



MINIBUS HIRES

IMPORTANT CHANGES TO DRIVING LICENCE CHECKS

From the **08th June 2015**, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA. The counterpart was introduced to display driving licence details that could not be included on the photocard. These details include some vehicle categories drivers are entitled to drive and any endorsement/penalty points.

After **08th June 2015**, a paper counterpart will no longer have any legal status. Argyll and Bute Council will therefore have to change how it checks the validity of licences and penalty point endorsements prior to issuing keys for minibus hires.

Customers will be required to provide the following information **each** time they make a hire:

- **Photocard driving licence**
- **Print a summary or a check code generated from the UK Government's 'View My Licence' website, to allow council employees to check that the driving licence is valid for minibus hire.**

In order to access their personal information on the 'View My Licence' website customers will require to logon to www.gov.uk/view-driving-licence - by having the following information available:

- **Driving licence number** (on your photocard licence)
- **Postcode** (on your photocard licence)
- **National Insurance Number** (from a wage slip)

Choose the 'Share your licence' information tab on the 'View My Licence' website and click on the 'Create a code button, print check code to produce a summary of your licence'. The summary should be printed within the last 72 hours

CUSTOMERS SHOULD NOTE THE NEW REQUIREMENTS FROM 08TH JUNE 2015 AND ENSURE THEY ALWAYS HAVE THEIR PHOTOCARD LICENCE AND DRIVING LICENCE SUMMARY PRINT OUT OR DVLA WEBSITE CHECK CODE ON ARRIVING TO PICKUP MINIBUS KEYS.

CUSTOMER SERVICE AGENTS CANNOT RELEASE MINIBUS KEYS IF CHECKS ARE FAILED OR INFORMATION IS NOT PROVIDED