

Application for Hackney Carriage/Private Hire Driver Licence



There are a number of steps that must be completed before you can be licensed as a hackney carriage or private hire driver. Please carefully read all of the following information and the documents that are referred to.

Licences are issued by Hartlepool Borough Council with the administration and enforcement being carried out by the Council's Licensing Team who deal with a wide range of licensing matters including taxis, sale and supply of alcohol, gambling and many others. You can contact the Licensing Team on (01429) 523354 or by e-mail at licensing@hartlepool.gov.uk.

All of the documents referred to in the following notes can be found by visiting the Licensing website at: - <https://www.hartlepool.gov.uk/licensing> and follow the link for 'Taxis'.

Please note that application forms, and other ancillary documents, must be completed fully and correctly before your application can be considered. Incomplete applications will be returned to you and there may be serious legal consequences if you provide false or incorrect information.

This application pack refers to a number of important documents that you should read carefully as they explain many of the obligations and responsibilities of licensed drivers. Please contact the Licensing Team if there is anything that you do not understand.

What You Need to Apply

Criminal Record Check - Unless you are already enrolled in the DBS Update Service, you will need to apply for an Enhanced DBS Disclosure. This is done by making an on-line application and a guidance note is available explaining how you should do this. DBS checks can take a number of weeks to come back and therefore we recommend you apply for your disclosure as soon as possible.

The Council will take into consideration any previous convictions you have and uses some guidelines to help it decide whether any conviction is relevant. These guidelines can be found on our licensing website. If you have a previous conviction and are unsure as to whether you should still apply for a licence, contact the Licensing Team for advice.

Proof of Right to Work in the UK – You must produce identity documents to prove you have a right to work in the UK before you can be granted a driver's licence. The required documents are detailed on our website.

Medical Certificate - You are required to provide a 'Group 2' medical certificate which has been completed by a doctor who has had access to your full medical history. You will need to make your own arrangements with a doctor and you are responsible to pay the cost (typically £60 - £100). The doctor must complete the Council's medical certificate which is included in this pack.

CSE Training – As part of the application process you must pass a short on-line training course on Child Sexual Exploitation (CSE) which is provided by Barnardo's. You must do this because taxi drivers can find themselves in difficult situations involving young or vulnerable people and it is important to know what to look for and what to do if you have concerns. This course is free and you should do it before you sit your knowledge test.

Knowledge Test – Before your licence can be granted you must pass the Council's 'knowledge test'. The test is challenging but fair and is aimed at ensuring that you understand important matters such as the Highway Code, relevant taxi licensing laws, basic numeracy (so that you can deal with fares and money), street locations & routes (for hackney carriage & dual licence applicants only), and Child Sexual Exploitation.

It is strongly recommended that you read and understand all of the documents referred to on our website before you take your test as, whilst the first test is free, subsequent re-sits cost £20 each.

If you fail the test 5 times your application will be terminated. If this happens you must wait at least 6 months before you can re-apply and this would involve having to obtain a new DBS certificate and medical examination.

Driving Test - Within one year of your first licence being granted you must undertake and pass a Taxi Driving Assessment which is similar to a driving test. This must be booked directly with the Council's Road Safety Team on 01429 284076.

Written & Spoken English – To be a licensed taxi driver you must have a reasonable ability to read, speak and understand spoken English. Your ability will be assessed during the application process and if Licensing Officers do not believe you meet the required standard you may be asked to undertake, and pass, a Council approved English test before a licence can be granted.

Finally, it is the Council's duty to ensure that it only grants licences to people who are fit and proper. The Council believes that this includes the ability of an applicant to stay polite and courteous at all times. **You should therefore be aware that your suitability to be licensed will be assessed from the moment you begin your application and this will include how you communicate with licensing staff by any means.** You should also note that as a licensed driver you will be required to work alone and make independent decisions and use your own judgement. As such, licensing officers may insist that they speak to you alone during the application process.

The Licensing Team can be contacted on (01429) 523354 during normal office hours or by e-mail at licensing@hartlepool.gov.uk.

**The Licensing Team
Hartlepool Borough Council
Civic Centre
Victoria Road
Hartlepool
TS24 8AY**