

# LEWES DISTRICT COUNCIL

## HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING FOR DRIVERS

### Guidance for Applicants

Before you can apply to become a Hackney Carriage or Private Hire Driver you must be over 21 years of age and have held a full DVLA Drivers Licence for a minimum of 12 months. Further requirements are as follows:-

1. You must be a "Fit and Proper" person. All applicants are subject to an enhanced Criminal Records Bureau check and all offences disclosed (including motoring offences, Cautions, Antisocial Behaviour Orders ASBO and Acceptable Behaviour Contracts ABAs) may be taken into consideration when deciding upon an application.
2. Be physically and mentally fit (a medical examination is required).
3. Pass a Knowledge Test for Lewes District Council area.

You must pass the Driving Standards Agency Taxi Driving Test and Assessment which will test your driving skills and road knowledge. This practical test which has been devised by the DSA is to ensure that your driving is to a required standard before being licensed as a Taxi/ Private Hire driver. Before sitting the test you may well require lessons from an approved driving instructor who is qualified in the Taxi Test and Assessment. **The applicant must make direct contact with the Driving Standards Agency and arrange and pay for the test.**

Also included is the Criminal Records Bureau disclosure form and a Lewes District Council Application Form for a Hackney Carriage / Private Hire Drivers Licence. You will also have to sign a DVLA mandate for the release of your drivers record. Once you have completed these forms you must make an appointment with the Licensing Officers to submit them in person. The documents you will require to provide for the Criminal Records Bureau check are as follows:-

- (a) **Current Passport (if held)**
- (b) **Full DVLA Drivers Licence (if photo licence then both card and paper section are required)**
- (c) **Birth Certificate**
- (d) **Document or card with details of National Insurance number**
- (e) **Utility Bill, Bank Statement, or other correspondence to verify current address.**

(Enhanced CRB disclosures from other bodies will only be accepted if less than 3 months old at date of application.)

A non refundable charge of **£44.00** is made for the Criminal Records Bureau check, **£5.00** for the DVLA Drivers Record. An initial Hackney Carriage / Private Hire drivers licence is **£140.00 (including badge)**.

The Knowledge Test consists of a written paper based on the four main towns in the Lewes District Council area, Peacehaven (including Telscombe Cliffs and East Saltdean), Newhaven, Seaford and Lewes. An 80% pass rate is required. The current cost of the test is **£40.00**.

Before a licence can be issued a Medical Examination needs to be carried out by your own family doctor which is charged on a Private basis not NHS. The cost ranges from £80.00 upwards.

On the day of licensing you will have your photo taken for your badge.

If you wish to discuss any of the above process please ring the Licensing Officers on 01273 484276.

**It is essential that you always make an appointment to see the licensing officers because if they are out of the office, no one else will be able to assist you.**