

20 March 2020

Licensing Services – Closure of Reception at 8 St Owen Street, Hereford, HR1 2PJ

Due to the Coronavirus (COVID-19) outbreak it has been decided that the reception area at 8 St Owen Street, Hereford will be closed to the public **with immediate effect**.

We are currently not accepting paper copies of applications or supporting documents. This is to reduce the risk of spreading / contraction of the disease for both council staff and members of the public.

Therefore please email copies of all paperwork to licensing@herefordshire.gov.uk or taxi-licensing@herefordshire.gov.uk. We will accept photographs of the paperwork taken on smart phones provided the photographs are clear.

In the 'Subject' line of the email, please write your name, your licence number (i.e. Driver badge number/Hackney or Private Hire Vehicle Licence number) and the type of the document/s you are submitting (e.g. insurance, MOT, renewal application form).

Payment should be made by card for applications by calling our office on 01432 261761 (Option 2). Your receipt will be emailed to you.

For the time being we plan to post out taxi vehicle licence plates and driver badges.

Please note that legislation requires us to see **originals** of certain documentation, such as a DBS Certificate (where required), driver's licence and Right to Work Evidence, such as your passport. Therefore, once the current situation has abated you will be required to produce the original documents of the copies you submitted with your application.

Thank you for your continued patience and co-operation.