



IMPORTANT GUIDELINES FOR NEW HACKNEY CARRIAGE / PRIVATE HIRE DRIVER APPLICANTS

You should read this whole document carefully before completing and returning your application form. Please answer all questions on the application form as an incomplete form may be returned to you which will delay the processing of the application.

The application form can be found on <https://www.hertsmere.gov.uk/phhcnewapplication> you can use the same form whether you are applying for Hackney Carriage or Private Hire Driver and or vehicle Licence.

Applicants 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. Failure to produce this documentation will prohibit you from applying for a Private Hire / Hackney Carriage driver licence.

In order for a decision to be made on whether to grant a licence, the application and all supporting documents must be received by the Licensing Section. Failure to do this will result in a licence not being issued.

To work without a Licence is against the law, for which you could be prosecuted and fined. Furthermore, you may be barred from subsequently obtaining a Licence.

The following items are required to be completed before a licence is issued, as it forms part of the supporting documentation required to accompany the application form.

DISCLOSURE & BARRING SERVICE

- At your application submitting appointment you will be required to complete a **Disclosure & Barring Service (DBS)** application form. During this appointment you will be required to produce a valid passport with your right to work documentation, DVLA driving licence, national insurance number, proof of address and the fee of **£44**. The fee can be paid either by cash or card. PLEASE NOTE – you will need to pay either by a debit or credit card as we cannot accept cash for application that are over £25.
- You are also advised to then sign up to the DBS Update Service; please note there is a subscription and yearly renewal fee of £13. This could however save you money in the future. For details of this service or to sign up visit www.gov.uk/dbs-update-service
- When granting a new licence your DBS must be less than two months old.

DVLA DRIVING LICENCE CHECKING SERVICE

- Since 8TH June 2015 the paper counterpart to the photo card driving licence is no longer valid and has been replaced by an online service. All penalty points (endorsements) are now only recorded electronically and therefore will not be printed or written on either the photo card licences or paper licences.
- Applicants will need to provide evidence of their driving record; this can be done online for free by accessing the share driving licence service on <https://www.gov.uk/view-driving-licence> Applicants will need to generate a 'check code'. This code should then be passed to a licensing officer within 21 days of the code being generated in order for the driving record to be viewed.

MEDICALS

- Applicants are required to produce a medical examination certificate on the prescribed form found on <https://www.hertsmere.gov.uk/medicalphhc> this medical must be carried out by a Registered General Practitioner (GP) at the GP Surgery the applicant is registered at.
- If the medical examination is not carried out by the GP surgery they are registered at the certificate will not be accepted and a further examination will need to be carried out at the applicants own expense. Please ensure that all the questions both on the front and back of the form are completed as incomplete forms will not be accepted.

KNOWLEDGE TEST

- Applicants for a hackney carriage and private hire driver licenses are required to undertake a written test. This tests the applicant's knowledge of the local geography, the Highway Code and the Council's Licensing Policy and conditions. The fee for this test is £44 payable before the test date. Tests are carried out at the council offices on pre-set dates and times. You are required to turn up 15 minutes before the test is due to start. Failure to attend without prior notification to an officer will result in a charge of £15.

DRIVING TEST

- Applicants must undertake a driving assessment test. This like a DVLA driving test, only needs to be passed once and the pass certificate to be produced to the Licensing Authority. You will need to arrange a date and time for the assessment by contacting the nominated testers [DIAMOND](#).

- **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 - Enhanced and Elite - 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 by clicking the link below:
- <http://www.advancedmotoring.co.uk/taxi-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-Friday) with a view to booking your test within the next 5-10 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.

If you require any further information or wish to make an appointment with a member of the licensing team please call 020 8207 2277 and asking for taxi licensing.