



## FIRST TIME DRIVER ENQUIRY

The following information pack has been created to give you a basic understanding of what is required to become either a Private Hire or Hackney Carriage driver.

If you are still interested in becoming a hackney carriage or private hire driver after reading this information, please contact Licensing to make an appointment.

You will be required to take a comprehension test during the appointment.

Email: [taxis@boston.gov.uk](mailto:taxis@boston.gov.uk) Telephone: 01205 314214

More information relating to taxis can be found at [www.boston.gov.uk/taxis](http://www.boston.gov.uk/taxis)

**When you attend the new driver appointment please ensure you bring:**

- **Check list located at the back of this document**
- **Driving licence,**
- **Passport, or birth certificate and a document showing your national insurance number**
- **Proof of address i.e. utility bill, bank statement, HMRC document**

## **PRIVATE HIRE / HACKNEY CARRIAGE DRIVING LICENCES**

There are two types of licences available:-

**PRIVATE HIRE** – fares may **only** be taken by advance booking with a booking office. The customer is then picked up and dropped off and return journeys will also need to be booked with the office. Private hire vehicles cannot be hailed in the street and are not permitted to stand on a taxi rank.

**HACKNEY CARRIAGE/PRIVATE HIRE** – this is a dual licence/badge. In addition to private hire work it entitles the vehicle to stand on a taxi rank or be hailed in the street.

The process to apply for both licences is the same and takes the same amount of time. The only difference is that you will be required to take and pass a knowledge test to qualify for a hackney carriage licence/badge.

Before an application can be submitted there are certain documents you must obtain. These forms will be provided when you attend your new driver appointment but a brief overview follows:-

### **COMPREHENSION TEST**

Every new applicant is required to take a Comprehension Test. The test will be taken during your appointment with Taxi Licensing. This will be held on record for six months then destroyed in accordance with the Council's Retention Policy if no application is received.

There are three parts to this test:-

1. Reading out loud a paragraph of English text;
2. Writing out a receipt .
3. Calculating three mathematical questions.

### **MEDICAL FORM**

As a Licensing Authority we have certain rights and responsibilities, one of which is to make sure that all applicants are physically fit. You will need to be able to meet the DVLA Group 2 Standards for vocational drivers. If you have **any** medical conditions you should speak to a member of the Licensing Team for confidential advice on whether the condition would prevent you from meeting the required standards to obtain a licence.

The medical is not offered on the NHS and it is your responsibility to book and pay for it. The medical fee is payable to the GP or practice completing it and is not refundable if your application is refused or withdrawn. The physician carrying out the assessment must have access to your **FULL MEDICAL RECORDS**.

### **SAFEGUARDING TRAINING**

All new applicants are required to complete free of charge on-line safeguarding awareness training before a licence can be issued. Information on how to complete the training will be provided at your appointment.

### **IMMIGRATION CHECKS – Right to Work**

Licences must not be issued to people who are illegally present in the UK, who are not permitted to work, or who are permitted to work but are subject to a condition that prohibits them from holding such a licence. As part of the application process you will be required to evidence your

right to work status. If you have conditional leave to remain, please discuss this with a member of the Licensing Team.

## **DISCLOSURE AND BARRING SERVICE (DBS)**

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be carried out to check if you have any criminal history. An enhanced disclosure will show all historic convictions, including those considered “spent” under the Rehabilitation of Offenders Act 1974. If you have any criminal convictions you should seek advice from a member of the Licensing Team on the potential impact this may have on your eligibility to obtain a licence. A full list of relevant convictions can be found in our Taxi Licensing Policy which has been provided with this pack. If a licence is granted, the Council will check your DBS status every six months.

## **OVERSEAS CRIMINAL RECORD CHECK**

If you have spent three continuous months or more overseas, including your country of birth, the licensing authority will expect to see evidence of a criminal record check, certificate of good conduct or equivalent, obtained for the purpose of applying for a Hackney Carriage/Private Hire Driver licence with this council, from the country/countries in which you have resided covering the relevant period. This Certificate must be translated into English using a recognised translation service.

## **DVLA CHECK**

The law requires any applicant for a hackney carriage or private hire driver’s licence to have held a full UK driving licence (or legal equivalent) for at least 12 months (Section 51, Local Government (Miscellaneous Provisions) Act 1972). However, the Council will not regard an applicant to be sufficiently mature or experienced until they have held a full licence for **at least two years**.

You will be required to provide a DVLA check code with your application.

If an EU driving licence is held you will need to complete the DVLA’s D9 form to register a non-GB driving licence. The form is available to download from [www.gov.uk/dvla](http://www.gov.uk/dvla).

The Council will take into account motoring convictions and endorsements on an applicant’s DVLA licence. Convictions that are likely to prevent you from obtaining a licence are:

- Driving offences involving the loss of a life
- Driving under the influence of drink or drugs
- Major traffic offences
- Insurance offences
- Using a mobile phone whilst driving
- Disqualification under the “totting up procedure”
- 9 or more points on a driving licence

## **APPLICATION FORM**

A completed application form is required which asks for information such as your name, address, date of birth, contact details and any convictions/cautions you may have. You must be honest when providing information on the application form. Any applicant who provides false information or fails to provide relevant information may find their application refused. You may also be prosecuted.

## **Passport Photos**

You will need to enclose a colour passport photo with your application bearing a true likeness..

Hats, helmet or sunglasses may not be worn.

## **CODE OF CONDUCT**

All applicants must read and sign up to the Council's Code of Conduct for Hackney Carriage and Private Hire Drivers. Further information will be handed to you during your appointment.

## **FEES**

The fees for applying for a driver's licence are as follows:-

Application fee                      £229.00

The Medical fee is paid directly to the GP Surgery.

The DBS fee is payable directly to Care Check.

Unless otherwise requested you will be contacted by telephone to make a payment by debit/credit card when your application has been submitted. Applications will not be processed until the fee has been paid.

## **KNOWLEDGE TEST**

Applicants wishing to obtain a Hackney Carriage Driver's licence must sit and pass a knowledge test. A £29.00 fee is payable upon booking.

This test is in three parts –

- Part 1 – six written questions on the duties of a hackney carriage driver. All must be correctly answered.
- Part 2 – shortest routes. Each question describes 2 journey routes and you will have to correctly identify which route you think is the shortest. All must be correctly answered.
- Part 3 – Borough of Boston locational knowledge consisting of 20 multiple choice questions. A minimum of seventeen correct answers are required.

The Knowledge Test may be taken before an application is submitted. However, your test results will only be held on record for six months in accordance with the Council's Retention Policy.

## **PRIVACY NOTICE**

We are required by law to protect your privacy and inform you how your information may be used. The Licensing team collect your personal information to process and manage your application.

Some of your information may be made available publicly, for inspection, on registers required to be kept by relevant legislation.

The information provided by you may also be used for legitimate reasons by other departments of Boston Borough Council and other lawful agencies. These reasons may include but are not limited to: prevention of crime, detection of fraud and public safety.

In some cases information relating to your application may be requested under the Freedom of Information Act, this council will review these requests to consider if it is lawful to comply.

The Council takes your privacy seriously. The Council is the Data Controller for the purposes of the Data Protection Act 1998.

If you want to know more about the information we have about you, or the way we use your information please contact the Council.

### CHECKLIST

**Please complete this checklist and bring it to your appointment with the other required documentation.**

I have read through the Enquiry Pack	<input type="checkbox"/>
I have held a Full Driving Licence for at least two years which I will have with me at the appointment	<input type="checkbox"/>
I am aware that I will have to provide the correct Disclosure and Barring Service evidence upon application	<input type="checkbox"/>
I meet the Council policy on the Relevance of Convictions	<input type="checkbox"/>
I understand I will have to provide, at the time of the application, evidence of my right to work in the UK.	<input type="checkbox"/>
I understand that the costs of my medical assessment and criminal record certificate are not refundable	<input type="checkbox"/>

Sign: ..... Date: .....

Updated: February 2024