Information for Bridgend taxi drivers

We will only be processing taxi driver renewals at present.

You must provide all of the required documentation i.e. including a medical certificate or medical self declaration form, evidence of right to remain in UK, and a Disclosure and Barring (DBS) Certificate (where applicable).

If you are unable to do this now (i.e. because you are not working or unable to work), you will be able to submit your application at a later date with no penalty i.e. as long as all your documents are valid, and you have no further convictions, you will be re-licensed from the date your application is approved.

We will continue to send out reminder letters. Please inform us of any change of address or contact details as soon as possible.

Your reminder letter explains what is needed for each particular application. Please read this information carefully before you submit your application.

If a driver does not need a medical or DBS this year, they can email their application form, together with a copy of the front of their DVLA driving licence to [licensing@bridgend.gov.uk](mailto:licensing@bridgend.gov.uk)

You must also provide the DVLA check code for us to process.

If you need to provide a medical certificate you should scan the certificate with your application form.

If you need a DBS, or need to confirm your Right to Work, follow the procedure set out in the reminder letter pack. You will be asked to scan your DBS documents and/or right to work documents to us.

It will not be necessary to forward the original documentation at a later date unless we have any further queries.

Once we have received a valid application we will contact you with details of how to pay the fee.

Once the application has been verified, a licence will be emailed to you. The driver photo-card will follow at a later date when we are in a position to send these out.

You may also post an application, with the information referred to above, to:

Licensing

Civic Offices

Angel Street

Bridgend

CF31 4WB

However, as there is limited access to postal services at the moment, this is likely to delay your application so try to apply as early as you can. Again, we will contact you to explain how to pay the licence fee.

Any current driver that cannot be licensed because they cannot produce the required documentation or does not wish to work during the Covid 19 crisis will not be penalised. When you make a valid application it will be granted from the date the application is approved and you will not need to resit tests or knowledge tests.

It may take longer to respond to email enquiries but our [licensing@bridgend.gov.uk](mailto:licensing@bridgend.gov.uk) mailbox is being monitored.