

Enq to: Licensing Department  
Direct Line: 01962 848 188  
Email: [licensing@winchester.gov.uk](mailto:licensing@winchester.gov.uk)

17 January 2022

Dear Drivers, Vehicle Proprietors and Private Hire Operators

### **Important Update: Disability Awareness Training, Winter Support Payment, Door Signs and more...**

I trust that you are all keeping well. Please take note of the following updates relevant to you, and let the Licensing Department know if you have any questions.

#### **Disability Awareness Training**

The deadline for completion of this training is **1 March 2022**. After this date, drivers who have not completed the training will have their licences suspended until they can provide evidence that it has been completed.

The requirement for this training was initially proposed in January 2020 during the Council's policy review, which underwent a three-month consultation period. All licensees were notified of the consultation, and notified of the agreed changes in November 2020. Information has been available on the Council's website for well over a year. The original deadline for completion of the training was 31 August 2021; however, Councillors opted to extend the deadline until 1 March 2022 to accommodate difficulties faced by the trade during the pandemic.

**The deadline will not be extended again.** The Council has contacted the Blue Lamp Trust and they have confirmed that they will be releasing several more training dates in February 2022. Please check the Blue Lamp Trust's website regularly for updates on new dates available: <https://www.bluelamptrust.org.uk/disability-classroom-course/>

Training takes place over Zoom and lasts approximately three hours. The course aims to provide drivers with a knowledge and understanding of all disabilities. All drivers must complete this training; it is not specific to drivers of wheelchair accessible vehicles.

Upon completion of the course you will be issued a certificate. Please ensure that a scan or photograph of your certificate is emailed to [licensing@winchester.gov.uk](mailto:licensing@winchester.gov.uk)



## Tax Conditionality

The government is putting in place new tax requirements for applications to certain licences from 4 April 2022. This is supported by a new digital service, being developed by HMRC. It helps people in the taxi and private hire industries to complete a new tax check.

Most people are registered to pay tax and this is about ensuring everyone pays the tax they should, creating a level playing field for the compliant majority. HMRC are working with industry bodies to make this as straightforward as possible. The check should take a few minutes every few years and is simply to confirm that someone is appropriately registered for tax.

You'll need to complete a tax check when you renew the following licences:

- Hackney carriage and private hire drivers licence
- Private hire drivers licence
- Private hire operator licence

### What you need to do before April 2022

#### Get a Government Gateway user ID and password

You will need a Government Gateway user ID and password to complete a tax check, so you should make sure you have one before you need to make your licence application.

If you do not have a user ID, you can create one by registering for HMRC online services: <https://www.gov.uk/log-in-register-hmrc-online-services/register>

#### Check your HMRC records are up to date

You can check your details are up to date when you get a Government Gateway user ID, or by signing in to HMRC Online Services.

#### Find out if you must pay tax on your earnings from your licensed trade if you're not already registered with HMRC

Check if you:

- must send a Self Assessment tax return if you're self-employed or in a partnership: [www.gov.uk/register-for-self-assessment](http://www.gov.uk/register-for-self-assessment)
- need to register for Corporation Tax if you operate a company: [www.gov.uk/corporation-tax](http://www.gov.uk/corporation-tax)

If you only pay tax through PAYE you do not need to check your records. Further guidance will be published on the Council's website when available from the Government.



## Winter Support Payments: apply now

Winchester City Council is launching a new Winter Support Payment Grant scheme to support Taxi and Private Hire Drivers, who had a licence with Winchester City Council on 30 December 2021, with the COVID-19 pandemic and the spread of the Omicron variant.

### How do I apply?

The application process is quick and easy. You need to make an online application at: [www.winchester.gov.uk/business/business-grants/winter-support-payment](http://www.winchester.gov.uk/business/business-grants/winter-support-payment)

The deadline for submission of applications is 9am on Tuesday 25 January 2022. We cannot accept late applications.

### How much will I be paid?

The value of the grant will be dependent upon the number of applications and whether or not you live in the Winchester District.

### Help and support

The Licensing Department is not responsible for administering these payments and therefore cannot assist with queries. Please contact the Economic Development Team using the details below.

Email: [ecodev@winchester.gov.uk](mailto:ecodev@winchester.gov.uk)

Telephone: 01962 814 915

Opening hours: 10am to 4pm Monday to Friday



## Rebate for door signs purchased before 4 October 2021

The Council introduced the requirement for hackney carriage and private hire vehicles to be fitted with Council-approved door signs last year. The deadline to have these fitted was **31 December 2021** and a comprehensive vehicle inspection programme will be undertaken shortly to ensure that these signs have been fitted.

Following feedback from the trade, the Council permitted drivers to purchase their door signs from any provider that could meet the specification as of 4 October 2021.

Those drivers who purchased their door signs from one of the Council's two previously approved providers (ASAP Signs and The Sign Space) **before 4 October 2021** are eligible for a good will payment from the Council. This payment has been calculated as the difference between the average cost of door signs, and the actual price paid before 4 October 2021.

If you wish to claim your good will payment, please complete the enclosed form and return it to the Licensing Department, accompanied by a copy of your receipt that proves that you purchased your door signs from either ASAP Signs or The Sign Space before October 2021.

## Taxi and Private Hire Forum

Taxi and Private Hire Forum recently requested another round of nominations to go live, with the intention of filling the two vacant positions for a Hackney Carriage Driver and Rural Private Hire Operator.

You can nominate either yourself or another person using the enclosed form, which must be returned to [licensing@winchester.gov.uk](mailto:licensing@winchester.gov.uk) or to Licensing Manager, Winchester City Council, City Offices, Colebrook Street, Winchester, SO23 9LJ.

**The deadline for nominations is 25 February 2022.** Anonymous nominations will be disregarded. Once the period for nominations is over, voting forms will be sent out to enable the trade to vote for their chosen representatives.

The objective of the Taxi and Private Hire Forum is to ensure a more constructive relationship between drivers, operators and the Licensing Department of the city council. Meetings are held at least twice yearly to discuss any comments/concerns that drivers and operators may have, and to work together to seek a solution where possible. Forum members may also be asked to attend council meetings/hearings on behalf of the trade.





## Station Hill - buses, taxis and cycles only

Following multiple complaints, we would like to remind all drivers that access through the traffic lights on Station Hill is restricted to buses, taxis and cycles only.

This does not include **private hire vehicles**, which must use the bottom of Station Hill to turn around and drive back up past Gladstone Street car park.

## Railway Station Taxi Rank

The Council went through a consultation before Christmas to propose that the taxi rank at Winchester Railway Station is moved to the opposite side of Station Road. The consultation was prompted due to the high cost of rank permits required by South Western Railway.

The new signage for the taxi rank has been installed and the Council will be commencing line painting works very soon.

## DBS Update Service

We continue to strongly advise drivers to register with the DBS Update Service; this should be done within 30 days of your DBS certificate being issued. The service costs £13 per year and the main benefit is that, provided that no new convictions or relevant information changes on your certificate, you never have to complete an application for a DBS ever again.

You can sign up online here: <https://www.gov.uk/dbs-update-service>

Once you have signed up to the DBS Update Service, the licensing authority is able to check your DBS status online when required and remove the need for paper certificates.

It is our intention to make 6-monthly DBS checks and signing up to the DBS Update Service mandatory for all hackney carriage and private hire drivers in our next policy review, in line with the Department for Transport's statutory standards.

As always, please do let the Licensing Department know if you have any questions by emailing us at [licensing@winchester.gov.uk](mailto:licensing@winchester.gov.uk) or telephoning 01962 848 188. Please note that our standard response time to emails is 10 working days, and that voicemails are typically picked up within 2 working days.

Kind regards,

**Briony Appletree**  
Interim Licensing Manager



# Taxi & Private Hire Forum

## Nominations for 1 x Hackney Carriage Driver and 1 x Private Hire Operator (Rural)

Nominations can be made by completing this form and returning to the Licensing Department by email to [licensing@winchester.gov.uk](mailto:licensing@winchester.gov.uk), post, or or by dropping into the post box in the City Offices Main Reception.

**ALL NOMINATIONS MUST BE RECEIVED BY LICENSING  
NO LATER THAN 25 February 2022**

Please tick as applicable:-

- I would like to put myself forward to be nominated as a representative.
- I understand that my telephone number will be made public to other licensed drivers.

Or:

I would like to nominate the following driver and/or operator:

- 
- I have sought permission from the driver and / or operator to put their name forward.

**PLEASE NOTE, ANONYMOUS OR DUPLICATE  
NOMINATIONS WILL NOT BE INCLUDED**

Name .....

Driver Badge Number .....

Signed .....

Date .....

**'Good Will' Payment for Door Signs purchased before 4 October 2021**

Applicant Details			
<b>Title:</b>	<input type="text"/>	<b>Full Name:</b>	<input type="text"/>
<b>Home Address:</b>	<input type="text"/>		
<b>Postcode:</b>	<input type="text"/>		
<b>Telephone No:</b>	<input type="text"/>		
<b>Email Address:</b>	<input type="text"/>		
<b>Name on Account:</b>	<input type="text"/>		
<b>Name of Bank:</b>	<input type="text"/>		
<b>Bank Account No:</b>	<input type="text"/>	<b>Sort Code:</b>	<input type="text"/>

Declarations			
I confirm that I purchased my Council-approved door signs from ASAP Signs or The Sign Space before 4 October 2021.	<input type="checkbox"/>		
I have attached a copy of my payment receipt as evidence of the above.	<input type="checkbox"/>		
I understand that I will be paid an amount that represents the average difference in price between door signs from one of the above providers and other providers available, based on evidence supplied to the licensing authority.	<input type="checkbox"/>		
<b>Signature:</b>	<input type="text"/>	<b>Date:</b>	<input type="text"/>
<p><i>Winchester City Council collects your personal data in order to administer the relevant payment. The Council will not use your personal data for any purpose that we are not allowed or required to do by law. Personal data will be shared internally with our Finance Department for the purposes of administering your payment request.</i></p>			