

Badge Number & Type:	
Licence Expiry	
Date received:	
Within 6 weeks?	



Reading
Borough Council
Working better with you

APPLICATION FOR A DRIVER'S LICENCE: First time applications and renewals.

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976. TOWN POLICE CLAUSES ACT 1847.

Please read the attached guidance notes before completing this form

What type of licence are you applying for	(please tick relevant box)
Hackney Carriage Driver (HCD)	
Private Hire Driver (PHD)	
School Transport Driver (STD)	

What type of application is this	(please tick relevant box)
New Three Year Application	
Three Year Renewal (see the note below)	

ALL APPLICANTS

You cannot drive a licensed hackney carriage, private hire vehicle or school transport vehicle unless you have the relevant hackney carriage/private hire/school transport driver licence for the vehicle.

SAFEGUARDING NOW MANDATORY - NEW CHANGES

IT IS NOW COMPULSORY TO UNDERTAKE THE SAFEGUARDING TRAINING WITH EVERY GRANT AND RENEWAL APPLICATION. PLEASE FOLLOW THE LINK BELOW TO THE WEBSITE WHERE YOU CAN BOOK YOURSELF ONTO A TRAINING SESSION. THE FEE FOR THIS IS CURRENTLY £22.50 AND IS PAYABLE AT THE TIME OF BOOKING

<https://www.eventbrite.co.uk/e/safeguarding-and-exploitation-training-tickets-63562858220>

ALL RENEWALS - ENTITLEMENT CEASED

On 1st February 2019 we implemented changes to the way private hire, hackney carriage and school transport driver's licence renewal applications were processed, as approved by the Licensing Committee on 11 April 2018. These changes meant that **'entitlement to drive' letters are no longer issued.** Complete applications that are received 6 weeks before expiry will be issued when the licence expires even if DBS checks are outstanding.

You should apply to renew your licence at least six weeks BEFORE it runs out. You CANNOT drive with an expired licence or badges. If your licence has run out you must cease driving until you have been given your new licence and badges.

COMPLETE THIS FORM IN BLACK INK AND IN BLOCK CAPITALS. WE WILL NOT ACCEPT YOUR APPLICATION IF YOU HAVE NOT COMPLETED EVERY SECTION THAT APPLIES TO YOU.

SECTION 1: YOUR DETAILS

Title: Mr/Mrs/Ms/Other Surname (Family name)

First Name

Important: Your name must be spelt the same way on ALL the documents given in with this form.

Other names by which you have been known:

Date of birth Town of birth Country of birth

Full Home Address:

..... Postcode:

Important: The address on your driving licence must be the same as your home address.

Date you moved to this address:

It is now **mandatory** for you to provide a contact telephone number to enable us to contact you. Home telephone number.....Mobile telephone number

It is now **mandatory** for you to provide an email address to enable us to contact you with your link to apply for your DBS (see guidance note 11 for information).

E-mail address:.....

(This **must** be an account you check regularly.)

Can you read, write and understand spoken English?

Will you OR do you, work as a driver full-time or part-time?

National Insurance Number

Present trade or occupation

If you are renewing: Licensed Driver's Badge no

Driving licence details, (see guidance note 8) Driving licence number Date

Licence granted Licence Expiry Date

Have you ever held or currently hold a **driver's licence** or **vehicle licence** or operator's licence for **hackney Carriage** or **private hire** or **school transport** with Reading Borough Council or any other Council? Yes ☐ No ☐

If YES state which Council(s), the type of licence(s) and the date(s) :

.....

Have you ever been refused a **driver's licence** or **vehicle licence** or **operator's licence** for **hackney Carriage** or **private hire** or **school transport** or had such a licence suspended or revoked, by Reading Borough Council or any other Council? Yes ☐ No ☐

If YES state which Council(s), the type of licence(s) and the date(s)

.....

SECTION 2: DETAILS OF THE VEHICLE YOU INTEND TO DRIVE



Please supply details of the licensed hackney carriage/private hire/school transport vehicle you intend to drive:

Plate/licence number:Registration/Index number

Make/Model:Do you own this vehicle? Yes ☐ No ☐

SECTION 3: DRIVER QUALIFICATIONS

Have you undertaken any taxi/private hire related qualifications other than those set by the Council?
For example a BTEC qualification. Yes ☐ No ☐

If YES please give the details

SECTION 4: DECLARATION OF VEHICLE OPERATING COMPANY

See guidance note 10. Are you providing a letter of intended employment on headed paper from your vehicle operator? Yes ☐ No ☐

If NO in the box below we need your company's stamp, clearly countersigned by the company's licence holder (owner) or the declared appointed manager.

Name of operating company

Signature of licence holder or manager

Name of licence holder or manager (in capitals)

SECTION 5: CERTIFICATE OF GOOD CONDUCT

New applicants only

Have you lived in the United Kingdom for the past five years? Yes ☐ No ☐

If the answer is NO you must submit a Certificate of Good Conduct. See guidance note 12.

SECTION 6: PREVIOUS CONVICTIONS

You **MUST** declare **ALL** previous convictions: criminal and non-criminal, cautions, motoring offences, fixed penalties, whether spent or unspent, no matter how long ago they occurred and no matter whether they have been declared on a previous application.
See guidance notes 13 & 14.

Have you now or at any time in the past had **any** previous convictions? Yes ☐ No ☐

If you have answered **YES**:

Enter the details in the table below **EVEN** if they are included in other documents you are submitting with this application. Continue on page 7 if you need to.

DATE OF CONVICTION	OFFENCE	COURT	RESULT

Are you currently being investigated or have you been charged or summoned for any offence?

Yes ☐ No ☐ If YES, give the details below

.....
.....

SECTION 7: MEDICAL DETAILS



Name Date of Birth Badge No

Address.....

DVLA driving licence no Passport no

(Signature) Date

Do you wear contact lenses or glasses?	Yes	No
--	-----	----

Do you require contact lenses or glasses to meet the requirements of your DVLA or EEA Community or Northern Ireland driving licence?	Yes	No
--	-----	----

Do you, or have you suffered from any of the following: Epilepsy?	Yes	No
--	-----	----

Attacks of dizziness or fainting?	Yes	No
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Heart disease/chest pains?	Yes	No
----------------------------	-----	----

Diabetes?	Yes	No
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Back pain or problems?	Yes	No
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Any form of psychiatric, depressive or behavioural disorder?	Yes	No
--	-----	----

Are you without a hand or foot, or suffering from any defect in movement?	Yes	No
---	-----	----

Are you knowingly suffering from any other disease or disability which could be likely to affect your ability to drive a motor vehicle?	Yes	No
---	-----	----

If you answered YES to any of the **medical condition** questions please give the details:

.....

.....

RENEWAL APPLICANTS: If you are renewing your licence answer these two question:

If you answered YES to any of the **Medical Conditions** questions above: Have you suffered since the issue of your last licence? Yes ☐ No ☐

Have you suffered from **any illness** which has affected your ability to drive, since the issue of your last licence? Yes ☐ No ☐

If you answered YES to either of these two questions please give the details:

.....

.....

SECTION 8: DOCUMENTS CHECKLIST

Original documents only, we cannot accept copies.

- ☐ Tick the boxes to show the documents you are submitting with your application.
- ☐ If a section of your application, a document or the fee is missing we cannot accept your application and we will return the form unprocessed.

ALL APPLICANTS

An application form with all questions answered Note: we cannot accept your form if you have not answered **ALL** the questions, including providing us with a current and monitored email address

Application fee (See guidance note 19.)

DVLA Driving Licence OR EEA Community Driving Licence OR Northern Ireland Driving Licence. It must show your current address. (See guidance note 8.)

DVLA Online check - This is a change to the usual mandate and you can sign up for it on the following link: <https://www.gov.uk/view-driving-licence> - You must provide us with the check code at the time of submitting your application - It is only valid for 21 days from the date you first apply for it.

Please enter the DVLA Check Code here:-(THIS IS CASE SENSITIVE SO PLEASE WRITE AS YOU SEE IT

A recent colour passport photo - Print your name and the date on the back of the photo. You must not be wearing a hat or head garment unless it is part of your religion to wear one most of the time.

CHANGES FOR ALL APPLICANTS - Please Read Carefully

Once you have submitted a complete application form to us, we will start the process for you, online. You will then be sent an email to the email address you provided on this form, from East Midlands Shared Services (EMSS) with a link and a password. You need to follow the link using the password they provide, to complete the requested information and then click on the 'submit' button. You will not need to do anything else as we will do the rest. Once you receive your DBS certificate, you should contact the DBS straight away to sign up to the Online Update Service and make a note of your check code on your next application, so we are able to check it at your next renewal. Please not, you only have 30 days from the date the disclosure certificate was issued to do this.

Follow the link: <https://www.gov.uk/dbs-update-service>

(See guidance note 11.)Please enter the DBS Certificate Number here:.....

DBS Enhanced Disclosure fee of £50 is only payable for this application-an annual fee will be payable for the DBS Update Service thereafter (See guidance note 20.)

DVLA Online check - This is a change to the usual mandate and you can sign up for it on the following link: <https://www.gov.uk/view-driving-licence> - You must provide us with the DBS Certificate Number at the time of submitting your application - It is only valid for 21 days from the date you first apply for it - Remember to enter the DVLA Check Code as you see it, as requested above.

SECTION 9: DRIVER'S DECLARATION

- **Medical** - All new applicants. Renewal applicants, check your next medical due date on the top left hand side of your badges. (See guidance note 20.)
- **Passport, OR UK or EU Birth Certificate** - **All** new applicants and renewals are required to present a UK or EU passport, or birth certificate with their application.
- **ALL APPLICANTS MAY NEED TO SUBMIT SOME OF THESE DOCUMENTS**
Please check:
 - **Entitlement to Work in the UK** - If you do not have a UK or EU passport or birth certificate. A stamp in your passport MAY confirm this.
 - **Student details** - (See guidance note 9 to see if this applies to you.)
 - **Private Hire OR School Transport vehicle operator letter** - (See guidance note 10 to see if this applies to you.)
 - **Certificate of Good Conduct** - If you have not lived in the UK for the past 5 years. (See guidance note 12.)

Use this space to continue with your previous convictions or provide any other information you think may be relevant to your application.

I declare that:

- ☐ I have read and understood the guidance notes that came with this application form.
- ☐ I have not knowingly or recklessly, made a false statement or left out any relevant information, and I know I can be prosecuted in a Magistrates' Court if I have.
- ☐ I understand that you will not accept an incomplete application and I know what this means. (See Note3 in the guidance booklet.)
- ☐ I have ticked the boxes in section 8 of this form to show which documents I am submitting with this application.
- ☐ All the documents I am submitting are the originals and are not copies.
- ☐ I know that if I do not have the correct Reading Borough Council driver's licence I cannot drive a licensed vehicle, even if the plate has been removed.
- ☐ I know that if I drive a licensed vehicle without the correct licence:
 - o I can be prosecuted in a Magistrates' Court, and
 - o this can prevent me from being issued with a licence.
- ☐ amended to include the question I understand that this vehicle can only be licenced by one authority at any time namely Reading Borough Council Or I confirm that this vehicle is not licenced by any other local authority other than Reading Borough Council.

**I HAVE READ AND UNDERSTOOD THE GUIDANCE NOTES ON SAFEGUARDING:
HUMAN TRAFFICKING AND EXPLOITATION OF VULNERABLE PERSONS**

Signature

Date.....

It is an offence for any person to knowingly or recklessly make a false statement or omit any material particular when completing this form and supplying information to the Council in connection with a licence application.

SECTION 10

Please fill in section 10 below; it helps us provide a better service.

Please complete this form to help the Council monitor its equal opportunity and fair treatment policy. You do not have to provide this information and it will not affect the outcome of your application. We do not do anything else with this information and we keep it confidential.

Please state which one of these best describes you	Male	Female
Black UK		
Black African		
Black Caribbean		
Asian		
Indian		
Indian UK		
Pakistani		
Pakistani UK		
Bangladeshi		
Bangladeshi UK		
Chinese		
White UK		
White European		
Irish		
If you do not belong to any of these categories, please specify:		

By e-mail: licensing@reading.gov.uk By

phone: 0118 937 3762.

By post: The Licensing Section, Civic Offices, Bridge Street, Reading, RG1 2LU.

Local Government (Miscellaneous Provisions) Act 1976. Town Police
Clauses Act 1847.

- ☐ Hackney Carriages
- ☐ Private Hire Vehicles
- ☐ School Transport Vehicles

Bring in your completed form, documents and fees to the Civic Offices. We are open from 9am to 5pm Monday to Friday. Hand them in at the reception desk. The receptionist will:

- ☐ copy your documents and give you back the originals
- ☐ give you a receipt.

Pay at the Civic Offices when you submit your form.
You can pay by: Credit card; Debit card; or Postal order.

You cannot pay with cash.

We will **not** accept your application if you:

- ☐ have **not** answered ALL the questions, OR
- ☐ have **not** brought in ALL the documents we need, OR
- ☐ have **not** signed up to the DVLA Online Checking Service and provided us with a valid checking code, OR
- ☐ have **not** paid the correct fee(s).

Section 8 of the application form lists the documents you need to bring in. Complete the section by ticking the documents you are submitting with your application.

If your application is incomplete we will return it unprocessed. If you do not re-submit a complete application within 14 days we will give you a refund of the application fee less 15% or £70, whichever is more. See guidance note 21 below for our full refund policy.

In exceptional circumstances, we may accept your form if you cannot bring in a document, BUT only if you write us a letter and bring it in with your application form. This letter should say:

- ☐ who you are,
- ☐ the licence you are applying for,
- ☐ the document you cannot supply,
- ☐ why you cannot give us the document, and
- ☐ when you would be able to give us the document.

We will consider your reasons carefully:

- ☐ If we can accept your application we:
 - o will write to you and give you a time by which you need to give us the document
 - o may not be able to give you a licence without the document.
- ☐ If we cannot accept your application:
 - o we will return your application and explain why we cannot accept it
 - o it will be treated as an incomplete application and we will give you 14 days to submit a complete application, but then we will issue a refund to you. (See guidance note 21 for our refund policy).

Note 5. NEW APPLICANTS (NOT School Transport drivers)

All new applicants (except for a School Transport licence) have to take:

- ☐ A Practical Assessment (see guidance note 16), and
- ☐ Reading Knowledge and Locations test (see guidance note 17).

A new applicant previously licensed by Reading will have to take these tests if their last licence was more than three years ago and they have not passed these tests. A new applicant who has passed these tests before will not have to take them again.

You should submit your renewal application no later than six FULL weeks before your licence runs out. A complete application is required at that point in order for us to guarantee your licence/badges will be issued before your current licence expires.

If you submit an incomplete application or you submit your renewal application less than the full six weeks prior to your licence expiry, we are unable to guarantee that your licence/badges will be issued prior to your current licence expiry. In this case you will NOT be entitled to drive a licensed vehicle until you are in receipt of your new licence/badges.

In some cases we issue a licence shorter than the usual period. For example: if your visa will expire before the end of the usual licence or you have been granted a split licence at a committee hearing.

To renew a short term licence you must submit a new application form, any required supporting documents (such as new visa) and a fee of £78.00 (Administration charge of £33 plus £45.00 for two new badges and licence.) This too must be done no later than a full six weeks prior to the expiry of that licence in order to guarantee your licence/badges will be issued before your current licence expires. If you submit your renewal application for your short term licence less than the full six weeks prior to the licence expiry we are unable to guarantee that your licence/badges will be issued prior to your current licence expiry. In this case you will not be entitled to drive a licensed vehicle until you are in receipt of your new licence/badges.

All applicants must have held one of the following driving licences for at least 12 months:

- ☐ A British DVLA driving licence, or
- ☐ An EEA Community driving licence, or
- ☐ A Northern Ireland driving licence.

You must bring in the original licence (not a copy) when you submit your application. **Important:** We CANNOT accept your application if the address on your driving licence is not the same as your home address OR if your name is spelt differently on other documents.

If you have anything other than a DVLA licence and have been driving in the UK for a year or more you will be required to change your licence to a DVLA licence.

Applicants in the UK on a student visa need to give us:

- ☐ A letter confirming you are a student, from: your school; college; university; or place of study, and
- ☐ A contract of employment, and
- ☐ If you are renewing a driver's licence, your last three wage slips.

Note 10. VEHICLE OPERATING COMPANY (Section 4 of the application form)

If you are applying for a private hire or school transport driver licence, you **must** provide:

- ☐ **EITHER:** a letter of intended employment on headed paper from your vehicle operator which must include the **operator name & address**
- ☐ **OR:** your company stamp in the box in Section 4 of the application form, clearly Counter-signed by your company's licence holder, or appointed manager.

All applicants need an enhanced Disclosure & Barring Service (DBS) check.

We no longer need you to apply for a DBS disclosure application form. Instead, on receipt of your driver's application we will start the process online. You will then receive an email with a link and a password which will give you access to the part of the form that you have to complete. Once you have done this and clicked on the submit button, we will do the rest.

When you have received your Disclosure certificate, you will need to apply for the Online Update Service within 30 days of the date on the certificate, via the link below. Please note, your check Number as you will need to give that to us on your next renewal. You will then no longer need to Apply for a disclosure as the online check will always be kept up to date and valid.

<https://secure.crbonline.gov.uk/crsc/apply?execution=e1s1>

You pay the DBS's check fee when you hand in your application form and thereafter you will pay the DBS an annual fee for the online Update Service.

See guidance note 20 for the cost of an enhanced DBS check.

If you have not been resident in the United Kingdom for the last five years:

- ☐ We need a **Certificate of Good Conduct**.
- ☐ YOU get this certificate from the appropriate Embassy or High Commission to the Country where you lived.
- ☐ It must be written in English.
- ☐ Bring it in with your application. We will NOT accept your application without it

We need the Certificate of Good Conduct because the Disclosure & Barring Service (DBS) check only covers convictions in the United Kingdom.

Note 13. PREVIOUS CONVICTIONS (Section 6 of the application form) You **MUST** use the form in Section 6 to declare **ALL** previous convictions:

- ☐ criminal and non-criminal
- ☐ spent and unspent
- ☐ **no matter how long ago they occurred.**

The Rehabilitation of Offenders Act does not apply to hackney carriage, private hire or school transport drivers.

You must declare:

- ☐ convictions at a court
- ☐ cautions
- ☐ motoring offences
- ☐ fixed penalties, and
- ☐ any offences revealed on your driver's licence or any other documents.

In the last part of this section you must tell us:

- ☐ if you are being Investigated, or
- ☐ if you have been charged or summoned for any offence.

The information you give us in Section 6 of the application form and the results of the Criminal Records Bureau (CRB) checks are treated confidentially. We do not keep the information any longer than is necessary.

The disclosure of a criminal record or other information will only stop you from getting a driver's licence IF the offence means it is not appropriate for you to drive a taxi, private hire vehicle or school transport vehicle. We look at:

- ☐ the nature of the offence
- ☐ how long ago the offence was committed
- ☐ how old you were at the time, and
- ☐ any other factors which may be relevant.

We (the Licensing Authority) may:

- ☐ refer to the guidelines which we have to follow, and/or
- ☐ refer you to the Licensing Applications Committee:
 - o this is normally held each month, and
 - o we will tell you beforehand.

To see our full criminal convictions policy:

- ☐ see our website: www.reading.gov.uk/criminalconvictionpolicy.

If you want to discuss what effect a conviction or pending prosecution might have on your application you can telephone us on: 0118 937 3762.

If it is decided we cannot issue a licence, you may be entitled to a refund of part of your application fee. See guidance note 21 for our refund policy.

Note 15. MEDICAL EXAMINATION (Section 7 of the application form)

All new applicants have a medical to make sure they are well enough to drive a taxi, private hire or school transport vehicle. After that, licensed drivers are examined according to their age:

- ☐ under 60 every five years
- ☐ aged 60 to 70 every two years
- ☐ over 70 every year, and
- ☐ some drivers may be examined more frequently if required.

You must contact your own GP to arrange a medical examination and you pay them directly for this service. This medical must comply with the DVLA Group 2 driving standards and the details and the specific medical report form and some guidance notes can be found on our website.

<http://www.reading.gov.uk/businesses/licences-and-permits/VehicleandDriverLicences/medical-procedure-drivers/>

New applicants only: Not required for school transport drivers' licences.

All new applicants have to pass a practical assessment to show they can drive well enough to be a Reading taxi or private hire driver. We currently have the four following providers:

<http://mannfleetsolutions.co.uk/taxi-assessment/>
www.bluelamptrust.org.uk/Driver_Training/taxi_driver_assessment.php
www.advancedmotoring.co.uk/taxi-test
www.greenpenny.co.uk

New applicants only: Not required for school transport drivers' licences.

To be a Reading taxi or private hire driver you need to know Reading better than most people. All new applicants must also understand the licence conditions and the law relating to taxis/private hire. Applicants are responsible for their own learning.

If we accept your application we will send you a pack which explains everything you need to know about the knowledge test. It also explains when to book and pay for the test.

See guidance note 20 for the current test fee.

By e-mail: licensing@reading.gov.uk

By phone: 0118 937 3762 from 0900 – 1300 hours

By post: The Licensing Section, Civic Offices, Bridge Street, Reading, RG1 2LU.

Note 19. DRIVER LICENCE APPLICATION AND RENEWAL FEES 2019/2020

LICENCE TYPE	NEW & RENEWAL APPLICATION- ALL 3 YEAR LICENCES	DBS FEE	COST INCLUDING DBS
Hackney	£328.00	£50.00	£378.00
Private Hire	£319.00	£50.00	£369.00
School Transport	£240.00	£50.00	£290.00

Note 20. OTHER FEES 2018/2019

	FEE	NOTES
Enhanced Disclosure & Barring Service (DBS) check Online Update Service	£50.00 £13.00 Payable directly to DBS	Cost in the first instance for DBS - Then sign up for the DBS Online Update Service
Practical Driving Assessment	Payable directly to provider	Check the price with the provider before booking. Ask for a Saloon Car Assessment.
Practical Wheelchair Assessment (HCD only)	Payable directly to provider	Check the price with the provider before booking. Hackney Carriage Drivers (HCD) only.
Reading Knowledge and Locations Test	£43.00	If we accept your application we will write and explain how & when to book and pay for your test.

- ☐ If you withdraw or are refused your application before any process has been carried out, we will levy a fee of 15% or £70.00 whichever is greater.
- ☐ If you withdraw or are refused your application after the process has started, we will levy a fee of 30% or £140.00 whichever is greater.
- ☐ If your application progresses to a Committee hearing, but is unsuccessful we will levy a fee of 50% or £280.00 whichever is greater.
- ☐ 3 year driver licences surrendered before expiry will attract a pro rata refund based on whole months left to run, to a maximum of the cost of the licence minus £140
- ☐ Charges made in accordance with the refund policy will be subject to an overall maximum of £500

Reading Borough Council collects personal information when you contact us to help us provide a service to you. We will not share your information with third parties for marketing purposes or any other reason unless required to do so by law. For more information explaining how we protect and use your information please see our privacy notice at www.reading.gov.uk/dataprotection

If you have any concerns or any queries, or wish to make a subject access request, please contact the Head of Legal Services"

If an applicant is refused a driver's licence they have the right to appeal to a Magistrates' Court within 21 days of the decision.

NOTE 24. SAFEGUARDING: HUMAN TRAFFICKING - EXPLOITATION OF VULNERABLE PERSONS

Human Trafficking is the crime of moving a person (adult or child) from one place to another into conditions of exploitation, using deception, coercion, the abuse of power or the abuse of someone's vulnerability.

Unfortunately vulnerable persons can be "moved" by criminals who chose to have the journeys carried out in licensed vehicles, without the drivers having any reason to believe that such a person is a victim of such a crime.

Taxi and Private Hire Drivers are the eyes and ears of their communities through the work they do and the contacts they have, and if you are able to spot the signs of human trafficking and know how to report this crime, you can be a major force in tackling this terrible activity.

There are three main elements involved with Human Trafficking:

- **Movement:** recruitment, transportation, transfer, harbouring or receipt of people (adults or children).
- **Control:** threat, use of force, coercion, abduction, fraud, deception, abuse of power or vulnerability, or the giving of payments or benefits to a person in control of the victim.
- **Purpose:** exploitation of a person (adult or child), which includes prostitution and other sexual exploitation, forced labour, slavery or similar practices, street crime, forced marriage and the removal of organs forced to work, beaten, abused and too scared to escape.

HOW CAN YOU SPOT IF SOMEONE MAY BE VULNERABLE AND BEING EXPLOITED AND TRAFFICKED?

There are various tell-tale signals to look for. One sign on its own does not mean someone has been trafficked, but several signs together should give you cause for concern. Perhaps the person shows signs of the following:

- Does not know their home or work address
- Allows others to speak for them when addressed directly
- Live or travel in a group, sometimes with other persons who do not speak the same language
- They are collected very early and/or returned late at night on a regular basis
- May have inappropriate clothing for the work they are performing, and/or a lack of safety equipment
- Their physical appearance may show signs of injury, malnourishment, unkempt
- They may be isolated from the local community and/or appear to be under the control or influence of others
- Have no cash of their own
- Be known to work at a brothel and be frequently moved from one site to another

HOW TO REPORT YOUR CONCERNS?

If you suspect that a person (adult or child) is vulnerable and may be the victim of abuse, exploitation and/or trafficking, you can report your concerns in confidence by telephoning:

- **Thames Valley Police:** 101 (or if an emergency 999)
- **Crimestoppers:** 0800 555 111

WHY DO I NEED TO KNOW ABOUT SAFEGUARDING?

Everyone is becoming aware of the well-publicised issues relating to Child Sexual Exploitation and Human Trafficking that have occurred throughout the country. These are abhorrent crimes, and the Licensing Authority has a duty to assist the Taxi and Private Hire Trade and the public in tackling this issue, and to protect those who are vulnerable and / or being exploited. We need the help of taxi and private hire drivers and operators to identify those who commit these crimes, and protect those who most need our help.

This page and our website are devoted to helping you as a license holder or applicant to be aware of those who may be vulnerable or being exploited, and questions relating to this subject are posed within the Local Knowledge & Safeguarding Test that all new applicants must undertake as part of the criteria for the grant of a licence.

However, there is always more that can be done by everyone to help promote a better understanding of this subject, and we hope that this page and our website will assist you in being able to identify those at risk, how to protect those who may be vulnerable or being exploited, how to ensure that your actions do not negatively contribute to such persons becoming victims, and to whom to report your concerns.

WHERE CAN I FIND MORE INFORMATION ON SAFEGUARDING?

A full page devoted to Safeguarding, can be found on the end of the drivers application form on the Council website: <http://www.reading.gov.uk/jsna/safeguarding-adults>

If you are a new applicant, many of the questions posed in the Local Knowledge & Safeguarding Test will be more familiar to you if you have studied our online Safeguarding page. As an existing licence holder, the information on the website will help you identify and support those persons in most need of help, and in turn support the authorities in tackling these abhorrent crimes and protecting the most vulnerable in our society.

Note 24. PRE-APPLICATION CONSULTATION

Thinking about applying to be a licensed driver in Reading? Or opening a, licensed premises? Take advantage of our pre-application consultation service.

Find out more: Licensed Driver: <http://www.reading.gov.uk/taxilicences>
Licensed Premises: <http://www.reading.gov.uk/alcohol-premises-licence>