



## GUIDELINES FOR NEW APPLICANTS HACKNEY CARRIAGE / PRIVATE HIRE DRIVER LICENCES

The driving of a private hire or hackney carriage vehicle is a regulated profession and a licence is required under the Local Government (Miscellaneous Provisions) Act 1976 and the Town Police Clauses Act 1847.

The Council must be satisfied that an applicant is “fit and proper” before granting a licence. The Council has adopted a Policy that sets out what it will consider as evidence that an individual meets this statutory test.

The Council wishes to assess and be satisfied of your:

- a. Character and conduct
- b. Driving standard
- c. Health and fitness
- d. Knowledge and Understanding of the role of a licensed driver.

Prior to taking any steps to apply you should ensure that you understand the following:

1	You must have been entitled to drive for 3 years and have a DVLA licence;
2	You must have the right to work in the UK.
3	You must pass a DVLA group 2 medical within the month prior to application. Certain medical conditions prohibit a licence being granted.
4	Individuals with criminal convictions may not be licensed and if you have any convictions or driving endorsements you should consult the Council's Policy.

The application process is split into 3 Stages:

Pre-application steps, application, and post application. The pre-application steps are the steps that you must take before you apply to us. They are your responsibility to arrange and undertake. We cannot accept an application or grant a licence unless you do this.

### **1. BEFORE YOU APPLY (pre-application steps)**

---

You will need to provide certain documents/certificates to us with your application – an advanced driving certificate, certificate of attendance at an online safeguarding course, medical and(if applicable) a certificate of conduct.

You will need to obtain these before you apply and this guide will explain this in more detail. It is recommended that you do them in this order:

- 1) Apply for a certificate of conduct (if applicable)
- 2) Book and pass your advanced driving assessment
- 3) Book and attend your safeguarding course
- 4) Book and undertake a medical with your GP
- 5) Obtain your DBS (criminal record check).

## Certificate of Conduct

---

If you have spent 6 months or more resident in any country outside of the UK in the last 3 years you must provide us with a certificate from that country confirming whether or not you have committed any criminal or driving offences in that country. You can find out how to obtain this from this government website:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Is this document time sensitive: No.
If you already have a certificate of conduct for the period in which you lived outside the UK you will not need to get another certificate.
If you need a CoC you should make steps to obtain this and do not book your medical appointment until you have it. If you cannot get a CoC due to reasons of asylum you should contact the Council.

## Advanced Driving Certificate

---

You must undergo a driving assessment with one of our authorised providers:

<a href="#">Diamond Advanced Motorists</a>	<a href="http://www.advancedmotoring.co.uk/taxi-test/">http://www.advancedmotoring.co.uk/taxi-test/</a>	020 8253 0120
<a href="#">Green Penny</a>	<a href="https://www.greenpenny.co.uk/taxi-assessment-booking-form/">https://www.greenpenny.co.uk/taxi-assessment-booking-form/</a>	0330 111 7230

The Council has approved both providers as competent to assess its drivers and does not recommend one over the other. Applicants should choose which provider is most suitable for them. You can book online at the website address given or by calling the number above

There are 2 types of assessment provided by both companies.

1. Standard (all drivers) and
2. Enhanced (drivers of wheelchair accessible vehicles only).

The Enhanced assessment is the same as the standard one but with an additional wheelchair assessment. If you intend to drive a WAV or a Hackney Carriage you will need to pass the enhanced assessment. However, the wheelchair assessment can be done separately should you chose to drive a wheelchair accessible vehicle at a later date.

Is this document time sensitive: No.
If you already have an advance certificate it may be acceptable if carried out by one of the above providers in the last 2 years. .

## Taxi Safeguarding Course

---

You must complete a safeguarding course that is undertaken virtually via zoom. The course includes training on 'safeguarding' issues such as Child Sexual and Criminal

Exploitation, Human Trafficking, Modern Slavery and identifying adults at risk and other vulnerable people. By knowing what warning signs to look out for, licensed drivers can help save lives. The course is around 3-4 hours and costs £25.00.

You can book the course with one of our providers:

Green Penny	<a href="https://www.greenpenny.co.uk/taxi-driver-safeguarding/">https://www.greenpenny.co.uk/taxi-driver-safeguarding/</a>
Blue Lamp Trust	<a href="https://www.bluelamptrust.org.uk/safeguarding-classroom/">https://www.bluelamptrust.org.uk/safeguarding-classroom/</a>

Is this document time sensitive: No

We will accept a safeguarding course carried out in the last 2 years with one of the above providers or the TFL SERU course.

## Medical examination Certificate

You will need to book an appointment with your GP to undergo a DVLA group 2 medical. The form you need to take with you can be downloaded from the Council's website.

Once the medical is completed the GP will give the form and certificate back to you. We will consider the certificate to only be valid for 1 calendar month. You should therefore do this stage last so that you can submit your application.

Is this document time sensitive: YES.

## Criminal Record Check

You must provide to us an enhanced criminal record disclosure from the Disclosure and Barring Service (DBS) which is registered on the DBS Update Service.

You can obtain this from our provider: <https://www.taxiplus.co.uk/councils/hertsmere-borough-council>

We will accept an existing enhanced DBS certificate that you currently have registered on the update service if it was carried out for the correct job requirements and barred lists searched.

Is this document time sensitive: YES.

We need your DBS within 1 month of being issued and/or it must be registered on the update service.

## Identity documents and Photographs

You need to prove your identity to allow us to ensure you have the right entitlements and carry out the relevant criminal record check. The easiest set of documents to provide us with are:

1. Passport / Biometric residents permit
2. DVLA driving licence
3. A bank statement or utility bill issued within the last 3 months.

If you do not have the above, there are other documents we can accept such as a birth certificate or an immigration document. A full list is in our Policy.

You must provide 2 full colour passport sized photographs that reflect your current appearance, clearly show your face against a pale background. Glasses or head ware of any kind should not be worn.

Are these document time sensitive: YES.  
A bank statement or utility bill must be within 3 months.

## 2. The Application

---

You must complete the application form in full. You can download it from the Council website. As part of the application process you must:

**Provide a DVLA Share code so that we can check your driving record.**

You can do this by going to this website: <https://www.gov.uk/view-driving-licence>  
You must then write the code on the application form or, alternatively, take a screenshot of the code on your phone or computer and provide it to us.

**You must also provide proof of your right to work.**

You are encouraged to use the government website to obtain a share code that allows the Council to check this. The website is: <https://www.gov.uk/prove-right-to-work>

If you are not able to obtain a share code, or you are a British or Irish citizen, you will need to provide documentary evidence. In many cases the standard identity documents will be sufficient.

You must then submit the application to us with all the required documentation.

---

### **3. Post application steps**

---

Once received we need to process your application. This requires a number of checks and consideration of the information you have provided. The grant of a licence is at the discretion of the Council. Whilst we endeavour to process as quickly as we can we cannot offer a guaranteed timescale.

Should there be any reason that we do not consider you to be fit and proper we will discuss the matter with you first or may ask that you provide further documents or detail in writing to assist us with our decision.

#### **Interview and knowledge assessment**

---

Once we have received your application we will arrange an appointment for you. At the appointment you will be expected to bring the original copies of your identity documents for verification.

We will ask you some questions to ensure that you have sufficient understanding of the rules and conditions that will be apply to you as a licensed driver. This interview is an informal way of assessing your knowledge without requiring applicants to sit a formal knowledge test.

You should ensure that you are familiar with our policy and the conditions applicable to drivers and vehicles.

#### **Grant of Licence**

---

Once we are satisfied that you are a fit and proper person we will issue the licence. You will have a number of conditions imposed on your licence which are contained in our policy. You should ensure you read these and comply with them.