

Exemption Certificate Procedure

Passengers in wheelchairs

Section 166 allows licensing authorities to exempt drivers from the duties to assist passengers in wheelchairs if they are satisfied that it is appropriate to do so, on medical or physical grounds. The exemption can be valid for as short or long a time period as the local authority thinks appropriate, bearing in mind the nature of the medical issue. If exempt, the driver will not be required to perform any of the duties.

If a licenced driver wishes to obtain an exemption from the duties placed on them under section 165, they must complete the Wheelchair Exemption Application Form and submit this to the Licensing Team, Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ together with a medical report and covering letter from their own GP.

The application will be considered by the Head of Health and Community Protection. This process will normally be completed within 10 working days.

If required, a licensed driver seeking to obtain an exemption from the duties must submit to an examination by an independent medical practitioner (at their own expense).

If the exemption application is successful then the licensing authority will issue an exemption certificate and provide an exemption notice for the driver to display in their vehicle.

If the exemption application is unsuccessful, the applicant will be informed in writing within 10 days of the decision. The letter will include a clear explanation of the reasons for the decision.

Assistance dogs

Section 169 (assistance dogs in taxis) and Section 171(assistance dogs in private hire vehicles) allow licensing authorities to exempt drivers from the duties to carry assistance dogs if they are satisfied that it is appropriate to do so, on medical grounds. The exemption can be valid for as short or long a time period as the local authority thinks appropriate, bearing in mind the nature of the medical issue. If exempt, the driver will not be required to transport assistance dogs of any nature.

If a licenced driver wishes to obtain an exemption from the duties placed on them under sections 168 and 170, they must complete the Assistance Dog Exemption Application Form and submit this to the Licensing Team, Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ together with a medical report and covering letter from their own GP.

The application will be considered by the Head of Health and Community Protection. This process will normally be completed within 10 working days.

If required, a licensed driver seeking to obtain an exemption from the duties must submit to an examination by an independent medical practitioner (at their own expense).

If the exemption application is successful then the licensing authority will issue an exemption certificate and provide an exemption notice for the driver to display in their vehicle.

If the exemption application is unsuccessful, the applicant will be informed in writing within 10 days of the decision. The letter will include a clear explanation of the reasons for the decision.

Appeal against decision

Section 172 of the Act enables drivers to appeal against the decision of the licensing authority not to issue an exemption certificate. That appeal should be made to the Magistrate's Court and must be made within 28 days beginning with the date of the refusal.