



## Guidance to Becoming a Hackney Carriage or Private Hire Driver

### PLEASE READ THIS DOCUMENT CAREFULLY AND RETAIN FOR REFERENCE

To drive a Hackney Carriage or Private Hire vehicle, by law, you require a licence issued by the local Licensing Authority (the Council). This document will provide you with all the information you need to know regarding the application process to become a licensed driver.

#### Please read carefully.

#### 1. Application Pack

The pack is available from the Council Licensing office or online at [www.adur&worthing.gov.uk](http://www.adur&worthing.gov.uk) the pack includes an Application Form, and Medical Form. A copy of the Taxi and Private Hire Handbook is also available online. All applications have to include a Disclosure and Barring Service check (formally CRB), for security reasons the guidance and application form for this can only be provided directly from the council's Taxi and Private Hire Licensing Office.

#### 2. Suitability

Before deciding to make an application you need to know if you are capable of meeting the criteria to determine whether you may qualify to be a licensed driver.

- a) **Driving Licence** - All applicants must have held a full UK or EU licence that is valid for the last 12 months before an application can be made. If you are the holder of an EU licence this must be transferred to a UK licence before your appointment.
- b) **Fitness** - You are required to provide a completed medical by your registered G.P this will be checked to ensure that you comply with the council medical standards of DVLA group 2. Please note that DVLA Group 2 standards are more stringent than those required for an ordinary DVLA driver licence. Information on the DVLA Group 2 driver licence medical requirements can be found in the. "At a Glance" leaflet at: [www.dvla.gov.uk/medical](http://www.dvla.gov.uk/medical). Alternatively, drivers can call the DVLA on 0870 240 0009. If in any further doubt, you should contact the council's Licensing Unit for advice at your earliest opportunity.
- c) **Proper** - In order to determine that you are a proper person an Enhanced Disclosure and Barring Service (DBS) check will be undertaken. Taxi licensing is exempt from the Rehabilitation of Offenders Act. The council has an overriding obligation for public safety and has to determine whether an applicant is a fit and proper person to hold a licence. As a result all applicants' previous convictions are considered. **You must disclose on your application form all previous convictions, cautions, ASBOs and fixed penalty notices whether or not they are spent.** If you have previous convictions they may, or may not, prevent you from being granted a licence, but if you have withheld information this will adversely affect your application. You are strongly advised to make contact with the licensing officer at Adur & Worthing Council Services for advice. **If you have not been a citizen in the UK for more than 5 years then you will be required to obtain a certificate of conduct from the countries you have lived in during the five year period prior to your application.**



**If you are unable to produce certificate(s) of conduct then your application will be deemed incomplete. All relevant documentation must be submitted with your completed application.**

- d) **Insurance** - Please note vehicle insurance for Hackney Carriage or Private Hire Drivers can be very expensive particularly if you are a younger driver (under 25) or if you have held a UK or EU driver licence for less than three years. In some cases you may find it extremely difficult or too expensive to get taxi driver insurance. If you are in either category; it is advisable to obtain the relevant information before going any further with your application

### **3. Making your application.**

You need to make an appointment to meet with the licensing officer at Adur & Worthing Councils' Taxi Licensing Office 9 Commerce Way, Lancing, West Sussex, BN15 8TA.

Tel: 01273 263144. The local authority is split into 2 areas Adur and Worthing you will need to make a decision on which area you want to apply to be licensed in, please specify on the application form provided. Please ensure you bring all the documentation required as incomplete applications will not be accepted.

**You should allow a minimum of 12 weeks to process your application.** No knowledge test can be taken unless all of the checks and requirements are completed satisfactorily.

### **4. Attending the Appointment**

Application interviews are held at the Licensing Unit offices. When you attend your appointment you will be required to bring all the following forms completed:

- Drivers application form
- Medical form (completed and stamped by your own G.P)
- DBS form

In addition to these completed forms you must also bring with you

- DVLA Driver Licence
- Passport (current)
- A Separate proof of your address no older than three months – Utility Bill, Mortgage / Bank / Credit Card statement
- Proof of your national insurance number – available on Inland Revenue documentation, pay slip or benefit claims
- Two Colour Passport sized photos (no scanned or copies will be accepted).
- First application fee £137.25 payable by debit/credit card.
- DBS form completed including application fee £57.50
- If you have not been in the UK for 5 years then you will be required to provide certificate of conduct for all countries lived in during the 5 years.

During your first appointment the licensing officer will go through your application form and check your documentation is correct to process your application.

**Please note that if the applicant does not have all the forms completed and the correct documentation at the time of the appointment they may be asked to make another appointment to return at a later date therefore delaying their application.**



## 5. Disclosure and Barring Service (DBS)

To process your DBS application, prior to attending your appointment you will be required to sign to confirm that you have read the Standard/Enhanced check privacy policy for applicants.

This is available on the council website <https://www.adur-worthing.gov.uk/licensing-and-permits/taxis/> the confirmation form is enclosed with your DBS.

Your disclosure and barring application and the required supporting evidence will be checked by the officer. The fee for this is £57.50. Once you receive the certificate using the certificate reference number you must register with the update service within 19 days of the date of issue, the licensing office will need to see the certificate to update your application. If you are registered with the DBS update service then the certificate number needs to be provided.

- Criminal convictions will not automatically bar an individual from holding a licence. All applications are considered on their own merit. However, if you have a criminal record the matter will always be referred to the authorised officer (head of service) or the Licensing Committee for consideration. It is vital that applicants have disclosed all convictions (spent or unspent). Information that has been withheld from the application but subsequently comes to light on a DBS disclosure will adversely affect the application. The original certificate must be seen by the licensing office.

### Enhanced checks

The person being given a DBS check (the applicant) can track the progress of their standard or enhanced application using the <https://www.gov.uk/guidance/track-a-dbs-application> you will need the application reference number and date of birth to track the application.

## 6. Medical

You must submit a medical report on the approved form issued and this must be completed and signed by your own GP or GP practice. If the medical certificate you produce is not satisfactory in any respect you may be required to submit to further medical examination either by a doctor elected by the local authority or a medical specialist. In some cases this may delay your application and add to your expense.

## 7. Driver Licence Check

The local authority must ensure that your licence is valid. To share your driving licence information, you will need to provide a DVLA Licence 'check code'.

- You can get a licence check code at [www.gov.uk/check-driving-information](http://www.gov.uk/check-driving-information) to share your driving licence information you will need
- your driving licence number
- your National Insurance Number
- The postcode on your driving licence

You **MUST** bring your code to your appointment which will be valid for 21 days and is only valid for one use

- If there is evidence of any motoring offences the application will be referred to the authorised officer (head of service) or the Licensing Committee for consideration as to the suitability of the applicant. Information that has been withheld from the application, but subsequently comes to light may adversely affect the application.



**8. Driving Standard Agency (DSA)**

You will need to pass the DSA driving test before you can take your Knowledge Test. This test can be booked through JB driving solutions website <http://www.jbdrivingsolutions.com/> or email john at [john@jbdrivingsolutions.com](mailto:john@jbdrivingsolutions.com). Sussex Taxi Training can also be used. To book call or text message 07787515964 during normal office hours or email [sussextaxitraining@gmail.com](mailto:sussextaxitraining@gmail.com). Or alternatively Blue Lamp Trust at [info@bluelamptrust.org.uk](mailto:info@bluelamptrust.org.uk), or call 0333 700 0157. You must provide the licensing office with a copy of the pass certificate as well as a copy of the test sheet completed by the examiner.

**9. Disability Awareness Training**

You are required to complete and pass disability awareness training. This is an online course, register at <https://adurworthing.equo.training/index/signup>. You will be prompted to create an account and will then be able to complete the training. There is a charge for the training which is payable once you have created your account. The original pass certificate must be seen by the licensing office.

**10. Safeguarding Training**

You are required to complete a Taxi Safeguarding course. This is an online classroom course with the blue lamp trust which must be booked online by using the following link: <https://www.bluelamptrust.org.uk/safeguarding-classroom/> Please ensure that you select the taxi safeguarding training and not the other options that are available to you. The original pass certificate must be seen by the licensing office.

**11. Authorisation to Work in the UK & Points-Based System.**

If you do not hold the correct UK passport you must also provide evidence that you are able to live and work in the UK. Your right to live and work in the UK will be checked with the UK Border Agency. You should note that if you are living in the UK as a holder of a student visa your application will be refused a student is unable to work as a self-employed person. You can generate a right to work share code by using the following link: <https://www.gov.uk/prove-right-to-work>.

**12. Tax Conditionality Check**

You are required to be aware of your tax responsibilities as a self-employed taxi/private hire driver. Once you have a taxi/private hire driver licence you will be required to generate a tax code every time you renew your licence. You can access using the following link: <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence> HMRC has powers to obtain information from licensing authorities under Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers). These grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants.

**13. Fees**

The fee for the First Application is £137.25. This fee this includes the first knowledge test; you will also need to pay £57.50 for the DBS application on receipt of your certificate you will be required to register on the DBS update service at an annual cost of £13.00 Please note that any further knowledge tests are charged at £65.00 On successful completion of the application a process fee at the current rate will be payable to issue your licence.



### 14. Knowledge Test

There are **2 tests Part one and Part two**: Part one is a computerised test and you will get the result at the end of your test. You must pass each section to obtain a pass. If you fail the results will tell you which part(s) you didn't score enough points on, so you can study further on those areas

- **Knowledge Test Part one is multiple choice questions and which lasts 70 minutes and must be taken by both Hackney Carriage and Private Hire applicants.**

#### The Private Hire Test and Hackney Carriage test Part one

Test Part	Pass Mark	Points available
Roads for Private Hire	30	40
Roads for Hackney Carriage	36	40
Literacy	3	5
Numeracy	3	5
Disability & Equality Awareness	3	5
Customer service	3	5
Road Signs	3	5
Highway Code	3	5
Places of interest	3	5
Licence conditions/Byelaws	3	5

- **Knowledge Test Part two is taken by Hackney Carriage applicants only after part one has been passed. The test is hand written and the time allowed is one hour. The applicant will be given 10 route questions on 2 roads 1 called the pick-up and 2 the destination. You must name each road that you would travel through between the 2 points; the test is to ensure you understand the Shortest route that should be taken, the test includes 10 questions on the conditions of licence and Byelaws. These are available on the council website**

<https://www.adur-worthing.gov.uk/media/Media,153752,smxx.pdf>

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#### The Hackney Carriage test Part two

Test Part	Pass Mark	Points available
Routes	8	10
Licence conditions/Byelaws	8	10

**10 working days must be allowed for the exam paper to be marked.**

- The tests can only be booked when all your external checks and tests have been completed satisfactorily.
- The test area will cover the area applied for on your application.

Adur boundaries are SEE ATTACHED SHEET  
Worthing boundaries are SEE ATTACHED SHEET



I would advise you to purchase an up to date street map and or use on line mapping services.

- You will be asked questions involving Public Houses, Clubs, Hotels, Schools, Guest Houses, Public Buildings, Restaurants, Medical facilities this will be the postal address of the premises. A roads list is not available and this information you will need to research.
- The test will include all types of roads. The test question will read “**Which of these forms a junction with**” The correct answer is, to name and select one of the roads that adjoins it at either end of the road named in the question, and only one out of the 4 answers is correct.  
For example  
Q: Which of these forms a junction with Sea Lane?  
A: Mulberry Lane - Ashur’s Drive – Ilex Way – Jeffries Lane  
Correct Answer: Ilex Way  
  
Q: Which of these forms a junction with Shelley Road?  
A: Shakespeare Road – Heene Road - Worsdworth Road – Alexander Terrace  
Correct Answer: Heene Road
- If you have passed the Knowledge test with 36 out of 40 you can then apply for the part two test.
- Please note you will be expected to pass your Knowledge test within 12 months of your application, you may be required to re-submit a complete or partial new application after this time.
- It would also be advisable to read the Taxi and Private Handbook for the area of licence that you are applying for you can find this at Adur and Worthing Council website <https://www.adur-worthing.gov.uk/licensing-and-permits/taxis/regulation/licensing-handbooks-legislation-enforcement-complaints/>
- On passing your Knowledge test you will be required to show your Driving licence and verification code from the DVSA to the licensing officer. If satisfactory – a fee at the current rate will be payable before you are issued with a licence for three years.
- If you fail, you must book and take your full knowledge test and you will have to wait at least 2 weeks before resitting the test, the licensing office will provide you with the first available test date after the 2 week period.



## ADVICE TO ALL KNOWLEDGE TEST CANDIDATES

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1. **You MUST be on time for your examination, entry after the start time will not be allowed.**
2. **You MUST NOT become involved in any unfair or dishonest practice in any part of the examination.**
3. **You MUST NOT:**
  - **Sit in an examination in the name of another candidate**
  - **Have in your possession any unauthorised material or equipment which might give you an unfair advantage.**
  - **Possession of a mobile phone or other unauthorised material will not be allowed in the test centre, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.**
  - **Do not get attention by Shouting out or clicking your fingers**
  - **Do not read out aloud**
4. **You MUST not talk to, attempt to communicate or disturb other candidates once you have started the examination.**
5. **You MUST follow the instructions of the invigilator.**
6. **If you require clarification then raise your hand and wait to speak to the invigilator**
7. **Do not ask the invigilator for the answer or to change your result from a fail to a pass, as this may result in your application being refused.**
8. **Photography is not allowed**
9. **There is no parking on site. The nearest local car parks are in St Peters Place or Brooklands Park.**
10. **The test centre is shared with other council services. Access to the building is via the reception door on Commerce Way. No other access to the site is permitted.**
11. **Smoking on the premises is not permitted; this includes the car park.**

**When you have finished your test do not shout out or express emotion, respect that other candidates are sitting the test.**

**You must leave the room quietly, call or email the office the next working day to discuss the next stage of your application.**

**Failure to comply with these instructions may invalidate your application.**



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## **Vehicles**

If you are thinking of buying a vehicle you need to ensure it will be suitable as a licensed vehicle. You will find full details of vehicle specifications in the handbook on the Adur and Worthing Council website as detailed above. Do not purchase a vehicle until you have checked that it is suitable to be licensed, the council takes no responsibility if a vehicle is purchased incorrectly.

It is advisable not to purchase a vehicle until you have passed your Knowledge test and had your licence issued.

If you have any questions then contact the licensing office at [taxi.licensing@adur-worthing.gov.uk](mailto:taxi.licensing@adur-worthing.gov.uk) or call 01273263144





## ADUR BOUNDARY ROADS

**St. Richard's Road**

**Eastbrook Road**

**St. Aubyn's Crescent**

**Manor Hall Road**

**Mile Oak Road**

**Highdown**

**Southwick Hill Tunnel**

**Mill Hill**

**Steyning Road**

**Coombes Road**

**Titch Hill**

**Lambleys Lane**

**Upper Brighton Road**

**Loose Lane**

**St. Luke's Lane**

**St. Paul's Avenue**

**Western Road**



## WORTHING BOUNDARY ROADS

**Western Road**

**Willowbrook Road**

**Upper Brighton Road**

**Lambleys Lane**

**Findon Road**

**Storrington Rise**

**Bost Hill**

**Holneysuckle Lane**

**Cote Street**

**Highdown**

**Titnore Lane**

**Singleton Crescent**

**Glynde Avenue**

**Midhurst Drive**

**Amberley Drive**

**Marine Drive**