

Private Hire & Hackney Carriage Driver Summary of Application Process



The primary and overriding principal of the taxi licensing regime is public safety. When considering and determining applications, the Council as Licensing Authority must be satisfied that an applicant, either for the grant or renewal of a licence, is a

STAGE 1

A person must hold a relevant driving licence for 12 months before applying for a licence and we do not accept EU Driving Licences

- Relevant Application Fee to be paid
- Please complete an Application Form, including **all** current information. This includes previous history and other relevant information such as HMRC code and Right to Work. This is to ensure that the Taxi Licensing Service have the most up to date information. **It is really important that you disclose all information, particularly in relation to any offences irrespective of age.**
- Read and action the full information contained in the _____ for
- Read and understand the Councils Hackney Carriage and Private Hire Licensing Policy. **Applicants will be asked to demonstrate their knowledge of this.**
[Private Hire and Hackney Carriage Licensing Policy 2022 onwards](#)

There are a series of mandatory courses that applicants must complete and pass as part of the licensing process. If applicants have already taken these, you will need to evidence this as part of the application and attach the relevant certificates to the application form. This includes:

The Disability Awareness Test for licensed drivers. This needs to have been conducted by the Blue Lamp Trust or another recognised provider and passed within the last 5 years [Disability Awareness | THE BLUE LAMP TRUST](#)

- Completed and passed the Driver Assessment Course or provide proof that this has been completed within the last 5 years with a nominated Council provider
[TaxiAssesments | THE BLUE LAMP TRUST](#)
- Completed the Wheelchair Course. This is now a mandatory requirement for both hackney carriage and private hire applicants where it is intended that an individual drives a Wheelchair Accessible Vehicle. [Wheelchair Assessment | THE BLUE LAMP TRUST](#)
- The West Sussex Essential Safeguarding Training for Taxi Drivers [Essential Safeguarding for Taxi Drivers Webinar](#)
- Have an appropriate level of English language and have attained one or more of the standards listed in the Councils Hackney Carriage and Private Hire Policy [Private Hire and Hackney Carriage Licensing Policy 2022 onwards](#)

STAGE 2 Verification of Documents

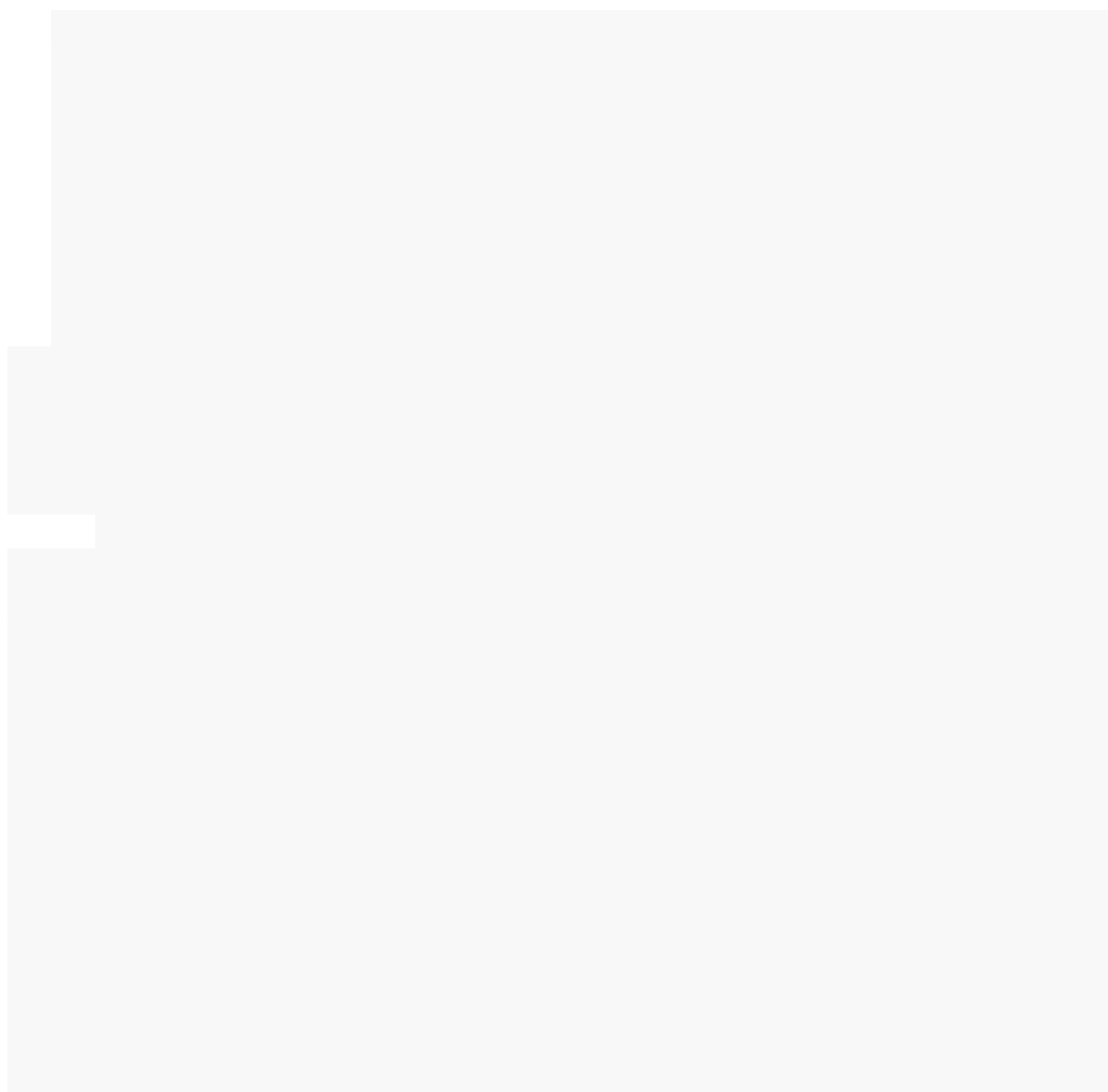
Once the above has been checked by the Taxi Licensing Service, you will be contacted and an appointment made to discuss your application and to carry out further mandatory checks.

Photographs of the applicant must be provided as part of the application form as these will be included on a Group II Medical Assessment and on any licence if issued.

Councils DIAMOND Knowledge Test

An appointment will also be made for you to complete the Crawley Borough Council computerised DIAMOND Knowledge Test (if you have not taken and passed it in the past 5 years). Please note that there is significant demand for this test and there may be a delay. You should have completed your WSCC Essential Safeguarding training prior to taking the DIAMOND Knowledge Test, as some questions in the knowledge test will be related to that training.

The Taxi



- If applicants fail to attend an agreed DIAMOND Knowledge Test date, we will retain the fee and you will be required to rebook the test. We will notify applicants of the next available dates. Please be aware that the Tests are in high demand and there may be a delay in obtaining another Test date.
- If applicants want to cancel and / or rearrange a DIAMOND Knowledge Test, you must contact us by email at least 2 working days before your scheduled test date, otherwise we will retain the fee.

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