



## General

If your previous licence has expired by more than 1 year when your application is received by the Department, you will be asked to send a full medical report completed by your doctor (this will be sent to you by the Department).

Applicants must have held a **full licence** to drive a car for **at least 3 years**.

First time applications normally take 10 – 12 weeks to process. You should apply for a renewal of your licence **at least 10 weeks but not more than 14 weeks** before your current licence expires.

Duplicate licences and badges can be applied for using this form. When applying for a duplicate licence applicants can disregard the section on Health but should complete section 5 indicating the items they require. A fee may be required.

## Current Taxi Driver Licence Holders

From 31 October 2014, changes will be made to the way you renew your taxi driver licence as a result of The Taxi Drivers' Licences Regulations (Northern Ireland) 2014. From this date, if your application to renew your taxi driver licence is received within 2-years of its expiry date, you will be eligible to renew it without undertaking a taxi driver theory and practical test. However, if your licence has expired by more than 2-years on receipt of your application, you will be treated as a new taxi driver and will be subject to the new taxi driver requirements, including the taxi driver theory and practical test.

Applicants seeking to renew their licence are required to complete this form (PV15 NI) in conjunction with an Enhanced Access NI Application (see Note 2) and where appropriate submit a medical report (see Note 4). **These applications including the fee and one passport sized colour photograph should be returned to the address detailed in Note 6.**

## New Taxi Drivers

From 31 October 2014, new taxi drivers will have a 2-stage application process to complete.

Stage one will require applicants to complete this form (PV15 NI) in conjunction with an Enhanced Access NI Application (see Note 2) and submit a medical report (see Note 4). **These applications including the fee and one passport sized colour photograph should be returned to the address detailed in the Note 6.**

Furthermore, Stage two requires these applicants to undertake a driver theory test, followed by a practical driving test of their skills and behaviour. The theory test can be booked online at the "Do It Online" section of [www.nidirect.gov.uk](http://www.nidirect.gov.uk).

The practical test can be booked online at the "Do It Online" section of [www.nidirect.gov.uk](http://www.nidirect.gov.uk), by telephone to 0845 247 2472, in person at a test centre or by post. When booking online or by telephone you will be provided with a booking reference number, you will then have to contact your selected test centre to obtain your test date and time. When booking in person or by post, you will need to complete an application form and take it with the appropriate fee or post it to a DVA test centre. The following test centres conduct this test: Coleraine, Belfast (Balmoral), Craigavon, New Buildings, Newtownards and Omagh.

**Please Note:** Applicants are free to apply for a taxi driver licence and taxi drivers' test at the same time; any fees paid for tests already taken, will not be refunded. However, **only once all requirements have been met will a taxi driver's licence be issued.** Applicants should therefore note that failure to meet any of the requirements may result in a licence application being refused.



## Notes

### 1 Documentation to be provided

If this is the first time you have applied for a licence to drive a taxi **you must enclose either (a) an original or certified copy of your birth certificate (b) a valid passport or (c) a valid EU driving licence**. This will be sent back to you as soon as possible. A photocopy will not suffice. All applicants must also ensure they forward necessary identification documents for their Access NI check (see Note 2).

The taxi driver's licence fee includes return of your identification documents e.g. passport, birth certificate etc by second class post. If you want us to return your identification documents by secure delivery please supply an appropriate prepaid special delivery envelope.

**Note – All original documents are sent entirely at your own risk. The Department will not provide compensation for any loss or delay resulting from the use of second class post.**

### 2 Convictions

The Department is under a legal duty to ensure that all taxi drivers are fit and proper people to hold licences, and to ensure the safety of the travelling public. The Department will undertake a search via Access NI to determine if an applicant has any conviction(s) which may prevent the issue of a taxi driver's licence. Applicants should be aware that having a criminal record may not necessarily exclude an individual from holding a taxi driver's licence.

**All applicants must complete an enhanced disclosure application form for Access NI ensuring they forward the necessary identification documents.** Incomplete or incorrect applications will not be accepted. Application forms & guidance can be obtained from the address at Note 6 or from Access NI directly.

### 3 Operator Licence

The Taxi Operators Licensing Regulations (Northern Ireland) 2012 make it a legal requirement for any person or organisation in Northern Ireland (with a small number of exceptions) who is providing a taxi service to hold a Taxi Operator Licence. Anyone required to hold a Taxi Operator Licence and operating a taxi service without such a licence will be liable to prosecution. Taxi operator application packs can be obtained from the taxi operator section at the address detailed in Note 6.

### 4 Health

You must declare and give details of any condition likely to affect your fitness as a driver of a taxi. If a declaration is made you may be asked to contact your doctor for a medical recommendation. First-time applicants and those renewal applicants aged 45 years or over, who satisfy the conduct requirements, will be asked to send a full medical report (this will be sent to you by the Department). You must tell the Department if you become aware that you have an illness or physical disability not previously disclosed or which has been disclosed but has become more severe.

### 5 Taxi Drivers' photographs

One recent colour passport sized facial photograph will be required from both first time and renewal applicants for a Taxi Driver's licence. The photograph should have your name and address on the back.

### 6 Fee and signature

Cheques should be made payable to the DVA. Cash should not be sent with a postal application. Postal Orders should be made payable to DVA and the counterfoil retained. Completed forms should be sent along with the correct fee to:

**Taxi Licensing Section  
Driver & Vehicle Agency (PTLD)  
County Hall  
Castlerock Road  
Waterside  
Coleraine  
BT51 3HS**

**Tel: 028 9025 4100**



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[www.doeni.gov.uk](http://www.doeni.gov.uk)

## 1 About yourself

Please give your full name and address.

Full name
Name known by
Address
Postcode
Any other surname(s) (or maiden name) used?
Any other forename(s) used?
Daytime Telephone Number
Date of Birth

## 2 Ordinary driving licence

Driver number
Issued by
Issue date
Expiry date
How long have you held your ordinary driving licence?

## 3 Previous licences

(a) Have you ever had a Taxi Drivers licence? Yes  No

Expiry date (if known)

Please state Badge Number

(b) Have you ever had a licence refused, revoked or suspended? Yes  No

If yes, please give details.


## For official use only

Fee rec'd £	Int.
Full <input type="checkbox"/> Duplicate <input type="checkbox"/>	
DVA checked Int.	Date
Application number	
Licence number	
Badge number	

## 4 Health (see note 4)

- a Has a doctor ever advised you not to drive? Yes  No
- b Have you ever had, or do you suffer from:
- A heart attack or other heart complaint?..... Yes  No
- Mental disorder or alcoholism?..... Yes  No
- Epilepsy, attacks of dizziness or fainting? .. Yes  No
- Stroke, MS, Parkinson, other nervous disorder?. Yes  No
- Angina (heart pain) whilst at rest or driving? Yes  No
- Diabetes?..... Yes  No
- If yes is it insulin controlled?..... Yes  No
- c Have you ever had or do you suffer from any disability, including exercise angina? ... Yes  No
- If yes, please give details
- Does it affect your driving? ..... Yes  No
- d If you answered yes to any of the questions
- Did you suffer from that condition when you last applied?..... Yes  No
  - Has your condition become more severe since your last application? ..... Yes  No

## 5 Duplicate licence/Badge

Please tick appropriate boxes

I need a duplicate Licence  Badge

My Licence/Badge was Lost/stolen  Destroyed

Defaced and enclosed

Date of issue (if known)

## 6 Fee and signature

**WARNING – if you deliberately make a false or misleading statement you are liable on conviction to a fine.**  
**Declaration – I declare that the information I have given is true and complete.**

DVA and its agents will use the information provided in this application form and subsequent information provided by you or others for the purposes of assessing your application to hold a Taxi Driver Licence and for the administration of the licensing regime. By signing this form you are consenting to the processing of your data – including sensitive personal data – by DVA for these purposes and we will retain disclosure certificates for up to 5 years. Your information may be passed to law enforcement agencies if criminal activity is suspected or where we are otherwise required to do so by law.

Fee enclosed	
Cheque or postal order number	
Signature	Date

I have enclosed Fee  Photograph  Birth certificate   
Passport  Marriage certificate  (females only)



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