

HOW TO APPLY FOR A HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS LICENCE



Introduction

The purpose of the licensing regime is to ensure the safety of the travelling public and that vehicles used for this purpose are safe and comfortable; that drivers are safe and suitable and are courteous not only to passengers but to other members of the public and other road users; and that licensing rules are observed. To achieve this, the Council set certain standards that all applicants have to meet and for existing drivers to maintain.

Application Forms

All applications for the grant of a hackney carriage or private hire driver's licence must be made on a Plymouth City Council application form available at:

<http://www.plymouth.gov.uk/hackneycarriageandprivatehiredriverlicence>

The form should be completed **in full** and signed by the person making the application. Where this is not possible it can be completed by another person provided the relevant section on the form is completed.

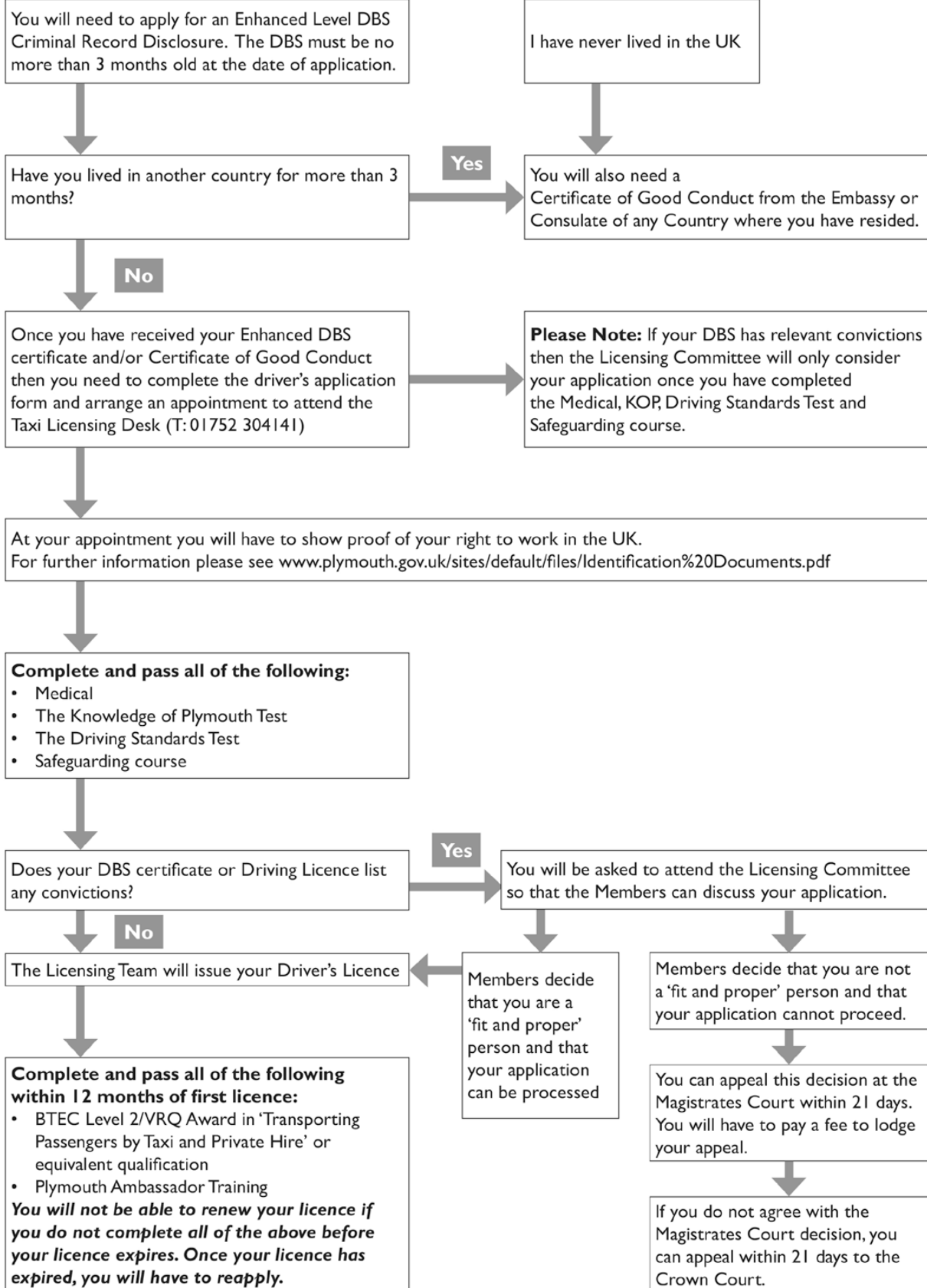
Please note that an applicant should satisfactorily complete the application process within a maximum period of **6 months** from the date of first application. If no contact is received for 6 months or insufficient progress has been made towards the grant of a licence, then the application will be cancelled and all paperwork destroyed with no repayment of fees.

Before an application for a drivers licence can be approved, the individual must have passed the:

- a) Medical
- b) Submit a DBS and Certificate of Good Conduct (if required)
- c) Topographical Knowledge of Plymouth test
- d) Driving Standards Test
- e) Safeguarding Training

These pre-requisite tests are an essential part of the application process that ensures an applicant has the appropriate baseline skills to become a licensed driver. The licence application is not considered to be completed until all of the above elements have been provided.

Flow Chart for the application process for a taxi or private hire drivers licence



Disclosure & Barring Service (DBS) Enhanced Disclosure Check

The Council has a statutory duty to ensure that new applicants and existing licence holders are 'safe and suitable' to hold a licence and will consider any relevant convictions and/or motoring endorsements you may have.

Applicants are therefore required to undertake an **enhanced level** DBS criminal record disclosure (where the applicant has resided in this country for more than 3 months) and at 3 yearly intervals. Where convictions are disclosed you may be referred to the Taxi Licensing Committee.

Full details of how to apply can be found on our website at www.plymouth.gov.uk/taxilicensing

The Disclosure & Barring Service (DBS) will supply you with a certificate listing any convictions. When you have received this certificate you can arrange an appointment to show this document to the Licensing Office and proceed with your application.

The DBS must be no more than 3 months old at the date of application.

Please refer to the Council's Guidelines relating to the Relevance of Convictions and Conduct on our website at:

www.plymouth.gov.uk/licensingandpermits/taxilicensing/hackneycarriageandprivatehirepolicyandbyelaws

Certificates of Good Conduct

If you are a foreign national, or you are a UK national but have lived for a period of three months or more in another Country, a Certificate of Good Conduct must be obtained from the relevant UK Embassy or Consulate of the relevant country(s) where you have resided. This is in addition to any requirement to obtain a DBS certificate. The Certificate of Good Conduct must be obtained at the applicant's expense, be an original official document, officially sealed and translated into English.

It is a legal requirement that all persons working in this country have a National Insurance number issued from HM Revenue & Customs prior to working.

If you have lived outside of the UK for a continuous period of 3 months or more since the age of 18 you must obtain a certificate of good conduct from the country or countries that you have lived in.

The certificate must be less than 3 months old at the date of the application.

However, if you are unable to provide a certificate of good conduct due to there being no process for obtaining criminal record certificates from the home country authorities (as set out in Home Office guidance), **and** you have lived in the UK from the age of 18 years **and** have been resident here for 5 continuous years you will be exempt from provision of this certificate.

For further details about how to apply for criminal record checks overseas, please visit <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Proof of right to work in the UK

As of 1 December 2016 all councils are required to confirm, before issuing a new licence or renewing an existing licence that the applicant has the right to work in the UK. Under NO Circumstances will any applicant who cannot meet this requirement be granted a licence. The documents required to prove your right to work in the UK differ based on your current citizenship. Please see the 'Identification documents' information sheet on our website.

If you are unable to present the documents required email us at TaxiApplications@plymouth.gov.uk as there may be other documents you can present to meet the Immigration Act 2016 requirements

Making an Application

When you have completed the application form, please contact the Taxi Licensing desk on 01752 304141 to arrange an appointment. It is reasonable to expect an appointment within 5 working days of your telephone call.

When you attend your appointment, you must bring the following forms and means of identification. All documents must be original, in good condition and will be returned to you after the completion of the appointment:

- Fully completed driver's licence application form
- Your DVLA driver's licence which must have full entitlement to drive motorcars for at least 12 months.
- DBS Certificate and Certificate of Good Conduct (if applicable)
- Proof of right to work in the UK
- Completed medical (this may be produced at a later date prior to the issue of your licence)
- The application fee - please see www.plymouth.gov.uk/taxilicencefees

If the application form is completed incorrectly or the documents required for the application are either not provided, incomplete or not correct, your application will not be accepted.

Spoken English Assessment

If you are a foreign national you will be expected to make the application yourself and to be able to have a conversation with the clerk on all aspects relating to your application. If the clerk has any concerns regarding your ability to understand or speak English, a Taxi Enforcement Officer will go through the Spoken English Assessment Test Procedure. Please refer to https://www.plymouth.gov.uk/sites/default/files/Spoken_English_assessment_test_procedure.pdf

Knowledge of Plymouth Test

Each applicant has to successfully pass a written Knowledge of Plymouth test that assesses your knowledge of the driving between set routes by the quickest available route; venues, tourist destinations, and popular locations; law and conditions of licence; and customer care. This examination will take place under supervised exam conditions in the training room at Unit 4a Derriford Business Park. Please see our website for further details www.plymouth.gov.uk/knowledgeplymouthtest

Driving Standards Test

Each applicant has to successfully pass a driving test to demonstrate that they are a competent and safe driver. This test is carried out on behalf of the Council by an appointed driving examiner and comprises of a practical driving standard test, questions on customer care, the highway-code and basic mechanical principles. A fee is payable in advance of taking the test (please see www.plymouth.gov.uk/taxilicencefees). Full details of the pass requirements can be found on our website at www.plymouth.gov.uk/drivingstandardstest. Drivers intending to drive Special Event Vehicles will be required to pass the driving standards test in that type of vehicle.

Safeguarding Course

Each applicant needs to attend a two hour awareness workshop. Applicants are advised to book onto this workshop during their initial appointment for an application. It is important that you book on to a session as soon as possible as these are usually only delivered every two months. Only our bespoke workshops relating to the taxi trade will be accepted unless prior agreement is made.

Driving Licences

By law you must have held a full driving licence for at least 12 months prior to applying for a licence to drive a Hackney Carriage or Private Hire vehicle, entitling you to drive motor cars. Before

accepting any application for a licence, you must ensure that the driving licence has your current address and is free from defects.

Drivers Qualifications

The Council requires all new drivers to complete a relevant qualification (BTEC Level 2/VRQ award in “*Transporting Passengers by Taxi and Private Hire*” or equivalent qualification) and the Plymouth Ambassadors Course within 12 months of being issued their first licence all costs incurred are the responsibility of the applicant. Failure to comply is likely to lead to your licence not being renewed.

Licensing Office
Public Protection Service
Plymouth City Council
Windsor House
Plymouth
PL6 5UF
T: 01752 304141
E: TaxiApplications@plymouth.gov.uk
www.plymouth.gov.uk