

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 driver of 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 Service's information page on www.blackpool.gov.uk/licensing

Application process

You need to submit a number of documents to the Licensing Service. Once the criteria listed in 1-8 have been met we will then be in a position to issue your driver's licence. We will not be able to issue a licence until all of these documents have been received and we are satisfied that you are a fit and proper person.

1. Application form

The cost of the licence is required in full at the time of making application to us. Should you require both hackney carriage and private hire drivers' licences, a further charge will be payable. However, should your application be unsuccessful a refund may be claimed back by you (less an administration charge). These charges are 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 more than 12 months but less than 3 years then you would need to undertake a physical driving test with an approved Council instructor. You will need to produce your driving licence photocard or old style paper licence when you make your application.

3. Driving Licence 'Davis Check'

The Licence Service will carry out checks on your licence through a third party checking system called 'Davis Check' this will be done using your driving licence photo card if unable to produce a photo card driving licence for any reason or you are still using an 'old style' paper licence you will be required to fill in a mandate either electronically via email or manually at our licensing counter.

4. Right to Work Check

The Immigration Act 2016 requires that all taxi drivers prove they have the right to work in the UK. You will be expected to provide a valid British Citizen Passport to us as part of your application. If you cannot provide a British Citizen Passport you will need to provide alternative acceptable documents from the Right to Work Checklist which is available on request.

5. Disclosure & Barring Service Check

You are required to complete an enhanced Disclosure and Barring Service (DBS) check which shows you have no criminal convictions (or you have been determined by the Public Protection Committee to be a fit and proper person.) When you first apply to us you will need to provide an email address on your application form - we will then send you a link with your unique username and password to complete your DBS application online.

The cost of the DBS is subject to change. Your address history must go back **five years**, and we also need to see some identity documents, i.e. your driving licence and proof of your address such as a utility bill or bank statement that is less than 3 months old. If you have a current passport, we need to see this as well. Further identification may also be required. We will notify you at the time of submission if further documents are necessary. It is important to note that a DBS 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 DBS check.

Once your initial check has been done you will then need to subscribe to the DBS Update Service throughout the duration of your licence – this must be done within **19 days** of receiving your certificate.

The presence of criminal convictions is not an automatic bar to being granted a licence, however, where a DBS certificate does disclose convictions, all cases will be referred to Blackpool Council's Safeguarding Panel for comment. Where refusal on the grounds that you are not a fit and proper person is a possibility the case will be referred to the Public Protection Sub Committee for a decision – a referral to the Safeguarding Panel and/or Sub-Committee will 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 guidelines on determining the relevance of criminal convictions.

Please note that once you have received the DBS certificate, you must submit it to the Licensing Service as soon as possible. Failure to do so may delay the application process.

6. Photograph

Submit one colour passport sized photograph (see the guidance notes at the back of the application form).

7. Knowledge of the Borough Test

The questions must be answered during a 60 minute period. The test is split into four sections; 20 Knowledge of Blackpool, 10 Highway Code, 10 Taxi Policy & Law and 10 Safeguarding questions.

The tests are held at the licensing office usually on a Thursday. Please contact the licensing office in advance to book a test and enquire about timings. There is a charge each time you sit the test, which must be paid at the time of booking. The test can be sat up to 4 times. In the event the 4th 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.

8. 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.

9. Taxi Qualification

You are required to have passed a BTEC / NVQ / VRQ in transporting passengers by taxi or private hire, or other Council approved qualification within 12 months of the commencement date of your driver licence. Failure to have passed such a qualification will result in any renewal application being refused and may lead to existing licences being revoked.

This course is available at Blackpool & the Fylde College. Please note there is a charge for the course – for further details and to book your place contact the College by calling 01253 504313.

Contact

Should you wish to discuss any issues to do with the application process you can telephone us on 01253 478343 / 478570.

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

Knowledge of the Borough Test

The Knowledge of the Borough Test contains 50 questions:

- 20 Knowledge of Blackpool
- 10 Taxi Law & Policy
- 10 Highway Code
- 10 Safeguarding (please refer to our separate Safeguarding Handbook document)

To pass the test the applicant must correctly answer no less than 70% from each section. The test will be 60 minutes long and is conducted once a week, normally on a Thursday at 10am.

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?

Note:

Information regarding the taxi policy and law questions can be found on our website at the following addresses:

<https://www.blackpool.gov.uk/Business/Licensing-and-permits/Documents/Taxi-Policy-2016.pdf>

<https://www.blackpool.gov.uk/Business/Licensing-and-permits/Documents/Hackney-Carriage-byelaws.pdf>

This Information is available in printed format upon request.

Hackney Carriage (HC) and Private Hire (PH) Drivers

HC / PH Driver – 1 year Licence (new)	115.00
HC / PH Driver – 3 year Licence (new)	250.00
HC / PH Driver – 1 year Licence (renewal)	95.00
HC / PH Driver – 3 year Licence (renewal)	225.00
HC / PH Driver – Additional Licence (1 year)	12.00
HC/ PH Driver – Additional Licence (3 year)	36.00
Disclosure & Barring Service (DBS) Check (formerly known as Criminal Records Bureau (CRB))	50.00
Knowledge Test	25.00
Driver Test (only required when driving Licence held for less than 3 years)	36.00
Disability Exemption (to prevent from loading wheelchair bound passengers)	12.00
Copy Byelaws	0.50