



# Driver & Vehicle Agency Application for a Taxi Driver's Licence

Road Transport Licensing Division Taxi Section 148–158 Corporation Street Belfast BT1 3DH  
Tel. 028 9025 4100 Fax: 028 9025 4186 Minicom 028 9025 4414

PV15(NI)

## Notes

### General

First time applications normally take 8 – 10 weeks to process. You should apply for a renewal of a licence at least **6 weeks** before you need it.

If applying for a duplicate licence/badge, please disregard the section on Health.

Please complete in your own handwriting in CAPITAL LETTERS.

This form may be used to apply for a first-time or renewal taxi driver's licence. It can also be used to apply for a duplicate licence and/or badge.

**All applications MUST be on the correct form.**

### 1 Birth Certificates

If this is the first time you have applied for a licence to drive a Public Service Vehicle **you must enclose an original or a certified copy of your birth certificate.** This will be sent back to you as soon as possible. A photocopy will not suffice. Applicants **must** be 18 years or over to drive a taxi and have held a **full licence** to drive a car for at least 12 months.

### 2 Convictions

- (i) You need not declare any convictions which are spent under the terms of the Rehabilitation of Offenders (NI) Order 1978. A Solicitor, Citizens Advice Bureau or Local Advice can explain how this Order affects you personally.
- (ii) 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 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 bar an individual from holding a taxi driver's licence. It is important that you give consent for your name to be checked against criminal records. If you do not consent the Department will not be able to consider your application.

### 3 Expired licences

If your previous licence has expired by more than 1 year when your application is received by the Department, your application will be treated as a first-time application, ie you will be asked to send a full medical report completed by your doctor (this will be sent to you by the Department), should you satisfy the Department's conduct requirements.

### 4 Taxi Driver's licence/badge

When applying for a Taxi Driver's licence renewal please state the name and address of the depot from which you operate. If you do not operate from a depot please write '**None**'.

### 5 Health

You must declare and give details of any condition likely to affect your fitness as a driver. If a declaration is made you may be asked to contact your doctor for a medical recommendation. First-time applicants (see note 3) and those 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 a disease or physical disability not previously disclosed or which has been disclosed but has become more severe.

### 6 Taxi Driver's photographs

Two recent identical passport sized facial photographs will be required from each successful applicant for a Taxi Driver's licence and for each renewal/duplicate. Each photograph should have your name and address on the back. In the case of the loss or theft of a licence, if the original licence is found at any time after the issue of a new licence, the licence holder should take all reasonable steps to obtain it and return it to Taxi Section or the nearest police station.

### 7 Data Protection Act 1998

Your details held on the taxi licence register may be released where lawful and in accordance with the Data Protection Act.

### 8 Fee and signature

Cheques should be made payable to the DVA. Cash or bank notes should not be sent with a postal application. If you send a postal order fill in and retain the counterfoil. Completed forms should be sent along with the correct fee to:

**Taxi Section,  
Driver & Vehicle Agency,  
Road Transport Licensing Division,  
148–158 Corporation Street,  
Belfast BT1 3DH**

**Tel: 028 9025 4100**

**Fax: 028 9025 4186**



An Agency within the Department of the

**Environment**

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



