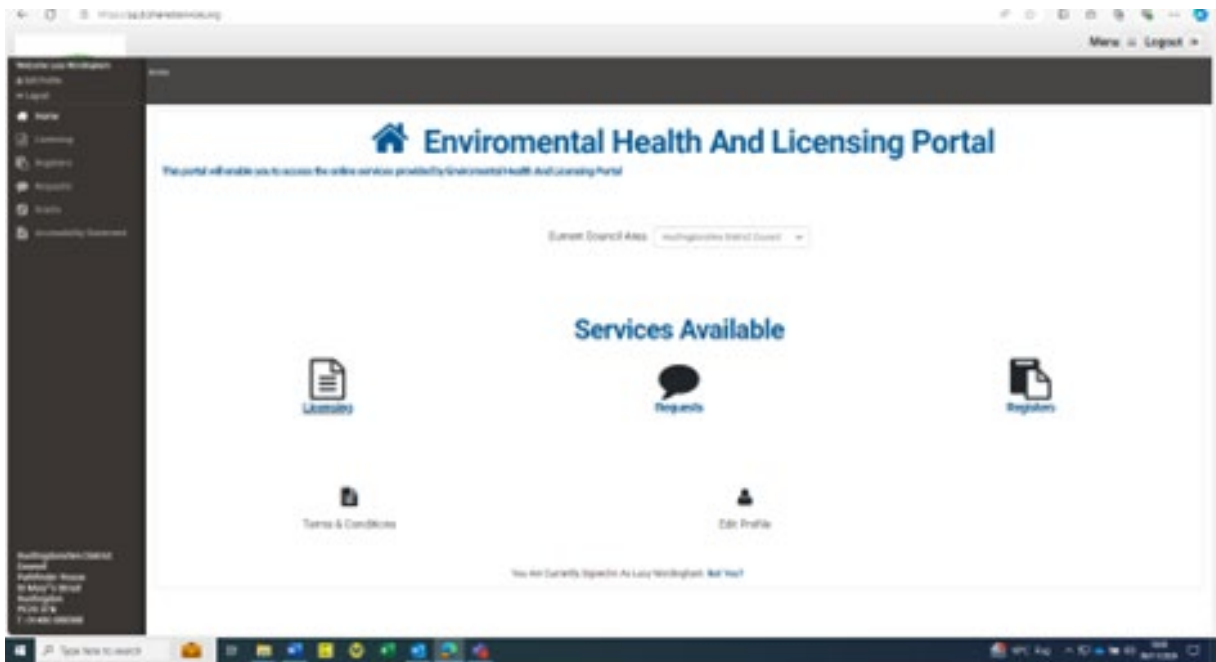
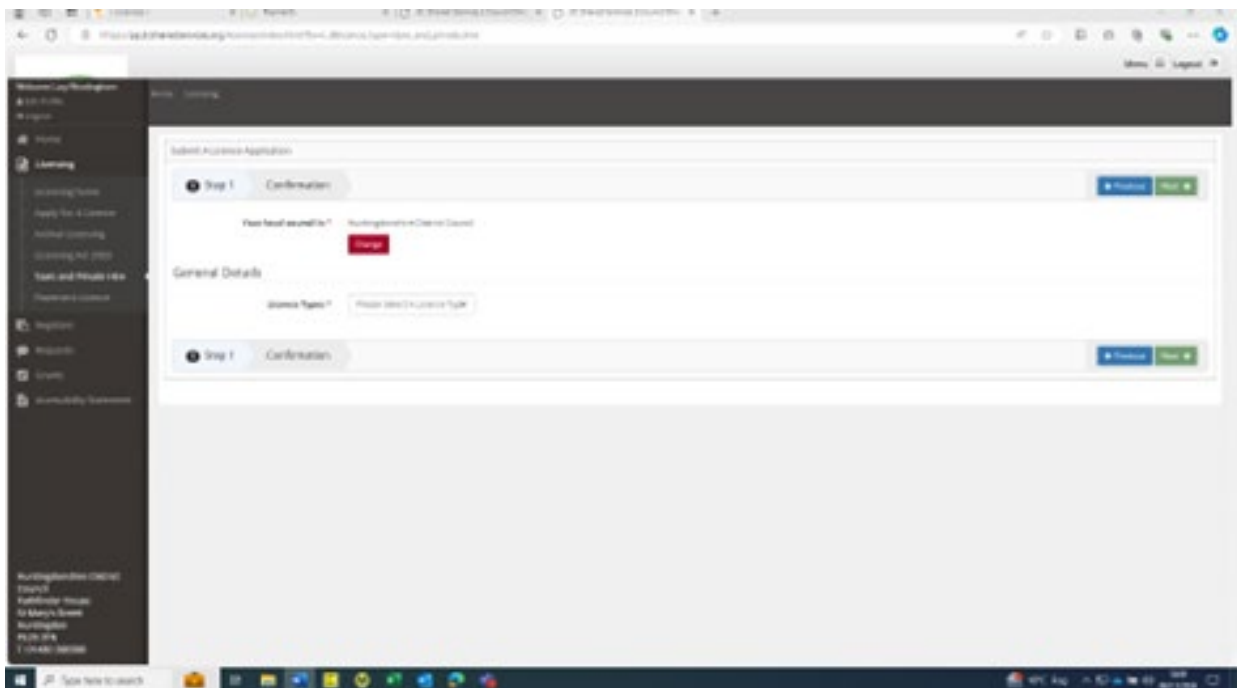


Guidance for Renewing Taxi Licences



- On the portal homepage, select Huntingdonshire District Council under Current Council Area.
- Then click on licensing.
- On the left-hand side, you will see a sidebar, with some options – if you are on a mobile phone, you will need to swipe on your screen from left to right. Select Taxis and Private Hire.



- Under licence type, select the type of licence you wish to renew.
- Then on Application type select renewal – 3 year.

- Please ensure you have chosen the correct licence type, and they reflect the type of plates/driver badge you already have.
- Select 'Yes' for "I have read and approve of the guidance notes."



- On the next page, fill in your details under the applicant details section.
- Select individual in the options under your name.
- Then, further down, select "I am the proposed licence holder."
- Ignore additional proposed licence holder and additional contacts.
- Press save before pressing next to go to step 2 – make sure you do this for each section.

Step 2

- Enter the driver badge number, DVLA licence number, and expiry date.
- If you have any points on your licence for speeding, or other road offences, please select Yes for the DVLA endorsements question.
- Make sure to upload a clear photograph of yourself.
- Complete the additional information section.
- If you do not work for an operator, in the private hire operator question please write "Freelance".
- Press save before moving onto step 3.

Step 3

- Use the link at the top of the page to get your Right to Work share code if you do not have a British passport. *Only do this if you do not have a British passport*
- Then upload a clear photograph of your right to work document – this is any passport, not British passport specifically.

- Complete the convictions, cautions, and final warnings section.
- Make sure you have your original DBS certificate – photograph or scanned – ready to upload, and that you are signed up to the mandatory DBS update system.
- Press save and then go to step 4.

Step 4

- Use the link at the top of the page to generate your tax check code, enter this, and then enter the date on which you are filling in the form.
- Press save, and move onto final uploads.

Final uploads

- Upload all required final documents – your safeguarding certificate, DVLA driving licence, and your medical if it is applicable and due.
- Press save, and go to the final section.

Confirmation

- Check all your information is correct before pressing submit.
- Please read and approve the disclaimer before you proceed – click on the switch to change it to Yes.

Once this is all completed, please make the required payment, so that your application can be processed. This will not be done until you have paid for your renewal.