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Private hire and hackney carriage - Driver licences



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If you want to drive a private hire or hackney carriage vehicle you need a licence. Before being granted a licence, you need the following:

Driving Licence

You must have held a full UK driving licence no less than 36 months.

Disclosure and Barring Service (DBS Check)

You need to contact [Hertsmere Borough Council](#) to do a Disclosure and Barring Service (DBS) enhanced application.

You must provide a current passport (with a legal right to work in the UK), driving licence held for more than a year (photo card type), National Insurance, and at least two other documents for proof of identity.

The formal application process does not start until/unless a favourable reply has been received from the DBS.

More information is available in the [Guidelines Booklet for Private Hire and Hackney Carriage Driver and Vehicle applicants](#) and at the [Disclosure & Barring Service \(DBS\)](#).

Please note for new applicants you have two months from the date of the DBS to complete your application. If not then a new application will be required. It is advisable to sign up to the update service when applying. This is available at www.gov.uk/dbs-update-service.

Medical examination

A certificate of fitness must be completed and signed by your own registered GP.

The certificate needs to be completed on:

- The first licence application
- Every five years after the first application up to your 65th birthday and every two years thereafter.
- At other times when required/requested, eg after a medical operation or prolonged period of ill health.

[Medical Examination Form](#)

Knowledge tests

New applicants must undergo and pass a knowledge test before a driver licence can be granted. You

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- Pay for street naming & numbering
- Pay local land charges
- Pay sundry invoice / garage rent
- Pay your business rates

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must get 15 of the 20 route-type questions correct and eight out of 10 Highway Code questions correct. You are also tested on the council's Driver and Vehicle standard conditions. Those can be download at the bottom of this page. We recommend you sit the knowledge test soon after you have given in your application.

Driving Tests - Diamond are the nominated provider for private hire and taxi testing in this area.



Accredited by the Driving and Vehicle Standards Agency (DVSA), DIAMOND is the UK's leading provider of professional standard advanced driver and rider testing and provides training and assessments specifically designed for taxi and private hire drivers for a large number of local authorities across the country.

DIAMOND offers two levels of test - Advanced and Enhanced - designed to assess your driving competency and your ability to transport passengers safely. As well as fulfilling a key licensing condition set by this local authority, successfully completing your DIAMOND Test also gives you an internationally recognised award in advanced driving. [You can find out more about the tests and book your assessment.](#)

Private Hire Drivers must undertake the Advanced test.

Hackney Carriage / Private Hire Drivers who require the wheelchair testing element must undertake the Enhanced test.

Once you have purchased an appropriate Taxi Test, your details will be forwarded to your nominated examiner who will be in touch within the next 48 hours (Monday to Friday) with a view to booking your test within the next five to 10 working days.

Your examiner will arrange a mutually convenient date, time and place local to you to conduct your test. Your examiner will discuss meeting places and any other queries with you once your booking has been made. Please confirm your booking reference with your examiner. You will need a car suitable for test purposes (we do not supply cars) which has current and valid insurance, MOT, road tax and is roadworthy in terms of lights, tyres etc.

Upon successful completion of your Diamond test you will be issued with a certificate together with a copy of your test report. This certificate must be brought in to the council before any licence can be issued.





Photographs

You must provide four colour passport sized photographs.

Applicants from outside the European Economic Area will be required to prove they have authority to work in the UK. i.e. UK visa or suitable documentation issued by the Home Office

Read our guidance information and complete our application form:

- [Guidelines of Hackney Carriage and Private Hire Applicants](#)
- [Guidelines to Relevance Convictions](#)
- [New Private Hire and Hackney Carriage Application Form](#)

-  [Medical Examination Form](#)
-  [Private Hire /Hackney Carriage Driver Conditions](#)
-  [Private Hire and Hackney Carriage Renewal Application Form](#)
-  [Hackney Carriage and Private Hire Licensing Policy 2017-2022](#)

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