

## **HACKNEY CARRIAGE DRIVER OR PRIVATE HIRE DRIVER APPLICATION**

Before submitting an application, you will need to decide what type of licence you wish to apply for. A private hire vehicle may only accept advanced bookings. A hackney carriage can either be used for advanced bookings or for plying for hire from taxi ranks. These are two separate licences – you can apply for both but there will be a charge for each one.

The Council will not issue either licence unless they can be satisfied that you are a fit and proper person to hold such a licence – the application process will provide the information on which the assessment will be made.

### **Before making an application**

Before you start the application process, it is important that you have read the relevant parts of Blackpool Council's Hackney Carriage and Private Hire Licensing Policy. A copy of this policy is available on request from the licensing service, or can be downloaded from the Licensing Services' information page on [www.blackpool.gov.uk/businessandlicensing](http://www.blackpool.gov.uk/businessandlicensing)

### **Starting the application process**

You need to submit a number of documents to the Licensing Service:

#### **1. Application form**

The cost of the licence (£92) is required in full at the time of making application to us. However, should your application be unsuccessful a refund of £62 may be claimed back by you (being the cost of the licence less £30 administration charge). These charges may be subject to change.

#### **2. Driving Licence**

You need to have held a DVLA driving licence for a vehicle for at least 12 months. If you have held a licence for 12 months but less than 3 years then, as well as the knowledge test you would need to undertake a physical driving test with the approved Council instructor. You will need to produce your driving licence (photo and paper counterpart if it is the new style) when you come to the office to make your application.

#### **3. Criminal Records Bureau Check**

The completed Criminal Records Bureau (CRB) disclosure application form must be submitted with the Application to Drive a Hackney Carriage – Private Hire Vehicle. The cost of the CRB is £50 (this fee is subject to change). The CRB needs to be completed in **black ink** and we require all sections marked in yellow completing. Your address history must go back **five years**, and the form requires signing in section E. We also need to see some evidence of identification. We need to see your driving licence and proof of your address such as a Utility bill or Bank statement that is less than 3 months old.

It is important to note that a CRB certificate once issued is only valid for a period of **three months**. If you have not completed the application process within that time period, you will be required to pay for a further CRB check.

The presence of criminal convictions is not an automatic bar to being granted a licence, however, where a CRB certificate does disclose convictions, the majority of cases will be referred to the Public Protection Sub-Committee for a decision, instead of being determined by an Officer of the Council – a referral to the Sub-Committee may result in a short delay to the application process.

The Rehabilitation of Offenders Act 1974 does not apply to applicants for a hackney carriage or private hire driver's licence. This means that convictions that would under normal circumstances be considered spent can be taken into account when deciding whether you are a fit and proper person to hold a licence.

Blackpool Council's Hackney Carriage and Private Hire Licensing Policy sets out in Appendix D guidelines on determining the relevance of criminal convictions.

#### **4. Advance Driver Check**

All applications must be submitted with an advance check form. This form is to be completed in **Black Ink** using **Block Capitals**. This is used to check current address details and any spent, unspent or pending driving convictions. Licences are granted subject to advance check clearance.

#### **5. Photograph**

One colour passport sized photograph (see the guidance notes at the back of the application form)

#### **6. Knowledge of the Borough Test**

40 questions must be answered during a 45 minute period. The test questions are split into three sections; 20 Knowledge of Blackpool, 10 Highway Code and 10 Taxi Policy and Law.

The tests are held frequently at the licensing office. Please contact the licensing office in advance to book a test and enquire about timings. There is a charge of £18 for each time you book in for the test, which must be paid at the time of booking. The test can be sat 4 times if not successful. In the unlikely event the 4<sup>th</sup> test attempt is failed then your application will be rejected and you will have to wait 12 months before you can reapply.

#### **NB**

- When attending the test you **must** bring Photographic ID with you. You will not be able to sit the test without this.
- If you fail to attend a test without advance notice, this will be classed as a failure.
- Whilst this is a written test, arrangements can be made for the test to be done orally if required – please contact the office if you wish to arrange this.

#### **7. Medical**

You will need to have a medical examination carried out by a general practitioner of your choice, to Group 2 standard, to confirm that you are medically fit to be a licensed driver. You do not need to see your own GP for this, although you may do so if you wish. Doctors charge a fee for such an examination and it is worth looking around as fees can vary greatly between practices.

Group 2 medical booklets are available from most Post Offices, the DVLA direct and most medical centres / G.P. Practices. The medical result form available from the Licensing Service must be sent by the G.P. **direct** to the Licensing Service.

#### **8. Additional Badge**

Should you require both hackney carriage and private hire drivers licences, a further charge of £10 will be payable.

Once all the above criteria have been met we will then be in a position to issue your driver's licence.

**You are required to have passed the BTEC / NVQ in transporting passengers by taxi or private hire, or other Council approved qualification before your licence expires. Failure to have passed such a qualification will result in any renewal application being refused.**

Contact details for course providers are:

- Blackpool & The Fylde College – 01253 352352
- Beneast Training – 01253 756400

Should you wish to discuss this matter further you can telephone us on 01253 478343 / 478570.

Applications to be returned to Licensing Service, Blackpool Council, Municipal Buildings, PO Box 4, Blackpool, FY1 1NA

## Knowledge of the Borough Test

Blackpool Council will be changing the way we conduct our Knowledge of the Borough Test. The test will now contain 40 questions;

- 20 Knowledge of Blackpool
- 10 Taxi Law & Policy
- 10 Highway Code

To pass the test the applicants must correctly answer no less than 70% from each section. The test will be 45 minutes long and is to be conducted once a week on a Thursday with times varying between 10am and 2pm

Bookings can be made at the Licensing Office or by calling 01253 478570 / 478343.

## Taxi Policy and Law

- 1 - May the driver of a Hackney Carriage “tout” for passengers?
- 2 - Where should the badge issued by the Council be seen?
- 3 - What is the maximum number of passengers a particular hackney carriage/ private hire vehicle may carry?
- 4 - If a hackney carriage/private hire vehicle sustains damage in an accident, how long does the proprietor/driver have in which to inform the Council?
- 5 - May the driver of a hackney carriage take a “Flag Down” in Fylde?
- 6 - May the driver of a Private Hire vehicle park on a hackney carriage rank?
- 7 - May the driver of a hackney carriage refuse a public hiring?
- 8 - What is the maximum number of vehicle tests the Council can set for a hackney carriage or private hire vehicle in one year?
- 9 - When is it OK to smoke in a hackney carriage or private hire vehicle?
- 10 - When can a private hire driver accept a “flag down”?
- 11 - How long does a driver have to deliver found property to the Police?
- 12 - Is a driver entitled to receive compensation for found property?
- 13 - Can a driver of a Hackney Carriage refuse to convey a reasonable quantity of luggage?
- 14 - Can a Hackney driver refuse reasonable assistance in loading and unloading luggage?
- 15 - When waiting on a stand what must a driver do when the preceding cab moves off?