

Information for applicants for a Hackney Carriage or Private Hire Driver's Licence or Private Hire Operators Licence

Immigration Act 2016

From the 1st December 2016 you are required to provide certain documents which show you have permission to be in the UK and undertake work as a Private Hire Operator, Private Hire or Hackney Carriage driver.

The Local Authority has a duty to check these documents when an applicant first applies for a new licence or applies to renew or extend their current licence. For those applicants who have time-limited permission to be in the UK the check must be repeated at each subsequent application to renew or extend until such time as they demonstrate that they are entitled to remain indefinitely in the UK, without restriction on their ability to work.

You **MUST** provide one of the original document(s); shown below when you renew your licence.

The two most common acceptable documents are likely to be:-

- A UK passport (current or expired) OR
- A UK birth certificate **and** a document with your National Insurance Number in your name issued by a Government agency or a previous employer.

If you are unable to provide any of the above documents please refer to the additional list overleaf.

Please note: Failure to produce the original documents will mean your application will be incomplete and the Authority will be unable to consider it further.

Alternatively, you can share the details of your right to work in the UK with the Authority by obtaining a right to work Share Code by visiting <https://www.gov.uk/prove-right-to-work>.

Acceptable Documents - for persons who have a permanent right to work in the UK	
1	A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2	A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
3	A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4	A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
5	A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
6	A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer. (Definition includes a full birth certificate issued by a UK diplomatic mission (British Embassy or British High Commission.)
7	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
8	A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

Acceptable Documents – for persons who have a temporary right to work in the UK

1	A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question (This includes a current passport endorsed with a stamp showing an individual has been granted leave to enter and there are no work-related conditions attached. If, under the conditions of the individual's leave, work was restricted or prohibited the endorsement placed in the individual's passport would explicitly set that out as a condition)
2	A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
3	A current immigration status document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
1	A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
2	A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3	A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU (J) to the Jersey Immigration Rules or Appendix EU to the immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service.
4	An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
5	A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question