

# Hackney Carriage/Private Hire Driver Licence

## Guidance Notes



If you require an English proficiency test, knowledge test or DBS application through ourselves, please start at **Step 1**. If you do not require any of these, please start by emailing [licensing@tewkesbury.gov.uk](mailto:licensing@tewkesbury.gov.uk) stating your intention to become a private hire driver and asking for an appointment. You will then be starting at **Step 2**.

Please note, any applicant who does not provide a full set of documents for either stage will have the documents rejected and be asked to re-complete that stage. All documents for each stage must be provided in a full submission.

### Step 1

Please email [licensing@tewkesbury.gov.uk](mailto:licensing@tewkesbury.gov.uk) stating whether you wish to become a private hire or hackney carriage driver and request your first appointment. You will also need to provide the below:

- If you require an English test, you will need to provide a copy of the payment confirmation you received by email of the £45 English test fee with your email.
- If you require a DBS application through ourselves, you will need provide your DBS application reference number with your email.
- If you require a knowledge test (hackney carriage only) you will need to provide a copy of the payment confirmation you received by email of the £53 knowledge test fee with your email.

Once you have your scheduled appointment, a member of the Licensing Team will conduct any tests or DBS ID checks you require, as well as conduct a right to work check and view your DVLA drivers licence.

#### **Further information:**

##### **Apply for a DBS Check**

You can apply for an enhanced DBS check online [here](#). Enter the following details:

- Organisation reference: **TEWKESBURY**
- Organisation Code: **DBS2022**

When you get to the section that asks:

Your position applied for - please enter **taxi driver** or **private hire driver** as appropriate. Will you be working as a volunteer – NO

Will you be working with adults in regulated activity – YES

Will you be working with children in regulated activity - YES

You'll need to provide 3 types of ID to process your application. A full list of the valid ID types is available on [GOV.UK](https://www.gov.uk). These will need to be taken to the first appointment. When you have submitted the form after making the payment, please make a note of your reference number so that you can supply this in the email to licensing as above. You must also sign up to the [DBS Online Update Service](#) **within 30 days** of your DBS certificate being issued (you will need the certificate number to do this). We will suspend your licence if you do not sign up to the

Service.

Your criminal record will automatically be checked every 6 months using the online update service. Please ensure that you keep your DBS registration active and inform the DBS of any bank card changes (e.g. expiry/change of bank account). Failure to keep the subscription active will result in the update service expiring and you may face suspension whilst a new DBS is applied for.

## **English Proficiency**

As part of the Taxi and Private Hire Driver application process you must provide an appropriate educational certificate for a qualification related to English. Acceptable qualifications may include a GCSE (or equivalent) in a subject such as English language or literature, a degree in a subject containing substantial English content, or an NVQ or BTEC in a subject that requires its students to communicate well in English. If you have a certificate that you feel would satisfy this requirement, please send a copy through with the other Step 1 requirements in your initial application email.

If you are unable to provide us with an appropriate education certificate you must pass an English Proficiency Test through our approved assessor during your appointment.

Booking the English Proficiency Test: The test is booked through ourselves. The cost of the test is £45 and the payment can be made through our [online payment system](#).

You will then need to go to the play store on a mobile phone and download the Versant app. You can practice the test at home on the Versant app anytime before your appointment.

[Versant on the App Store \(apple.com\)](#)

[Versant – Apps on Google Play](#)

Please bring your mobile phone (with the app downloaded) along to your appointment with the Licensing Officer who will sit with you to do the test.

You may wish to bring headphones, although please note, wireless headphones are not supported.

## **Knowledge test (Hackney Carriage Only)**

All new applicants for a driver's licence must pass the knowledge test to ensure they have sufficient knowledge of local geography. Please pay the £53 fee through our [online payment system](#).

## **DVLA Drivers Licence**

Please note you must have held a DVLA licence for at least one year prior to applying for a licence to drive a hackney carriage or private hire vehicle.

## **Right to work in the UK**

You must provide proof that you have the right to work in the UK with your application, by providing documents as set out in Annex A of the document at this link: [www.gov.uk/government/publications/licensing-authority-guide-to-right-to-work-checks](http://www.gov.uk/government/publications/licensing-authority-guide-to-right-to-work-checks). We will need to check this document with you in a face-to-face appointment.

If you require a right to work share code, you can obtain one through this link: [Prove your right to work to an employer: Get a share code online - GOV.UK](#) .

If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstances, the check will be repeated each time you apply to extend your licence. Each time the licence is extended, you will be required to pay the fee for a replacement badge to be issued. If, during this period, you are disqualified from holding a licence because you have not complied with the UK's immigration laws, your licence will lapse and you must return it to the council. Failure to do so is a criminal offence.

If you are unable to prove that you have the right to work in the UK or you have any immigration restrictions which prevent you from being self-employed and/or working as a licensed driver, the council cannot issue you with a licence.

## **Step 2**

Applicants who completed **Step 1** should only progress to this stage once they have passed all necessary tests and/or received their 'Other Workforce' DBS certificate and registered it on the DBS Update Service.

Applicants who are starting at **Step 2** should email in stating that they are applying for a private hire drivers licence and starting at Step 2, and requesting an appointment.

To complete Step 2 please email [licensing@tewkesbury.gov.uk](mailto:licensing@tewkesbury.gov.uk) to arrange an appointment to submit your completed application.

All applicants will need to provide the below documents:

- **Application form**
- **Safeguarding training certificate**
- **Both the DVLA Medical examination and declaration forms**
- **Driving Assessment Certificate**
- **DBS certificate**
- **Passport photograph**
- **Online payment reference number**

Applicants who have English proficiency evidence and did not undertake an English test in **Step 1** will need to also provide their certificate. Please see above guidance on what can be accepted as English proficiency evidence. Applicants who have any doubt on whether their certificate can be accepted as English proficiency are strongly advised to email a copy of the certificate to [licensing@tewkesbury.gov.uk](mailto:licensing@tewkesbury.gov.uk) for advice from a member of the Team **before starting the application process**.

Any applicant who did not need to complete **Step 1** will also be required to provide the following:

- **Proof of Right to Work in the UK**
- **DVLA Drivers Licence**

Please see **Step 1** (Page 2) above for more information about the requirements for these documents.

Any applicant who has spent time residing in a foreign country past the age of 18 may also be required to produce a **Certificate of Good Conduct**. Please see the section for **Certificates of Good Conduct** below for further information to help you determine whether you require this.

### **Application form**

It is important that you fill in the application form in full and as accurately as you can to help us process your application without delay. We need you to read and fully understand the declaration before you sign the form. If there are any parts of the form that you do not understand you should contact us or seek independent legal advice.

We reserve the right to request any additional information or documentation that we deem necessary in order to consider the application. If you do not complete your application within six months, it will be treated as withdrawn.

## DVLA Check Code

You will need to give the code to us in section 3 of this form so we can confirm you have carried out a check of your DVLA licence.

We need to check your driver's licence with the DVLA. This will tell us when your licence expires, whether you have any endorsements (or points), and if you've been disqualified. You can share your driving licence details with the Licensing Authority using the following link: <https://www.gov.uk/view-driving-licence>.

This service is free of charge and allows you to generate a licence 'check code' for you to share your driving record. The code is valid for 21 days and can only be used once. You will need your driving licence number and national insurance number to create a code.

## HMRC Tax checks – applicable to any applications made on or after 4 April 2022

You will need to give the code to us in section 4 of this form so we can confirm you have carried out a tax check.

Guidance on the new tax checks requirement for all applications made on or after 4 April 2022 can be found at [www.gov.uk/guidance/changes-for-taxi-private-hire-or-scrap-metal-licence-applications-from-april-2022](http://www.gov.uk/guidance/changes-for-taxi-private-hire-or-scrap-metal-licence-applications-from-april-2022).

You will need to complete a tax check if:

- you are renewing a licence, and/or
- you previously held a hackney carriage/private hire driver licence, which ceased being valid less than a year ago, and/or
- you already hold a hackney carriage/private hire driver licence issued by another licensing authority

If the above statements do not apply, and:

- you are applying for a licence for the first time, and/or
- you have previously held a hackney carriage/private hire driver licence, which ceased being valid over a year ago

You will need to tick the box in section 4 of the form to confirm you are aware of your tax responsibilities as outlined in the following guidance:

- PAYE information: [www.gov.uk/income-tax/how-you-pay-income-tax](http://www.gov.uk/income-tax/how-you-pay-income-tax)
- registering for Self-Assessment: [www.gov.uk/register-for-self-assessment](http://www.gov.uk/register-for-self-assessment)
- Corporation Tax information: [www.gov.uk/corporation-tax](http://www.gov.uk/corporation-tax)

## Safeguarding and Equalities Awareness Training

From 1 April 2022, Safeguarding training is mandatory for licensed taxi and private hire drivers and a licence will not be granted without a certificate.

Drivers are in a privileged position of knowing a lot about the communities that they work in and sometimes they are witness to issues relating to vulnerable children and adults. We aim to make Tewkesbury Borough taxi and private hire drivers aware of these issues and how to report anything that they may notice through this training.

The only Safeguarding training we will accept is the course offered by the Gloucestershire Councils. Please see our website for up to date locations and dates.

## Medical examination

A medical to DVLA Group 2 standard for medical fitness for professional drivers is required for all licensed drivers.

If you are over 45 years of age you need to have a medical examination every five years (from the date of the last medical). If you are over 65, you need a medical every year.

Some drivers have certain medical conditions that may require them having more frequent medicals. For example, if you have diabetes managed by insulin or a sulphonylurea or a glinide, a full medical is required at the usual intervals determined by your age as above, and in addition an annual specialist medical will be required in accordance with DVLA Group 2 guidelines.

You need to submit both the Council's Medical declaration form and a DVLA Medical Examination Report.

- [Medical declaration form](#)
- [D4 Medical examination report](#)

## Driving Assessment

All new applications for a private hire drivers' licence started on or after 1st January 2024 must provide a driving assessment certificate before their application will be complete.

This driving assessment can only be completed through one of our below listed providers. To be accepted, the driving assessment certificate must have been completed no more than 12 months ago. Any certificate completed more than 12 months ago will not be accepted.

### Approved Providers:

#### • **Blue Lamp Trust**

You can find more information about the Blue Lamp Trust assessment through their website: [TaxiAssesments | THE BLUE LAMP TRUST](#). You can also call 0300 777 0157 with enquiries.

#### • **Diamond Advanced Motoring**

You can find more information about the Diamond Advanced Motoring assessment through their website: [Taxi Tests and Assessments – Diamond Advanced Motorists \(advancedmotoring.co.uk\)](#). You can also call 020 8686 8010 with enquiries.

## Registration for the DBS Online Update Service

From 1 April 2022, it is a requirement for all drivers to subscribe to the DBS update service. We will then do an online check with the DBS every 6 months. This is to ensure that you have no criminal convictions that would prevent you from operating as a driver. You will need to sign up online at: [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service). It costs £13 per year and you can pay by debit/credit card. You can only register when you are in the process of applying for a new DBS certificate.

You must register for the Update Service **within 30 days** of the certificate being issued. You will need the DBS certificate number to do this. Please note that if your DBS update service registration lapses you will be required to apply for a new DBS certificate.

## Certificate of Good Conduct

Where any applicant has been resident abroad at any time from the age of 18 prior to an application they must provide a Certificate of Good Conduct, a Criminal Record Check or similar document from each and every country within which they have been resident.

Residency for these purposes is considered by this Licensing Authority as where the person has lived in a country for longer than 6 months in a given calendar year. Where this Certificate has been produced in a non-English language, the applicant is required to produce a translation of the Certificate from the Embassy or Consulate of that country and provide the original document. An exception in the form of providing a signed affidavit might be

permitted where a refugee has been allowed to stay in the UK and has been given asylum, but this exception will only apply to that country.

Please visit here for information on how to apply: [Criminal records checks for overseas applicants - GOV.UK](#)

### **Online Payment**

Please go to [online payment link](#) to make payment for your application.

### **Our Contact Information**

Licensing Team  
Tewkesbury Borough Council  
Gloucester Road  
Tewkesbury  
GL20 5TT

Telephone: 01684 295010

Email: [licensing@tewkesbury.gov.uk](mailto:licensing@tewkesbury.gov.uk)

[www.tewkesbury.gov.uk/licensing](http://www.tewkesbury.gov.uk/licensing)