

Process to Applying for Exemption from Duties Imposed on the Driver of a Licensed Vehicle when hired by or on Behalf of a Disabled Person

How do I make an application to be exempt from carrying persons in a wheelchair?

- Obtain a copy of the Council's Policy on Disabled Passengers having Access to and for their Safe Carriage within Licensed Taxis & Private Hire Vehicles and the Requirement for the Licensing Authority to Maintain a Designated Vehicle List. Read and understand the Policy as this will assist your application. You can find this on the Council's website www.gedling.gov.uk
- Obtain a Request for Exemption from Duties Imposed on the Driver of a Licensed Vehicle when hired by or on Behalf of a Disabled Person Form from the Council
- Take both the policy and the form to the doctor or medical professional who is assisting you with the medical condition.
- Complete the form and attach any medical evidence provided by the doctor or medical professional that relates to the request for exemption.
- Sign, date and submit the completed form and the accompanying medical evidence to the Council.

Please Note – A submitted application does not exempt you from the duties of a driver of a licensed vehicle when hired by or on behalf of a disabled person. Only when you are in receipt of an exemption certificate will you be deemed exempt from such duties.

What happens to my application?

Upon receipt of the application and any accompanying medical evidence, the Council will consider all the information submitted. Officers will follow up where it is deemed necessary, to request additional information, or to seek further explanation from the doctor or medical professional who is named within the application.

How will I be notified of the outcome of my application?

The Council will inform you of the decision in writing by way of a Decision Notice.

If an Exemption Certificate has been granted, the certificate will be attached to the decision notice, along with the conditions of the Exemption Certificate.

If an Exemption Certificate is not granted, only the Decision Notice will be issued.

Do I have a right of appeal against the decision?

Yes, you can appeal against the decision. You have 28 days from the date of the decision to make an appeal at the Magistrates' court. The decision notice will contain all the information on how to make an appeal against the decision.