

03/24 V4

**HACKNEY CARRIAGE & PRIVATE HIRE**

**APPLICATION FOR DRIVER LICENCE**

**FULL GUIDANCE NOTES FOR NEW & RETURNING**

**DRIVERS**

These Guidance Notes are not exhaustive, nor are they intended to offer legal opinion. They may also be revised from time to time. Applicants are advised to seek

PAYMENT MUST BE MADE AT THE TIME OF APPLICATION AND IS NON- REFUNDABLE.

PAYMENT DOES NOT GUARANTEE THE ISSUE OF A LICENCE, NOR DOES IT CONVEY AN INDIVIDUAL WITH THE RIGHT TO OPERATE AS A LICENSED DRIVER UNTIL ALL PARTS OF THE LICENSING PROCESS ARE COMPLETE.

THE TAXI LICENSING SERVICE CANNOT PROCESS YOUR APPLICATION UNLESS & UNTIL THE RELEVANT PAYMENT IS MADE

**Hackney Carriage Drivers Licence (HCD)**

Applicants are expected

The Medical Form will be provided when applicants submit an application. A medical is required every three years until you reach the age of 60 and then annually from the

It is an individual's responsibility to maintain an active membership of the DBS Update Service. It enables the Council to carry out appropriate checks during the currency of a licence and helps to ensure that applicants, and current licence holders remain

Failure to subscribe and maintain this may result in an application being refused or deemed invalid, and may result in the suspension or revocation of a licence if already held



- (g) Applicants are reminded to familiarize themselves with the DBS Privacy Policy [www.gov.uk/government/publications/dbs-privacypolicies](https://www.gov.uk/government/publications/dbs-privacypolicies)
  
- (h) Applicants are **required** to read the Councils Hackney Carriage and Private Hire Licensing Policy which was adopted on 1<sup>st</sup> April 2022 and was revised most recently in 2023. It is kept under regular review and applicants need to address any matters of concern arising from an application. This contains key information regarding the fit and proper person test, and reference to all previous history relating to offences,



7. **WHEELCHAIR & WHEELCHAIR ACCESSIBLE VEHICLES**

This is a requirement if an applicant wishes to operate and drive a wheelchair accessible vehicle (WAV) This course must be obtained and evidence provided before being allowed to do so. It must have been passed in the last 5 years if already achieved. Details of this course can be found [Compulsory Taxi Courses](#) can be found here: [Wheelchair Assessment | THE BLUE LAMP TRUST](#)

8. **COMPULSORY DISABILITY AWARENESS TRAINING/TEST**

All new applicants will need to fund and complete online Disability Awareness Training via a Council approved supplier. It includes a formal assessment which you must pass. Full details of this test can be found here. If this has been attained in the last 5 years. [Disability Awareness | THE BLUE LAMP](#)

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Anyone found cheating or sharing the content of the Knowledge Test will be disqualified and prevented from re-applying for a hackney carriage or private hire licence of any sort for 3 years.

**Please advise the Councils Taxi Licensing Team at the time of application if you have any specific support needs.**

**If you are of the view that you should be exempt from taking the Knowledge Test, you must provide written reasons and evidence as to the reasons.**

**This should be sent to [taxis@ Crawley.gov.uk](mailto:taxis@ Crawley.gov.uk) for the attention of the Health, Safety and Licensing Manager. This request for exemption will be considered and a response provided as to whether or not an applicant may or may not be exempted**

**HACKNEY CARRIAGE - KNOWLEDGE TEST**

No mechanical/electrical devices or other means of assistance will be allowed into the test. Any person found to be cheating or trying to view another persons answers will be excluded from the test, and their application refused, Applicants will be asked to read and complete a declaration at the start of the test to confirm that you will adhere to the rules of the test.

Applicants who are attending a Knowledge Test **must** bring with them the following:-

1. Photographic Identification. (e.g. passport or photographic DVLA driving licence)
2. The email and/or letter of Knowledge Test notification

If an applicant fails to bring any of the above documents, the test will be cancelled and a further Knowledge Test will have to be arranged at a later date. The cost for the first Knowledge Test is included in the initial fee, and applicants will charged for any tests which cannot proceed, including

- 1, If the applicant fails to bring the relevant documentation to the test.
2. If the applicant fails this test, there will be a further charge for any subsequent -takes

[taxis@crawley.gov.uk](mailto:taxis@crawley.gov.uk)

The test will be conducted and controlled by Officers of the Council at the Town Hall. At the end of the

## 12. **PROOF OF IDENTIFICATION**

- (a) Submit **two** forms of photo identification, one of which must be a current Passport/EU Identity Card or Travel Document. The following documents may also help to support proof of identity; however, they will not be accepted as an alternative to adequate photographic identification (Only original documents/certified copies will be accepted).

Birth Certificate  
P45/P60  
Photocard driving licence  
Marriage Certificate

- (b) Submit two forms of proof of address, from the list below. Please note, these documents must be no more than 3 months older than the date of issue.

Utility bill (**not** a mobile phone bill)  
Credit Card Statement, Bank Statement or Mortgage Statement  
Rent Account or Council Tax Record

- (c) Please ensure that the name, date of birth and address corresponds on all forms of identification provided. If names are not identical on each document the application will not be accepted until all the documents show the same name.

- (d) **PRINTED PROOF OF APPLICANTS NATIONAL INSURANCE NUMBER IS ESSENTIAL**

- (e) **The Taxi Licensing Service cannot accept the National Insurance card. A previously issued payslip or tax return is acceptable if showing your name and National Insurance number.**

## 13. **HACKNEY CARRIAGE DRIVER LICENCE FEES (Subject to review & change)**

An application fee of £170.80 will be paid at the time the application is submitted. This fee is **non-refundable** and is broken down as follows:- **(Please note that these are subject to review and change. Additional items may be added)**

£45.00	Application Fee (payable at the time of application)
£46.40	First knowledge test (Subsequent tests £46.40)
£38.00	



Vehicle licence transfer of vehicle	168.70
Vehicle Licence Transfer of Ownership	41.80
Replacement bracket	32.00
Replacement External Plate	14.00
Replacement Internal Plate	6.80
Adhesive Plate	12.10
Replacement paper licence	6.80
Plate Deposit	27.50
Unmet Demand Survey Fee	42.80

Please note that these fees are subject to change\*

There are supplementary tests which form part of the application process for the grant or renewal of a licence as listed above and these must be funded and passed by the applicant

#### 14. **IMMIGRATION STATUS & RIGHT TO WORK**

The Council as Licensing Authority works with the Home Office and must be satisfied that the conditions of passport and residency permission are compatible with the licence applied for. Applicants are also advised that it is the Council's Policy to consult with Border & Immigration if it deems necessary, to ensure that the rights of residency are compatible with the licence applied for.

**At the moment**, applicants who reside in the UK on the strength of a Student Visa cannot work on a self- employed basis. They must provide written confirmation that they intend to be **employed** and plan to work no more than 20 hours per week. They will also be required to provide details in writing from the Operator intending to act as their employer, who will be required to complete the appropriate form. A copy of both of these forms will be forwarded to HM Revenue & Customs or any other organisations that the Council deems relevant.

**It is the applicants responsibility to demonstrate that they have the correct status and the right to work**

**Holders of EU nationality will be required to prove they are registered with the EU Settlement Scheme and a relevant Share Code will be needed as part of you application.**

#### **RIGHT TO WORK INFORMATION**

[Prove your right to work to an employer - GOV.UK](#)

[\(www.gov.uk\) Licensing authority guide to right to work](#)

[checks - GOV.UK \(www.gov.uk\)](#)

[Taxi and Private Hire Licences and the Immigration Act - Renfrewshire Website](#)

## 15. **HMRC TAX CHECK**

From 4 April 2022, applicants have responsibility to **provide a HMRC tax check code in certain circumstances** e.g. you have held a licence with another Licensing Authority or have held the same type of licence that ceased to be valid less than a year ago. You will need to confirm that you have been made aware of your responsibilities in providing such a code, if necessary, before any licence can be issued.

<https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>



## HACKNEY CARRIAGES

On 7<sup>th</sup>

for the consideration at an Enforcement Meeting for a decision by the Head of Community Services.

The applicant will generally be invited to attend this meeting if they wish to do so. The applicant will be notified in writing of



## **FIT AND PROPER MATTERS**

In most cases where there are reasons to believe that enforcement action against a licence

