

Application Standards – Lancaster City Council

Application Requirement	Reason for Adoption	Options to Streamline	Risks	Other Comments
Right to Work Documents	Legal Requirement	Not Applicable	N/A	X
Fully Completed Application Form	To collate personal information Statutory declaration on convictions, driving endorsements	Not Applicable Digitalisation Possible.	N/A	X
2 x Passport Photos	Identification purposes – to be included on badge issued.	Not Applicable	N/A	X
Full Driving Licence – held for 2 years DVLA Check Code	Legal Requirement To check status of driving licence, for endorsements	Not Applicable	N/A	X
An Overseas Check/Certificate of Good Conduct	Legal Requirement	Not Applicable	N/A	X
Licence Fee	To recover the cost of administration and issuing of licence	Not Applicable Subject to Annual Review	N/A	X
DVLA Group 2 Medical Examination	To assess medical fitness of applicants against a higher standard (similar to bus/lorry drivers) Time restricted to ensure most up to date assessment is considered upon application	Not Applicable Currently applicants can use own GP or a private practice, as long as practitioner has access to full medical records/summary	N/A	Standardised across Lancashire and Cumbria

Application Standards – Lancaster City Council

<p>Practical Driving Test Certificate</p>	<p>Professional driving assessment, to ensure applicant has an understanding of the Highway Code and drives at a professional standard.</p>	<p>To remove the requirement – satisfied that a full driving licence, clear of endorsements is enough to prove fitness to drive professionally.</p>	<p>Applicants may have held a licence a number of years prior to applying for a licence, assessment prior to licensing gives reassurance that the applicant is of standard at the time of Licensing.</p> <p>Driving professionally is different to driving day-to-day.</p>	<p>A number of Local Authorities do not require a professional driving test as part of their application.</p>
<p>Enhanced DBS Certificate</p> <p>Update Service Reference</p>	<p>To make a check relevant to the profession as to the criminal convictions/cautions or status of an individual.</p> <p>To enable the Licensing Authority to check the status of a DBS at any time.</p> <p>In maintaining the subscription allows for a swift renewal</p>	<p>To engage with a third party to facilitate DBS certificates and ID checks.</p> <p>It will come at an extra cost that will be passed to the applicant, but it will could speed up turnaround of certificate.</p> <p>Update Service – Not applicable, requirement must remain.</p>	<p>The cost to drivers must be balanced with the benefit of a swifter turnaround.</p> <p>It would require resources to source provider and set-up service agreement.</p> <p>Majority of providers are online; applicants would be responsible for their own DBS and ID checks.</p> <p>The Licensing Authority could not assist with tracking or completing check.</p>	<p>Standardised across Lancashire and Cumbria</p>
<p>Btech Qualification or equivalent.</p>	<p>Local providers, tailor-made 8 modules of learning and assessment.</p>	<p>To remove the requirement to undertake a qualification prior or post licensing.</p>	<p>Applicants would not be aware of legal requirements prior to licensing, the modules cover a variety of</p>	<p>Only Preston and Lancaster require a formal qualification.</p>

Application Standards – Lancaster City Council

<p>Knowledge Test and Safeguarding Presentation and Questions</p>	<p>To aide understanding of relevant legislation and standards specific to the role.</p> <p>To assess local knowledge, in terms of legal requirements, conditions of licence, geography and disability awareness.</p> <p>To ensure drivers know their responsibilities, signs to spot, referral details etc.</p>	<p>To introduce a requirement that the training is to be completed within 12 months of Licensing.</p> <p>Not Applicable – Requirement must remain prior to Licensing.</p>	<p>topics and exams used to check understanding. It may lead to increased complaints, investigations and prosecutions.</p> <p>Drivers may be reluctant to complete the qualification whilst employed (4-day course)</p> <p>Currently facilitated by LMC and fees built in to training course fees. To split this requirement would require significant time and resources as the training/tests and presentation would need to be completed in-house.</p> <p>This would need to be costed, which would need to be met by the applicant.</p>	<p>All require Safeguarding training and the majority a knowledge test.</p>
---	--	---	---	---

*HMRC, NR3 and DBS Checks Undertaken