensing Manager

Guidance Notes for applicants

Application Form

You must complete and sign the Warwick District Council application form. Ensure that you answer all questions and fully understand the declaration you are signing. Pay special attention to section 2, ensuring that you include all convictions, spent and unspent. If you have convictions to declare please read the *Private Hire and Hackney Carriage Drivers, Vehicles and Operators Handbook (Guidelines relating to the relevance of convictions)* before you submit your application.

On-line DBS application

You are required to complete a Disclosure and Barring Service (DBS) disclosure as part of the hackney carriage & private hire driver application process. An online DBS check can be completed by accessing the internet from any PC/Laptop that has this facility. If you do not own your own computer you can go to any internet café or local library.

Please log in using the following URL in your top toolbar:

<https://disclosure.capitarvs.co.uk/coventry/>

Please be aware that you must complete your application form in full as part completed application forms cannot be saved and any data you have input will be lost. Please also be aware that there are instructions given on each screen.

On entering the system you will be asked to supply the following information:

Organisation Reference – **WDCTAXI**
Password – **Wdctaxi2**

Once your application is complete and submitted **you must email your 3 supporting identification documents and receipt of payment** to licensing@warwickdc.gov.uk (These documents will be deleted once the DBS application process is complete)

Please ensure that you read all of the guidance notes carefully and follow the advice given. Pay particular attention to the guidance around the type of documents that can be used to support your application. Ensure that all documents are valid and meet all of the DBS standards before emailing them to us.

Please note the DBS fee is included within the total licence fee paid to Warwick District Council – if you pay for the DBS through the online payment portal on the website, then you must deduct the DBS payment off the remainder of the fee when this is paid.

You can pay for your DBS through the online payment portal at www.warwickdc.gov.uk on the Hackney Carriage Private Hire Drivers Licensing page.

Your application will not be progressed until you have paid the DBS fee and emailed valid identification documents to the Licensing department.

Medical Certificate

You must submit, with your application, your medical report and declaration, completed at your own expense, no more than 4 weeks before submitting the application. The certificate can be completed either by:

- Your own doctor; or
- Croft Medical Centre, Sydenham, Leamington Spa (Tel: 01926 421153); or
- Driver's Medicals, Coventry (Tel: 0870 609 1540)

DVLA Driving Licence Check

We need to confirm your entitlement to drive in the UK and we need to check if you have any motoring convictions. This is done by you applying online for a check code which enables us to look at your driving record. There is no charge for this service. **The 'check code' will be valid for 21 days** and shows us what vehicles you can drive and any penalty points or disqualifications you have had.

It's easy to apply for this code, you need your Driving Licence Number, National Insurance Number and your Postcode. See below for instructions on how to do this.

- 1 You need to go to the DVLA web page. www.gov.uk/view-driving-licence The page is titled View or share your driving licence information.
- 2 Click the green **START NOW** button towards the bottom of the page. This opens up a new page. You enter your driving licence number, National Insurance number and postcode in the boxes.
- 3 Tick the "**I agree**" box then press the green VIEW NOW button. Your driving licence details will then be displayed.
- 4 You will see a heading **SHARE YOUR LICENCE INFORMATION**, click on this. This opens up a new page.
- 5 Scroll down and click the green **GET A CODE** box and a check code will be generated. Either print this off, take a screen shot, take a picture or write it down, it is case sensitive so make sure you copy it down correctly.

HMRC Tax Check

From April 2022 you are required to read HMRC guidance on your tax responsibilities and confirm with us that you are aware of this guidance. Please follow the link to read the guidance [Changes for taxi, private hire or scrap metal licence applications from April 2022 - GOV.UK \(www.gov.uk\)](http://www.gov.uk/guidance/changes-for-taxi-private-hire-or-scrap-metal-licence-applications-from-april-2022)

DSA Certificate

Before your licence is issued you will need to provide a DSA pass certificate for the hackney saloon vehicles and private hire saloon vehicles test (the basic test, not the wheelchair advanced test). As the Driver and Vehicle Standards Agency are no longer providing an assessment for Hackney Carriage and Private Hire Drivers – applicants may take a DSA equivalent test with one of the following providers;

Green Penny – <http://www.greenpenny.co.uk/>

Diamond Advanced Motorists - <https://www.advancedmotoring.co.uk/taxi-test>

Blue Lamp Trust - https://www.bluelamptrust.org.uk/?f=Driver_Training/taxi_driver_assessment.php

Applicants are advised not to go through any other private providers as only tests carried out by the approved providers or the DSA will be acceptable. No alternative testing certification will be considered for the Dual Driver application.

Photograph

You are required to provide a photograph of yourself with your application. This must be a recent picture of yourself, taken within the past 4 weeks, it should be a clear full face picture, with no hats or sunglasses to be worn. Religious headdresses and prescription glasses are permitted if normally worn. This photo can be taken on a mobile phone.

Drivers Training Course

You will be required to attend a full days Driver Training Course provided by Coventry City Council at its depot in Coventry. The course covers Legislation, Customer Service, Disability awareness, CSE prevention and a Knowledge Test. For details of the cost of the course and to book a place contact the Taxi Licensing Office (Coventry City Council) directly at 024 7683 2183/2138 or via email at taxi.licensing@coventry.gov.uk

The Driver Training Course is compulsory and is to be undertaken before first grant of a licence. The course will help to make sure that you have the necessary skills and knowledge to enable you to provide a legal and good quality service. The course is organised and presented by Accessible Transport Group Ltd in partnership with the Taxi Licensing Office (TLO) and Childrens Safeguarding.

Your Communication and Numeracy skills will be tested as part of this course. There will be tests on legislation and Geographical knowledge also. A pass must be obtained in all tested sections in order for an overall pass to be achieved.

To book a place on the course you can either visit the Taxi Licensing Office and pay the fee by cash or debit/credit card, or telephone the Taxi Licensing Office and pay the fee by credit/debit card. The course will normally run at between 2 - 6 week intervals.

Taxi Licensing Office
Whitley Depot
259 London Road
Coventry
CV3 4AR

Tel: 024 7683 2183

Email: taxi.licensing@coventry.gov.uk

Pre-course advice and guidance can be found on the Coventry City Council web site. Course Notes can also be down loaded from the same place.

https://www.coventry.gov.uk/info/25/taxi_and_minicab_licensing/746/taxi_licensing_-_new_applicants

Driver Training Course certificate

No Hackney Carriage Private Hire Driver application will be processed if a Pass certificate for the Drivers Training Course is not provided.

Delivering your application and associated papers

You must email your application to licensing@warwickdc.gov.uk

Processing your application

Once received, your application will be checked by a member of the Licensing Team. You will be contacted if there are any errors or omissions in your forms or if we require any further information or clarification. It is in your interest to respond quickly to any requests for information that are made as your application will not be progressed until all outstanding queries have been resolved. The licensing team will not accept any responsibility for delays in your application due to missing/incorrect items.

Your application will not be assessed until the licensing team receive notification of the outcome of your DBS certificate content. If the licensing team receive notification that your DBS is 'clear' from the service provider then your application will be assessed. If your DBS contains details of convictions and cautions then your application will not be assessed until licensing officers have seen your certificate. The DBS certificate will be sent directly to you. It is in your interests, therefore, to email the certificate to the licensing team as soon as possible after you receive it.

Once the licensing team receive all of your documents and certificates (including your DBS certificate) your application will be assessed and an officer will determine your eligibility to become a hackney carriage/private hire driver with the District within 10 working days.

If there are issues with your application that fall outside of the current policy on drivers you may be offered the opportunity to speak to a panel of councillors to explain your situation, in order for them to consider your application. You will be contacted by a member of the licensing team if this is the case.

Please take the time to read the following information and guidance on our website. You will need to know and be conversant with the information contained within the booklets:

**Private Hire and Hackney Carriage Drivers, Vehicles and Operators Handbook
(Guidelines relating to the relevance of convictions);**

http://www.warwickdc.gov.uk/downloads/file/130/guidelines_relating_to_the_relevance_of_convictions

Guidance notes and conditions;

http://www.warwickdc.gov.uk/downloads/file/129/guidance_notes_and_conditions



Hackney Carriage & Private Hire Driver Licence
Town Police Clauses Act 1847
Local Government (Miscellaneous Provisions Act 1976)

Licensing, Community Protection,
 Riverside House, Milverton Hill, Royal Leamington Spa, CV32 5HZ
 Tel: 01926 456705 Email: licensing@warwickdc.gov.uk

For full details on how we will process and store your data please read the Taxi Licensing Privacy Notice on our website at www.warwickdc.gov.uk/Licensing

I hereby apply for (please tick as appropriate)

- New Grant
- Renewal – Badge Number

WDCDR

YOU MUST ANSWER ALL QUESTIONS IF NOT THE FORM WILL BE RETURNED TO YOU. PLEASE USE BLOCK CAPITALS.

1. YOUR PERSONAL DETAILS

Title: (Mr, Mrs, etc.)

Family name:

Forename(s):

Previous Names:

Date of Birth: Place of Birth

Address:

Postcode:

Telephone No: Mobile No:

National Insurance Number:

How long have you lived in the UK

Have you previously applied for or been refused any application for a Hackney Carriage/
 Private Hire Drivers Licence with Warwick District Council or any other Licensing Authority Yes No

DRIVING LICENCE DETAILS

How long have you held a full DVLA driving licence (years)

(Minimum period 2 years):

What Groups does your licence cover

DVLA driving licence number:

Valid from:

Expiry Date:

Current endorsements on DVLA driving licence (if none, write "NIL"):

Date of Offence	Offence Code	Points	Fine/Costs

Have you ever been disqualified from driving?

Yes

No

If Yes, please give details below:

Date:

Reason:

Period(s) of disqualification

Have you previously held either a Hackney Carriage or Private Drivers Licence? Yes No

If Yes, please give details below:

Council licence held with:

Date Licence ceased:

Reason for not continuing the Licence

2. CONVICTIONS

You are required to disclose all convictions, cautions, injunctions including antisocial behaviour orders, fixed penalty notices, restraining orders and details of any arrests for the purpose of establishing if an applicant is a "fit and proper" person to hold a licence. All convictions include any spent convictions (not just for Road Traffic Offences) under the Rehabilitation of Offenders Act 1974 and Rehabilitation of Offenders Act (Exceptions) Order 2003 must also be declared. It is an offence under section 57 of the Local Government (Miscellaneous Provisions) Act 1976 to knowingly or recklessly make a false statement on the licence application form.

Have you **ever** been **convicted** or **cautioned of any offence**, or **received** any of the items listed above?

Yes No

- In the box below you must list **ALL** your convictions, police cautions, warnings and reprimands except for "Protected Convictions or Cautions", even if you think they are not relevant or they are very old or you think they are spent or quashed.
- Include all offences and fixed penalty endorsements even if they are very old or they no longer appear on your licence.
- Include them all even if you have listed them on a previous application form.
- Include any convictions, cautions, warnings and reprimands received when you were outside the UK.
- You must include the date (i.e. day/month/year) for every conviction/caution/warning/reprimand etc.
- Use a separate sheet of paper if you need more space.
- If you have **No** convictions, cautions, warnings or reprimands you must write "**NONE**" in the section below.

If you are in any doubt as to what to write down you must contact the Taxi Licensing Office.

If Yes, please give details below (continue on a separate piece of paper if necessary):

Offence	Date of Conviction/Caution	Sentence

Are there any matters related to the prosecutions, convictions, cautions, injunctions including antisocial behaviour orders, fixed penalty notices, restraining orders or any arrests pending against you?

Yes No

If yes, please give details below:

I confirm that I have read and understood section 2 above regarding convictions and understand it is an offence under section 57 of the Local Government (Miscellaneous Provisions) Act 1976 to knowingly or recklessly make a false statement on the licence application form.

Signature:

PRINT NAME

DATE:

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3. EMPLOYMENT DETAILS

Please state the name and address of the person who will employ you if this licence is granted:

Name:

Address:

Telephone No:

Will you be working (tick as appropriate) Full time Part time

4. MEDICAL

A medical report and declaration is required to be submitted with all new applications. Medical reports are also required to be submitted with all renewal applications every three years, or more often if considered necessary or appropriate.

Once an applicant reaches 65 years of age, a medical report and declaration is required annually.

Have you **ever** suffered from a prescribed medical disability, epilepsy or from sudden attacks of disabling giddiness or fainting from any disease, mental or physical disability likely to interfere with the efficient discharge of your duties as a driver, or to cause the driving of a Hackney Carriage or Private Hire Vehicle to be a source of danger to the public?

Yes No

If yes, please give details.

5. HMRC TAX CHECK

I can confirm that I have read the HMRC tax guidance and am aware of my tax responsibilities.

Signature:

PRINT NAME:

Date:

5. I hereby apply for a vehicle driver's licence and enclose:

1.	Completed application	<input checked="" type="checkbox"/>
2.	Online Payment Receipt for the appropriate fees (see separate list for current fees).	<input type="checkbox"/>
3.	Current UK/EU Driving Licence in Current Address (held for 2 years).	<input type="checkbox"/>
4.	Copy of the online unique checking code to check the DVLA driving licence	<input type="checkbox"/>
5.	A completed medical report and declaration.	<input type="checkbox"/>
6.	One original passport sized photograph taken within the preceding month prior to submitting the application. Can be taken on a phone. <i>(No hats or sunglasses to be worn and only prescription glasses permitted).</i>	<input type="checkbox"/>
7.	DBS on-line payment receipt	<input type="checkbox"/>
8.	DSA Certificate	<input type="checkbox"/>
9.	Driver Training Course Certificates	<input type="checkbox"/>

Your licence will not be renewed or granted unless all of the required supporting documents are enclosed.

Should you withdraw or cancel your application once it has been submitted and accepted, your application fees are none refundable.

6. DECLARATION

I declare that I have checked the information given on this form and that to the best of my knowledge and belief it is correct.

I undertake to comply with the relevant legislation and application procedures administered by Warwick District Council and to immediately notify the Council, in writing, of changes in my personal/business circumstances, including any accidents and medical conditions, during the period of any licences issued.

Signature:

PRINT NAME:

Date:

Email address

For renewal applications, this form must be submitted by email together with all required documents to licensing@warwickdc.gov.uk , as soon as possible before the expiry of your existing licence.

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MEDICAL CERTIFICATE FOR HACKNEY CARRIAGE AND PRIVATE HIRE DRIVERS

Name of driver

Date of birth

- The applicant meets the DVLA group 2 medical standard of fitness and is therefore fit to drive hackney carriage/private hire vehicles.
- The applicant does not meet the DVLA group 2 medical standard of fitness and is therefore not fit to drive hackney carriage/private hire vehicles.
- I have found a matter of relevance but I recommend that you do not revoke a current licence for the time being but that you note the following recommendations regarding further medical evidence:
 - You should require the driver to produce, within six weeks, a written statement from his doctor stating that **his blood pressure (on medical treatment if necessary) is not consistently above 180/100.**
 - You should require the driver to produce, within two weeks, a written statement from an optometrist stating that **his visual acuity, with glasses if necessary, is at least 6/7.5 in the better eye and 6/60 in the worse eye, using corrective lenses if necessary, and that any necessary spectacle lenses do not have a strength of greater than +8 dioptries.**
 - You should require the driver to produce, within three months, a statement from his GP or hospital specialist stating that **within the last three years he has had an exercise treadmill test or other equivalent test of cardiac function and that this demonstrates that he meets the DVLA group 2 standard.**
 - The driver should produce to you, within six weeks, the form "*Medical statement for drivers with tablet-controlled diabetes*", duly completed by a medical practitioner and by himself. I have given the applicant a copy of this form.
 - He should produce a statement from .. within.. weeks, stating: “..

The applicant has diabetes treated by insulin and should be considered fit and granted a licence once he has produced to you the form "*Medical statement for drivers with diabetes using insulin*", duly completed by a diabetes consultant and by himself. I have given the applicant a copy of this form. You should require a fresh version of this medical statement to be produced every 12 months.

Is there any reason to have a review before three years, or annually if over the age of 65?

- No, only as above Yes, more frequently If yes state what interval is recommended: _____

Doctor's signature.....

Doctor's name (please print).....

Date of examination.....

Surgery Stamp:

Notes for the examining doctor:

Taxi and private hire drivers must achieve the same medical standard as DVLA group 2 (*Medical Aspects of Fitness to Drive*, The Medical Commission on Accident Prevention 1995; and *Fitness to Drive, A Guide for Health Professionals*, Tim Carter, Chief Medical Advisor to the Department for Transport, 2006)

If the applicant is applying for a new licence, the required medical standard must be met before the person can be certified as fit. If an applicant is renewing an existing licence, and the problem which is identified is not of immediate medical concern, such as blood pressure marginally above the DVLA group 2 level or visual acuities marginally worse than the DVLA group 2 level, the candidate should be considered to be a "provisionally fit" and allowed to hold a licence with appropriate instructions to the licensing authority as indicated above.

An applicant using insulin for diabetes must produce both a declaration from a diabetes consultant and a declaration signed by himself, confirming a satisfactory level of control and monitoring as specified in the accompanying form "*Medical statement for drivers with diabetes using insulin*". He should not be considered fit to hold a licence until this is done.

An applicant taking sulphonylureas or glinides must produce both a declaration from a doctor and from himself confirming a satisfactory level of control and monitoring as specified in the accompanying form "*Medical statement for drivers with tablets-controlled diabetes*" but may be allowed a period of grace to obtain this evidence. Blood testing must be done every 2 hours whilst driving.

A person who has a history of established ischaemic heart disease including a heart attack, angina, or insertion of a stent at any time in the past, whether recent or distant, must have three yearly exercise treadmill tests or another equivalent functional test and be able to demonstrate a satisfactory standard equivalent to DVLA group 2 standard.

Medical statement for drivers with diabetes using insulin

Licensing requirements for holding a group 2 licence (lorries and buses) and taxis require people with diabetes treated by insulin to obtain a statement from a hospital specialist and make a declaration themselves. Please obtain a statement from a specialist as below, and please sign the second declaration yourself.

You must have attended an examination by a hospital consultant specialising in the treatment of diabetes, and you must have the following statement from a consultant. The consultant may either sign below or reproduce the statement on headed paper.

Driver's name: _____ Date of birth: _____	
I am a consultant specialising in the treatment of diabetes and I have seen this person in the last year. I confirm that he/she: <ol style="list-style-type: none">1. has a history of responsible diabetic control.2. currently has a minimal risk of impairment due to hypoglycaemia.3. has undergone treatment with insulin for at least four weeks.4. has full awareness of, and understand the risks of, hypoglycaemia.5. has not, during the immediately preceding year, had an episode of severe hypoglycaemia.6. regularly monitors his or her condition and, in particular, undertakes blood glucose monitoring at least twice daily and at times relevant to driving, using a device that incorporates an electronic memory function to measure and record blood glucose levels, and undertakes to continue so to monitor.7. will continue to have annual reviews with a hospital specialist.	
Signature of consultant and date:	
Name, address and authentication stamp of consultant:	

You must also sign the following declaration yourself:

Driver's name: _____ Date of birth: _____	
<ol style="list-style-type: none">1. I understand the risk of hypoglycaemia and will comply with such directions regarding treatment for diabetes as may from time to time be given by the registered medical practitioner overseeing my treatment, or one of the clinical team working under the supervision of that registered medical practitioner.2. I regularly monitor my condition and, in particular, undertake blood glucose monitoring at least twice daily and at times relevant to driving, using a device that incorporates an electronic memory function to measure and record blood glucose levels, and I undertake to continue so to monitor.3. I will immediately report to the licensing authority in writing any significant change in my condition and will follow the advice of my registered medical practitioner, or one of the clinical team working under the supervision of that registered medical practitioner, concerning fitness to drive.	
Signature and date:	

Medical statement for drivers with tablet-controlled diabetes

Licensing requirements for holding a group 2 licence (lorries and buses) and taxis require people with diabetes treated by certain tablets as shown below to obtain a statement from their doctor and make a declaration themselves. Please obtain a statement from your doctor as below, and please sign the second declaration yourself.

<p>Sulphonylureas, including the following Chlorpropamide, Glibenclamide, Gliclazide, Glimepiride Glipizide, Glibense, Tolbutamide</p>	<p>Glinides, which include the following tablets Nateglinide also known as Starlix Repaglinide also known as Prandin</p>
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You must have attended an examination by a doctor such as your GP who must sign the following statement.

Driver's name _____ Date of birth _____	
<p>This person has attended an examination with me. I am a registered medical practitioner. I confirm that he/she:</p> <ol style="list-style-type: none"> 1. has a history of responsible diabetic control and currently has a minimal risk of impairment due to hypoglycaemia. 2. has full awareness of hypoglycaemia; 3. has not, during the period of one year immediately preceding the date when the licence is granted, had an episode of severe hypoglycaemia; and 4. regularly monitors his or her condition and, in particular, undertakes blood glucose monitoring at least twice daily and at times relevant to driving 	
Signature of doctor and date:	
Name, address and authentication stamp of doctor:	

You must also sign the following declaration yourself:

Drivers name: _____ Date of birth: _____	
<ol style="list-style-type: none"> 1. I understand the risk of hypoglycaemia and will comply with such directions regarding treatment for diabetes as may from time to time be given by the registered medical practitioner overseeing that treatment, or one of the clinical team working under the supervision of that registered medical practitioner; 2. I will immediately report to the licensing authority in writing any significant change in my condition and will follow the advice of my registered medical practitioner, or one of the clinical team working under the supervision of that registered medical practitioner, concerning fitness to drive. 	
Signature and date:	

Medical Examination Report

To be filled in by the doctor. The applicant must fill in sections 16 and 17.

The doctor should fully examine the patient as well as taking the patient's history and answer **all** questions

1 Patient's weight

Height

Number of alcohol units taken each week

Details of specialist /consultants, including address (if relevant to DVLA group 2 medical standards)

Date of last appointment

Medication	Dosage	Reason Taken

2 **Vision**

A medical standard of at least 6/60 in the worst eye, and 6/7.5 in the better eye is normally required **YES NO**

- 1. Does the patient's vision reach this standard without glasses or contact lenses?
- 2. If no, does the patient's vision reach this standard with glasses or contact lenses?
- (c) If correction is required to meet the above standard, is it well tolerated?

3. State the visual acuities **of each eye** in terms of the 6m Snellen chart. Please convert any 3 metre readings to the 6 metre equivalent.

Uncorrected Right Left **Corrected** (if applicable) Right Left

Note 1: It is not necessary to record the uncorrected acuity if the patient requires glasses or contact lenses to reach the above standard.

Note 2: In exceptional circumstances a person who has held a licence for many years may be permitted to hold a licence with vision which fails to meet the above acuity standards. The examining doctor is advised to consult the DVLA publication "Assessing fitness to Drive" or seek further guidance in these cases.

A patient must not require spectacles which have lenses of +8 dioptries or greater.

- 4. Does the patient require spectacles of +8 dioptries or greater to meet the above visual acuity requirement?

Note 3: It may be necessary for the patient to obtain a declaration from an optometrist to confirm this.

- 5. Is there a defect in the patient's binocular field of vision (central and/or peripheral)?
- 6. Is there diplopia? (controlled or uncontrolled)?
- 7. Does the patient have any other ophthalmic condition? If **YES** to 4, 5 or 6, please give details in **Section 14**

Patient's name **Date of birth**

3

Nervous system

YES NO

1. Has the patient had any form of epileptic attack?

If YES, please answer questions a–f If NO go to question 2

(a) Has the patient had more than one attack?

YES NO

(b) Please give date of first and last attack

First attack Last attack

YES NO

(c) Is the patient currently on anti-epilepsy medication?

If Yes, please fill in current medication on the appropriate section on the front of this form

(d) If no longer treated, date when treatment ended

(e) If the patient has had a brain scan, please state:

MRI Date CT Date

(f) Has the patient had an EEG? If Yes please give date

2. Is there a history of blackout or impaired consciousness within the last 5 years?

If YES, please give date(s) and details in **Section 14**

3. Is there a history of, or evidence of, any of the conditions listed at a–g below?

If NO, go to **Section 4**.If YES, give dates and full details at **Section 14**.(a) Stroke or TIA *please delete as appropriate*If YES, please give date Has there been a full recovery?

YES NO

(b) Sudden and disabling dizziness/vertigo within the last year with a liability to recur

(c) Subarachnoid haemorrhage

(d) Serious head injury within the last 10 years

(e) Brain tumour, either benign or malignant, primary or secondary

(f) Other brain surgery or abnormality

(g) Chronic neurological disorders e.g. Parkinson's disease, multiple sclerosis

4

Diabetes

1. Does the patient have diabetes mellitus?

If NO, please go to **Section 5**. If YES, please answer the following questions.

2. Is the diabetes managed by:-

YES NO

(a) Insulin?

(b) Other injectable treatments?

(c) A sulphonylurea or a glinide?

(d) Oral hypoglycaemic agents and diet?

(e) Diet only?

 3. ***This question does not need to be answered unless the applicant takes insulin or sulphonylurea or glinide***

(a) Does the patient test blood glucose less than two hours before starting driving duties and then every two hours whilst driving?

(b) Does the patient test at times relevant to driving?

(c) Does the patient carry fast acting carbohydrate in the vehicle when driving?

(d) Does the patient have an adequate understanding of diabetes and the necessary precautions for safe driving?

Patient's name

Date of birth

- | | YES | NO |
|--|--------------------------|--------------------------|
| 4. Is there evidence of:- | | |
| (a) Loss of visual field? | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) Severe peripheral neuropathy, sufficient to impair limb function for safe driving? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is there any evidence of impaired awareness of hypoglycaemia? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Has there been laser treatment for retinopathy or intra-vitreous treatment for retinopathy? | <input type="checkbox"/> | <input type="checkbox"/> |
| If YES, please give date(s) of treatment <input type="text"/> | | |
| 7. Is there a history of hypoglycaemia in the last 12 months requiring the assistance of another person? | <input type="checkbox"/> | <input type="checkbox"/> |

If YES to any of 4–7 above, please give details in **Section 14**

5 Psychiatric illness

- | | YES | NO |
|---|--------------------------|--------------------------|
| Is there a history of, or evidence of, any of the conditions listed at 1–7 below? | <input type="checkbox"/> | <input type="checkbox"/> |
| If NO, please go to Section 6 | | |
| If YES, please tick the relevant box(es) below and give date(s), prognosis, period of stability and details of medication, dosage and any side effects in Section 14 . | | |

If patient remains under specialist clinic(s), ensure details are given.

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. Significant psychiatric disorder within the past 6 months | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. A psychotic illness within the past 3 years, including psychotic depression | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Dementia or cognitive impairment | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Persistent alcohol misuse in the past 12 months | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Alcohol dependence in the past 3 years | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Persistent drug misuse in the past 12 months | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Drug dependence in the past 3 years | <input type="checkbox"/> | <input type="checkbox"/> |

6 Coronary artery disease

- | | YES | NO |
|---|--------------------------|--------------------------|
| Is there a history of, or evidence of, coronary artery disease? | <input type="checkbox"/> | <input type="checkbox"/> |
| If NO, go to Section 7 | | |

If YES, answer all questions below and give details at **Section 14**.

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. Acute coronary syndromes including myocardial infarction? | <input type="checkbox"/> | <input type="checkbox"/> |
| If YES, please give date(s) <input type="text"/> | | |
| 2. Coronary artery by-pass graft surgery? | <input type="checkbox"/> | <input type="checkbox"/> |
| If YES, please give date(s) <input type="text"/> | | |
| 3. Coronary angioplasty (P.C.I.) | <input type="checkbox"/> | <input type="checkbox"/> |
| If YES, please give date of most recent intervention <input type="text"/> | | |
| 4. Has the patient suffered from angina? | <input type="checkbox"/> | <input type="checkbox"/> |
| If YES, please give the date of the last known attack <input type="text"/> | | |

Patient's name Date of birth

7 Cardiac arrhythmia

Is there a history of, or evidence of, cardiac arrhythmia, or channelopathies including Brugada or long QT syndrome?

YES NO

If **NO**, go to **Section 8**

If **YES**, please answer all questions below and give details in **Section 14**.

1. Has there been a significant disturbance of cardiac rhythm? i.e. sinoatrial disease, significant atrio-ventricular conduction defect, atrial flutter/fibrillation, narrow or broad complex tachycardia in last 5 years?

YES NO

2. Has the arrhythmia been controlled satisfactorily for at least 3 months?

3. Has an ICD or biventricular pacemaker (CRST-D type) been implanted?

4. Has a pacemaker been implanted?

If **YES**:-

(a) Please supply date of implantation

(b) Is the patient free of symptoms that caused the device to be fitted?

(c) Does the patient attend a pacemaker clinic regularly?

8 Peripheral arterial disease, aortic aneurysm/dissection

Is there a history or evidence of ANY of the following:

YES NO

If **YES**, please **tick** ALL relevant boxes below, and give details in **Section 14**.

If **NO**, go to **Section 9**

1. Peripheral arterial disease (excluding Buerger's disease)

YES NO

2. Does the patient have claudication?

If **YES**, for how long in minutes can the patient walk at a brisk pace before being symptom-limited?

3. Aortic aneurysm

IF YES:

(a) Site of Aneurysm: Thoracic Abdominal

(b) Has it been repaired successfully?

(c) Is the transverse diameter currently > 5.5cms?

If **NO**, please provide latest measurement and date obtained

4. Dissection of the aorta? If so give full details.

9 Valvular/congenital heart disease

Is there a history of, or evidence of, valvular/congenital heart disease?

YES NO

If **NO**, go to **Section 10**

If **YES**, please answer all questions below and give details in **Section 14**.

1. Is there a history of congenital heart disorder?

YES NO

2. Is there a history of heart valve disease?

3. Is there any history of embolism? (**not** pulmonary embolism)

4. Does the patient currently have significant symptoms?

5. Has there been any progression since the last licence application? (if relevant)

Patient's name

Date of birth

10 Cardiac, other

Does the patient have a history of any of the following conditions: YES NO

 (a) a history of, or evidence of, heart failure?
 (b) established cardiomyopathy?
 (c) a heart or heart/ lung transplant?
 (d) Untreated atrial myxoma
 If YES, please give full details in Section 14 of the form. If NO, go to section 11

11 Cardiac investigations

If you answer yes to any of these questions please give relevant information in Section 14 YES NO

1. Has a resting ECG been undertaken?
 If YES, does it show:- YES NO
 (a) pathological Q waves?
 (b) left bundle branch block?
 (c) right bundle branch block?

2. Has an exercise ECG been undertaken (or planned)? YES NO

 If YES, please give date

3. Has an echocardiogram been undertaken (or planned)? YES NO

 (a) If YES, please give date
 (b) If undertaken, was the left ventricular ejection fraction at least 40%?

4. Has a coronary angiogram been undertaken (or planned)? YES NO

 If YES, please give date

5. Has a 24 hour ECG tape been undertaken (or planned)? YES NO

 If YES, please give date

6. Has a myocardial perfusion scan or stress echo study been undertaken (or planned)? YES NO

 If YES, please give date

12 Blood pressure

1. Is today's best systolic pressure reading 180mm Hg or more? YES NO

 2. Is today's best diastolic pressure reading 100mm Hg or more? YES NO

 Please give today's reading

3. Is there a history of malignant hypertension? YES NO

 3. Is the patient on anti-hypertensive treatment? YES NO

 If YES to any of the above, please provide three previous readings with dates, if available

Patient's name Date of birth

13 General

YES NO

Please answer all questions in this section. If your answer is 'YES' to any of the questions, please give full details in **Section 14**.

1. Is there **currently** a disability of the spine or limbs likely to impair control of the vehicle?

2. Is there a history of bronchogenic carcinoma or other malignant tumour, for example, malignant melanoma, with a significant liability to metastasise cerebrally?

If **YES**, please give dates and diagnosis and state whether there is current evidence of dissemination

3. Is there any evidence the patient has a cancer that causes fatigue or cachexia that affects safe driving?

4. Is the patient profoundly deaf?

If **YES**, is the patient able to communicate in the event of an emergency by speech or by using a device,

e.g. a textphone? **YES** **NO**

5. Does the patient have a history of alcoholic liver disease and/or liver cirrhosis of any origin?

If **YES**, please give details in **Section 14**

6. Is there a history of, or evidence of, sleep apnoea syndrome? If **YES**, please provide details

(a) Date of diagnosis

(b) If yes, is it controlled successfully? **YES** **NO**

(c) If **YES**, state treatment (d) Please state period of control

(e) Date last seen by consultant

7. Does the patient suffer from narcolepsy or cataplexy?

If **YES**, please give details in **Section 14**

8. Is there any other **medical condition** causing excessive daytime sleepiness?

If **YES**, please provide details

(a) Diagnosis

(b) Date of diagnosis

(c) Is it controlled successfully? **YES** **NO**

(d) If **YES**, state treatment (e) State period of control

(f) Date last seen by consultant

9. Does the patient have severe symptomatic respiratory disease causing chronic hypoxia?

10. Does any medication currently taken cause the patient side effects that could affect safe driving?

If **YES**, please provide details of medication and symptoms

Does the patient have any other medical condition that could affect safe driving?

If **YES**, please provide details

Patient's name

Date of birth

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Patient's name

Date of birth

Medical Practitioner Details

To be filled in by Doctor carrying out the examination

15

Please ensure all relevant sections of the form have been filled in as, if not, this will cause the form to be returned for completion

Doctor's details (please print name and address in capital letters)

Name
Address
Telephone

Surgery Stamp and GMC Registration Number

Signature of Medical Practitioner

Date of Examination

Applicant's Details

To be filled in before the examination

Please make sure that you have printed your name and date of birth on each page before the examination

16

Your details

Your full name
Your address
Email address (optional)

Date of Birth

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Home phone number

--

Work/Daytime number

--

About your GP/group practice

Name of surgery or GP
Address
Phone (if known)

17 Patient's consent and declaration

This section **MUST** be filled in and must **NOT** be altered in any way.
Please read the following important information carefully then sign to confirm the statements below.

Important information about Consent

On occasion, as part of the investigation into your fitness to drive, the Council may require you to undergo a medical examination or some form of practical assessment. In these circumstances, those personnel involved will require your background medical details to undertake an appropriate and adequate assessment. Such personnel might include doctors, orthoptists at eye clinics or paramedical staff at a driving assessment centre. Only information relevant to the assessment of your fitness to drive will be released. I now authorise the doctor carrying out this assessment to inform the Council of my fitness to drive and to release medical information only to the extent which it is necessary for the Council to make decisions on my fitness and safety to work. I am aware that I can request sight of a report either before or after it is sent.

Consent and Declaration

I authorise my doctor(s) and specialist(s) to release reports/medical information about my condition relevant to my fitness to drive, to the Council Medical Advisor about my condition.

I authorise the Council to disclose such relevant medical information as may be necessary to the investigation of my fitness to drive, to doctors, paramedical staff and to release to my doctor(s) details of the outcome of my case and any relevant medical information.

I declare that I have checked the details I have given on the enclosed questionnaire and that, to the best of my knowledge and belief, they are correct.

Name

--

Signature

--

Date

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Policy for Private Hire and Hackney Carriage Driver Licence Holders and Applicants with Diabetes treated with insulin or tablets

Warwick District Council has determined that the following criteria will have to be met by all private hire and hackney carriage driver current licence holders and all applicants with insulin or tablet treated diabetes.

Licence holders and applicants are reminded that the requirements of the declaration signed on the issue of licence remain an obligation. Medical declaration forms are available upon request for either insulin or tablet. These may be obtained by post to the offices of Warwick District Council, on the Council's website or by email from licensing@warwickdc.gov.uk.

All current applications involving individuals with insulin/tablet treated diabetes will be dealt with under the following requirements.

Applicant being treated with insulin

It is a requirement that the applicant:

- has undergone treatment with insulin for at least four weeks;
- has full awareness of hypoglycaemia;
- has not, during the immediately preceding year, had an episode of severe hypoglycaemia;
- regularly monitors his or her condition and, in particular, undertakes blood glucose monitoring at least twice daily and at times relevant to driving, using a device that incorporates an electronic memory function to measure and record blood glucose levels, and undertakes to continue so to monitor.

It is a requirement that the applicant has attended an examination by a hospital consultant specialising in the treatment of diabetes, who has provided a report confirming that:

- the applicant has a history of responsible diabetic control;
- currently has a minimal risk of impairment due to hypoglycaemia;
- has undergone treatment with insulin for at least four weeks;
- has full awareness of hypoglycaemia;
- has not, during the immediately preceding year, had an episode of severe hypoglycaemia;
- regularly monitors his or her condition and, in particular, undertakes blood glucose monitoring at least twice daily and at times relevant to driving, using a device that incorporates an electronic memory function to measure and record blood glucose levels, and undertakes to continue so to monitor;
- The applicant will continue to have annual reviews with a hospital specialist.

The applicant must provide a signed declaration that he or she:

- understands the risk of hypoglycaemia and will comply with such directions regarding treatment for diabetes as may from time to time be given by the registered medical practitioner overseeing that treatment, or one of the clinical team working under the supervision of that registered medical practitioner;
- regularly monitors his or her condition and, in particular, undertakes blood glucose monitoring at least twice daily and at times relevant to driving, using a device that incorporates an electronic memory function to measure and record blood glucose levels, and undertakes to continue so to monitor;
- will immediately report to [the Secretary of State] in writing any significant change in his or her condition and will follow the advice of his or her registered medical practitioner, or one of the clinical team working under the supervision of that registered medical practitioner, concerning fitness to drive.

Applicants being treated with a medication which carries a risk of inducing hypoglycaemia, other than insulin

Sulphonylureas, including the following: Chlorpropamide, Glibenclamide, Gliclazide, Glimepiride Glipizide, Glibense, Tolbutamide	Glinides, which include the following tablets Nateglinide also known as Starlix Repaglinide also known as Prandin
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It is a requirement that the applicant:

- has full awareness of hypoglycaemia;
- has not, during the period of one year immediately preceding the date when the licence is granted, had an episode of severe hypoglycaemia; and
- regularly monitors his or her condition and, in particular, undertakes blood glucose monitoring at least twice daily and at times relevant to driving

It is a requirement that the applicant has attended an examination by a registered medical practitioner, who has provided a report confirming that

- the applicant has a history of responsible diabetic control and currently has a minimal risk of impairment due to hypoglycaemia.
- has full awareness of hypoglycaemia;
- has not, during the period of one year immediately preceding the date when the licence is granted, had an episode of severe hypoglycaemia; and
- regularly monitors his or her condition and, in particular, undertakes blood glucose monitoring at least twice daily and at times relevant to driving

Provides a signed declaration that he or she:

- understands the risk of hypoglycaemia and will comply with such directions regarding treatment for diabetes as may from time to time be given by the registered medical practitioner overseeing that treatment, or one of the clinical team working under the supervision of that registered medical practitioner;
- will immediately report to [the Secretary of State] in writing any significant change in his or her condition and will follow the advice of his or her registered medical practitioner, or one of the clinical team working under the supervision of that registered medical practitioner, concerning fitness to drive



Hackney carriage/private hire knowledge test marking

Legislation, Customer Service, Disability Awareness, Numeracy and Communications skills will all be assessed as part of the Coventry City Council course and will be the same for all applicants.

The only section that will be different will be the Geographical Knowledge. Drivers applying for a Warwick District Council Drivers licence will be assessed on WDCs routes and landmarks.

- There will be five individual questions with two landmarks. You will be required to plot a route between the two. (there are a maximum of 25 marks available in this section).
- You are asked to identify the road name for each landmark (as shown below). One mark each will be given for the correct name of the roads that the two given landmarks are on.
- You are asked to name the roads that you would take from the first named landmark to the second named landmark.
- The route you must take must be the shortest route and it must be possible to be driven in a motor vehicle on an ordinary day.
- Three marks will be awarded for a correct route between the two landmarks.
- The pass mark for this section is 20 marks.

Example Questions

Write your answer clearly, like this;

1) Leamington Railway Station, Leamington Spa

2) Shire Hall, Warwick

Road: *Warwick Old Road*

Market Square

Route: *Myton Road, Banbury Road, Northgate Street, Old Square*

You cannot go the wrong way up a one way street or go through a road that is a dead end.

For the purpose of the test where we refer to a 'road' we mean road, street, lane, way, close, highway etc.

LANDMARKS USED IN THE KNOWLEDGE TESTS

Angel Hotel, Leamington Spa
Asda Supermarket, Leamington Spa
Guide Dogs for the Blind, Leamington Spa
Heathcote Industrial Estate, Leamington Spa
Holiday Inn, Leamington Spa
Leamington Railway Station, Leamington Spa
Leamington Spa Town Hall, Leamington
Lillington Library, Leamington Spa
Oakley Crematorium, Leamington Spa
Shell Petrol Station Garage, Leamington Spa
Shires Retail Park, Leamington Spa
Warwick District Council Offices, Leamington Spa
Warwick Justice Centre, Leamington Spa
Warwick Trident College, Leamington Spa
Warwickshire Nuffield Hospital, Leamington Spa
Vue Cinema, Leamington Spa
Chesford Grange, Kenilworth
Holiday Inn, Kenilworth
Loch Fyne, Kenilworth
Ramada, Kenilworth
Woodside, Kenilworth
Holiday Inn, Warwick
IBM, Warwick
Ridgeway School, Warwick
Rose and Crown, Warwick
Shire Hall, Warwick
Saxon Mill, Warwick
Tournament Fields, Warwick
Warwick Hospital, Warwick
Warwick Technology Park, Warwick
Warwick Parkway Railway Station, Warwick
Warwick Railway Station, Warwick
Birmingham International Airport, Birmingham
JLR, Whitley, Coventry
JLR, Gaydon
Old Mill, Baginton
Rootes, Warwick University,
Coventry
Stoneleigh Park, Stoneleigh
White Lion, Radford Semele