



APPLICATION FOR THE GRANT OR RENEWAL OF A HACKNEY CARRIAGE DRIVERS LICENCE

GUIDANCE NOTES

These notes are intended as a general guide only. If you have any questions about your application, the Licensing staff will be pleased to assist you. The telephone number of the Licensing section is (01509) 634562 and the email address is Licensing@charnwood.gov.uk. Further information can be found at www.charnwood.gov.uk.

AN APPOINTMENT MUST BE MADE WITH THE LICENSING SECTION BEFORE VISITING THE COUNCIL OFFICES; UPON ARRIVAL, PLEASE ASK TO BE PUT IN THE LICENSING QUEUE

APPLICATION FOR THE INITIAL GRANT OF LICENCE

The application must be made, in person, to the Licensing Section, Charnwood Borough Council, Southfield Road, Loughborough, LE11 2TX.

THE FOLLOWING DOCUMENTS MUST BE PRODUCED AT THE TIME OF APPLICATION AND MUST BE ORIGINALS, OTHERWISE THE APPLICATION WILL NOT BE ACCEPTED:-

1. The application form, correctly completed in full
2. CRB application form completed in full
3. Four colour passport sized photographs of yourself which must be a true likeness;
4. Your full UK /EU driving licence (photo-card and counter part) which has been held for at least one year before application
5. Your original birth certificate (if you were born abroad, a declaration will be required)
6. Your full valid passport; (if you do not hold a full valid passport, you must produce a photograph bearing your usual signature, which has been endorsed by an independent professional person, such as a Doctor, Solicitor, Bank Manager, or someone of similar standing, together with a completed endorsement form, available from the licensing staff).
7. A utility bill showing your current address which is no older than 3 months
8. The licence fee, currently £157.50 for a 3 year licence, and the Criminal Records Bureau fee, currently £36.00. (Cheques to be made payable to Charnwood Borough Council). * **NOTE - CASH PAYMENTS ARE NOT ACCEPTED***. All fees are payable on application.

In addition a full Medical Certificate must be completed by your own GP. (*NOTE – It will not be necessary to produce this certificate upon application, but you must be aware that a Hackney Carriage Driver's licence will not be issued until a satisfactory medical certificate has been produced.)

As part of the application process, the Criminal Records Bureau (CRB) carries out a check on your previous character, and a search is carried out at DVLA, Swansea, to verify your driving record. A CRB form will be sent to you as part of the application pack; however you will be requested to complete a DVLA enquiry form at the time of making application. The application may take up to 8/12 weeks for a 3 year licence, and in some cases, may take longer. You may track your own CRB application progression by either ringing CRB on 0870 9090844 or by the web site: www.crb.homeoffice.gov.uk/tracking. You may need the Charnwood Borough Council Organisation Reference number, which is 20961800000.

Applicants who have been resident in the country for less than 3 years may need to provide a certificate of good conduct from their respective embassy or commission.

Highway Code Test

All new drivers **must** take and pass a Highway Code test before the application can be granted. This test can be taken prior to the full application being made, and will cost £10. This will be deducted from the full application fee. Otherwise the first test is free, but for the second and subsequent tests, there is a charge of £10.00. There will be a charge of £5.00 should a driver miss an appointment for a Highway Code test without a valid reason.

- 1). All drivers are advised to obtain the latest copy of the Highway Code. You must be fully conversant with it.
- 2). All drivers must make an appointment to take the test, and must attend punctually. Licensing Office Telephone Number (01509) 634562.
- 4). Candidates will not be allowed to re-sit the test within 14 days.
- 5). The test consists of 3 parts, each consisting of 10 questions. A candidate must, to pass the test, get 80% (8 out of 10) right, in each part.
- 6). One hour will be allowed for the test.
- 7). A candidate will not be allowed to ask questions, or to refer to any notes, etc.
- 8). One part is multi-choice questions, one part verbal questions, and one part consists of written questions, requiring written answers.

Driving Ability

All new drivers **must** take and pass a Driving Standards Agency (DSA) practical test (specifically for private hire and hackney carriage drivers). This test, and the hackney carriage knowledge test (see below), **must** be passed before a hackney carriage driver's licence will be issued to you. To arrange a DSA test, applicants must ring the DSA on 0300 200 1122 (the national booking line). Further information can be found at www.charnwood.gov.uk.

A number of local driving schools offer pre-test driver training in the area. Contact details for these instructors can be found at www.charnwood.gov.uk.

Hackney Carriage Knowledge Test

Once the checks have been carried out, including all the relevant tests and the Council is satisfied that you are a "fit and proper" person to hold a licence; you will be requested to make an appointment to sit a knowledge test. The test is oral and is designed to test your knowledge of the streets of Loughborough, as well as your knowledge of the surrounding areas. Further information can be found at www.charnwood.gov.uk.

All applicants, both for initial grant and renewal, must be aware of the following requirements.

During the application process, it is the applicant's responsibility to ensure the Licensing Section is kept informed of the progress of the Driving Standards Agency (DSA) test requirement, and of obtaining the Medical report.

All applicants are advised that if all requirements (DSA test where required, Highway Code test, and Medical) are not completed within 28 days of receipt of the CRB Disclosure, a further disclosure will be required, at the applicants cost.

In addition, where new applications are made, the applicant has 3 months to successfully undertake the DSA test, and the Highway Code test. Following this period, the application may be deemed as withdrawn, at the Licensing Managers discretion, unless there are extenuating circumstances.

IT IS THE APPLICANTS RESPONSIBILITY TO KEEP THE LICENSING SECTION INFORMED. THERE WILL BE NO FOLLOW-UP, OR REMINDERS, FROM THE LICENSING SECTION.

All licensed drivers are reminded of the need to inform the Licensing Section of any convictions incurred during the life of the licence. This means any conviction, for any offence, not merely motoring offences, and includes Fixed Penalty offences.

Failure to inform the Licensing Section may result in the drivers licences being revoked or not being renewed.

For all Drivers both New and Renewals

It is a requirement that all drivers complete a BTEC Level 2 Qualification for Taxi Drivers during the course of their first 3 year Licence. The course consists of 7 modules: Customer Services, Equal Opportunities, Disability Awareness, Taxi Safety, Carriage of Luggage and Parcels, Route Planning, Taxi and Private Hire Law. Successfully passing the two computer based examinations leads to a BTEC Level 2, which is a nationally recognised qualification. For course information and college locations please contact Licensing on 01509 634562 or by emailing Licensing@charnwood.gov.uk.

APPLICATION FOR RENEWAL OF LICENCE.

You will normally receive a reminder notice of the impending expiry of your current licence, **but it remains your responsibility to apply for the renewal of your licence.**

Your application for the renewal of your licence must be made at least 8 weeks prior to the expiry of the current licence to ensure continuity of your licence, however, failure to comply with this will lead to further charges being incurred. **If your licence expires prior to application to renew the licence, you will not be licensed to drive until the new licence has been issued.**

Where an application to renew is made less than 4 weeks prior to the expiry date of the current driving licence, a charge of £10.00 will be made for the issue of a temporary badge and licence, over and above the normal licence fee.

THE FOLLOWING DOCUMENTS MUST BE PRODUCED AT THE TIME OF YOUR RENEWAL APPLICATION AND MUST BE ORIGINALS, OTHERWISE THE RENEWAL APPLICATION WILL NOT BE ACCEPTED:-

1. The application form, correctly completed in full
2. CRB application form completed in full
3. Four colour passport sized photographs of yourself which must be a true likeness;
4. Your full UK /EU driving licence (photo-card and counter part) which has been held for at least one year before application
5. Your full valid passport; (if you do not hold a full valid passport, you must produce a photograph bearing your usual signature, which has been endorsed by an independent professional person, such as a Doctor, Solicitor, Bank Manager, or someone of similar standing, together with a completed endorsement form, available from the licensing staff).
6. A utility bill showing your current address which is no older than 3 months
7. The licence fee, currently £157.50 for a 3 year licence, and the Criminal Records Bureau fee, currently £36.00. (Cheques should be made payable to Charnwood Borough Council). * **NOTE - CASH PAYMENTS ARE NOT ACCEPTED***. All fees are payable on application.

In addition a full Medical Certificate must be completed by your own GP. (*NOTE – It will not be necessary to produce this certificate upon application, but you must be aware that a Hackney Carriage Driver’s licence will not be issued until a satisfactory medical certificate has been produced.)

As with applications for the grant of a licence, the Criminal Records Bureau (CRB) carries out a check on your previous character, and a search is carried out at DVLA, Swansea, to verify your driving record. A CRB form will be sent to you as part of the application renewal pack; however you will be requested to complete a DVLA enquiry form at the time of making application.

Previous Convictions

Applicants for the initial grant of licence **MUST** declare all convictions for **any** offence, which includes non-motoring as well as motoring offences, whilst applicants for renewal of licence need only declare convictions since the previous licence was issued. This includes any other findings of a court, including binding orders and similar, any Police cautions, or any other relevant information. It is advisable to declare all such matters.

Refusal to grant

If, for any reason, your application is refused, you will normally have the right to appeal against the refusal to the Magistrates Court. Before a licence application is refused, however, a hearing is arranged to consider your application, at which the reason(s) which are considered as making you unfit to hold a licence are given, and where you are given the opportunity to make representations in support of your application. A decision is then made as to whether to grant or refuse the application. A partial refund may be made at the Licensing Authority’s discretion should the licence application be refused or where the application is withdrawn. Any refund request must be made in writing to The Licensing Manager, Licensing Section, Charnwood Borough Council, Southfield Road, Loughborough, LE11 2TX.