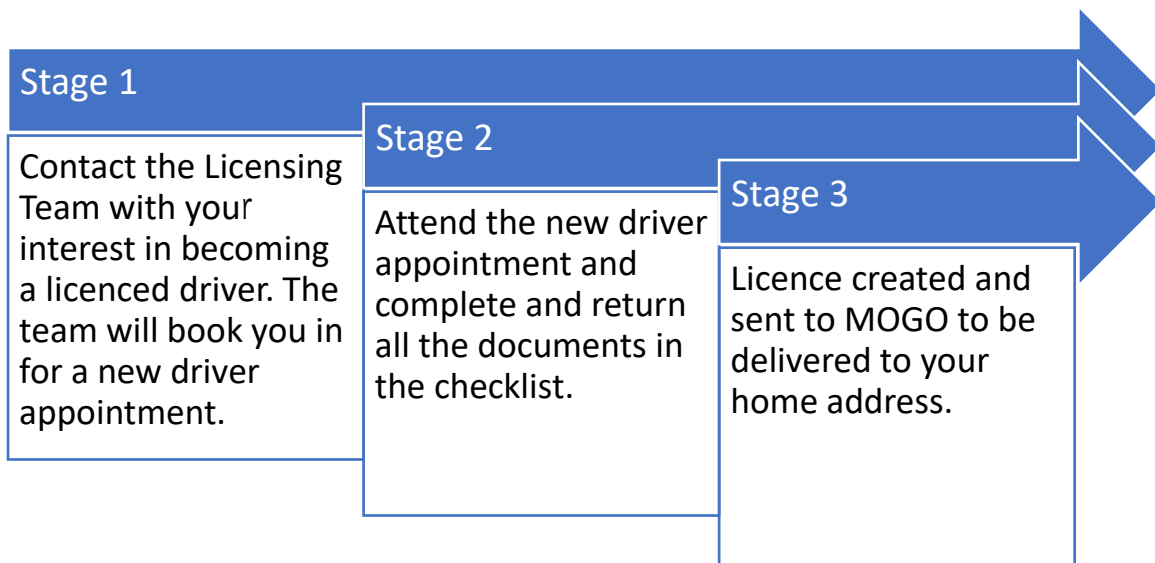


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Dear New Driver,

These are the Guidance Notes and Check list which you should read to ensure that you understand the requirements in respect of being a licensed driver.

You will also find details about how to apply for the documents and training required to process your application.



If you require any assistance with your application, please contact the Licensing Team by emailing Licensing@Basingstoke.gov.uk .

Yours sincerely



Emma Coles

Shared Service Licensing Team Leader

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Becoming a Hackney Carriage or Private Hire Driver in Basingstoke and Deane

The Licensing Team is responsible for the licensing and regulation of Hackney Carriages (also known as taxis) and private hire drivers in the borough.

Hackney Carriages in Basingstoke and Deane are purpose-built wheelchair accessible vehicles with a 'taxi' roof light. Typically, these are the London style black cabs or approved converted people carrier vehicles. A Hackney Carriage vehicle can only be driven by a driver who holds a dual Hackney Carriage and private hire driver's licence. Licenses are granted to Hackney Carriage vehicles to be used primarily (at least 5 days in 7) within this Borough to:

- carry passengers for hire or reward
- be hailed in the street
- park on a rank to wait for passengers
- ply for hire
- be pre-booked for journeys either direct or through a licensed private hire operator.

This document outlines the procedure that must be followed in order to apply for a new Hackney Carriage or private hire driver's licence.

Separate guidance documents are available on our website for vehicle licence applications. A driver and vehicle licence must be in place issued by the same authority in order for a legitimate booking to be accepted.

What are the differences between Hackney Carriage and private hire

Both Hackney Carriage and private hire vehicles transport members of the public to a specific destination upon request, in exchange for payment of a fare. However, only a licensed Hackney Carriage may ply for hire. Private hire drivers are not allowed to ply for hire. Plying for hire is an offence under the Town Police Clauses Act 1847 and carries a maximum penalty of £2,500.

The driver of a Hackney Carriage vehicle is not entitled to charge the hirer a fare for their journey in the borough higher than the fare set by the Basingstoke and Deane Borough Council fare table. There are no restrictions however, on the fares which can be charged for private hire journeys.

Any journey undertaken by a private hire driver/vehicle must be pre-booked by a customer through a private hire operator licensed by the same authority as the driver and vehicle.

How long will my application take?

The length of the licence application will depend on how quickly all the relevant paperwork is submitted to the licensing team by the applicant. The Licensing Team estimates that the application process should take approximately 8-12 weeks. This includes the processing time for a disclosure and barring service (DBS) check, driver awareness test, driving assessment test, safeguarding training and medical examination. If your application is delayed due to convictions or medical conditions disclosed, or if you fail the required tests the process may take longer.



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It is an offence to work as a licensed driver without a Hackney Carriage or private hire driver's licence and badge issued by Basingstoke and Deane Borough Council.

What happens next?

Once the Licensing Team is satisfied that the application is complete, they will consider the application and make a decision whether to grant or refuse your driver's licence. Applicants may be requested to attend a further interview at the council offices and/ or provide other information which as considered necessary in order to determine the application

Once the application is approved your badge will be produced and sent to your home address as shown on the application form.

All Hackney Carriage or private hire driver licences are issued subject to compliance with the standard byelaws or conditions which will be provided on issue of your driver's licence. Further copies of all private hire and Hackney Carriage licence conditions and byelaws are available to download at basingstoke.gov.uk.

Where a decision is made to refuse the licence the applicant will be notified in writing and provided the opportunity to appeal the decision to the Licensing Sub-Committee or the Magistrates Court within 21 days.

All applicants, aside from those who are renewing their licence, will have 4 calendar months from the initial New Driver Appointment to complete the application process. After this time any incomplete application will be closed, and any subsequent application will be treated as a fresh application. However, this may be extended to 6 months in exceptional circumstances due to unavoidable delays such as obtaining a Certificate of Good Conduct or DBS Certificate. This will only be granted following written submission to the Licensing Team Leader.

How do I renew my driver's licence?

A Driver's Licence lasts three years unless you have a time limited stay in the UK. Drivers will be required to complete an annual self-declaration form that requires drivers to declare any changes to his/her criminal, driving and medical history.

Licensed drivers will be sent a renewal reminder by the Licensing Team between 4-8 weeks before their private hire driver's licence is due for renewal, this will be by email. Renewal applications must be submitted at least 15 working days before your current licence expires. Failure to do so could mean your licence is not renewed before your current licence expires and therefore you will be unable to work. Please be aware that the council has no obligation to issue a reminder and this is done as a courtesy, drivers must keep track of the expiry dates of their licence, medical and DBS. Failure to complete a disclosure and barring service appointment or provide a medical report by the date it is due, will result in the immediate suspension of the driver's licence until completed.

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Driver Application Checklist

Applicants must meet specific criteria in order to be considered for a licence and the council must be satisfied that an applicant is a 'fit and proper' person to hold a driver's licence and transport members of the public. Before you make an application, you should consider whether you are able to fulfil the following criteria:

	Requirement	Date	Completed/submitted
1	Call or email the Licensing Team about interest in becoming a licenced driver		
2	New driver appointment booked		
3	Completed Application Form		
4	Pay Application Fee		
5	Complete DBS Form		
6	Make DBS Payment		
7	Book Practical Driving Assessment		
8	Book DAT test		
9	Complete Tax Declaration Form		
10	Evidence of right to live and work in the UK.		
11	Provide a valid DVLA driving licence		
12	Provide DVLA drivers check code		
13	Sign NR3 Consent		
14	Provide valid email address		
15	Provide Passport photograph		
16	Book a medical examination		
17	Pay Medical Fee		
18	Provide a Certificate of Good Conduct (where needed)		
19	Provide Safeguarding Training Certificate		
20	Provide Disability Awareness Training Certificate		
21	Provide Public Liability Insurance		
22	Confirmation of licensed operator (If applicable)		
23	Confirm that you have read the conditions that would apply to your licence		

If applicants have reason to believe there may be doubt on criminal, motoring or medical grounds as to whether the Council will grant the request for a driver's licence, the applicant is advised to contact the Licensing Team before submitting an application for further advice.

The Licensing Team will take into account all convictions when considering an application for a driver's licence, irrespective of offence; sentence imposed or age when the offence is committed. ALL motoring and criminal offences must be declared on the application form. Further information on our policy relating to convictions can be provided to applicants on request

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Notes on Check List Items

1	Applicants must call (01256) 844844 or e-mail licensing@basingstoke.gov.uk to make a new driver appointment. New driver appointments can be booked only during office hours and may take up to one hour to complete. New Driver Appointment dates can be found using this link - Appointment dates
4	Pay Application Fee - Payment can be made over the phone by calling 01256 844844 or on-line Make a payment (basingstoke.gov.uk)
5	Complete DBS Form Applicants must produce an enhanced DBS disclosure certificate. An enhanced DBS disclosure report will be valid for 6 months only. If your application is not determined before the DBS disclosure expires, a new disclosure will be required. Acceptable forms of ID: Documents you need for a criminal record check: You're from the UK or the European Economic Area - GOV.UK (www.gov.uk) Form Completion Guide: DBS application form: guide for applicants - GOV.UK (www.gov.uk) DBS Update Service : DBS Update Service: applicant guide - GOV.UK (www.gov.uk) DBS helpline: 03000 200 190 Email customerservices@db.gov.uk
6	Make DBS Payment - Payment can be made over the phone by calling 01256 844844 or on-line Make a payment (basingstoke.gov.uk)
7	Book Practical Driving Assessment Applicants must undertake and pass the enhanced Blue Lamp Trust assessment test and produce the original pass certificate to the Licensing Team. They also provide an enhanced test that includes a wheelchair exercise for those wishing to drive a wheelchair assessable vehicle. The Blue Lamp Trust, 1 London Road, Southampton SO15 2AE Telephone Number: 0300 777 0157 Website: www.bluelamptrust.org.uk Course(s): NEW TAXI ASSESSMENTS THE BLUE LAMP TRUST Green Penny, Unit 6, Watling Street, Leighton Buzzard, Bedfordshire, LU7 9PY Telephone Number: 0330 111 7230 Website: green-penny-fleet-driver-training-taxi-driver-assessors Course Link: taxi-driver-assessments-green-penny

8	Book DAT test - If you fail the first test you will be required to pay for subsequent tests. Applicants will be required to undertake and pass the joint Driver Awareness Test which will test their knowledge of the highway code, transporting disabled people, <i>geographical knowledge of the borough (Hackney Carriage Only)</i> and basic English and numeracy skills.
10	Applicants must be able to demonstrate the right to live and work in the UK. An immigration self-declaration form must be completed Share code can be produced via this link View and prove your immigration status: get a share code - GOV.UK (www.gov.uk) Visa Check: Check if you need a UK visa - GOV.UK (www.gov.uk)
12	Provide a valid full DVLA driving licence You are required to have held the licence for more than one year and the licence must show your current address and match your DBS paperwork.
13	Provide a DVLA drivers check code. The check code will be valid for 21 days. View or share your driving licence information - GOV.UK (www.gov.uk)
15	Provide a valid email address – we will use this to contact you.
16	Provide Passport photograph - Applicants must provide a current colour, passport size photograph.
17	Book a medical examination and must meet the DVLA Group 2 medical fitness standards. Applicants must produce either; a council issued medical examination form completed and signed by your own GP or a Doctor at the surgery where you are registered OR a medical from D4Drivers (Details below). Applicants must obtain access to their medical history from their own GP and provide it to D4Drivers. A medical examination report will be valid for 12 months only. If your application is not determined before the medical expires a new medical will be required, at your expense. The medical check is required to determine a driver's medical fitness and this is needed every five years up to the age of 65, and every year for drivers over 65. If you have certain health conditions like diabetes or heart conditions you may need annual health checks. D4Drivers: Telephone 0300 3030 668 Website: Taxi Driver Medicals – Nationwide Medical Service (d4drivers.uk)
18	Pay Medical Fee for your medical to be checked by the Council's independent medical advisor.

	Payment can be made over the phone by calling 01256 844844 or on-line Make a payment (basingstoke.gov.uk)
20	Provide a Certificate of Good Conduct (if needed) Applicants must produce a translated and sealed certificate of good conduct to the Licensing Team if they have lived outside of the UK for 3 months or more. Contact the Licensing Team for more advice if needed and came to the UK after the age of 10.
21	Provide Safeguarding Training Certificate - <u>E-learning certificates will not be accepted</u> The Blue Lamp Trust Telephone Number: 0300 777 0157 safeguarding-classroom THE BLUE LAMP TRUST Green Penny 0330 111 7230 taxi-driver-safeguarding-course STC Safeguarding, Training and Consultancy 07566 735 087 Taxi Safeguarding & Disability Awareness Training STC Safeguarding children training and consultancy Northamptonshire Child exploitation Taxi/hotel safeguarding training
22	Provide Disability Awareness Training Certificate - <u>E-learning certificates will not be accepted</u> The Blue Lamp Trust - Telephone Number: 0300 777 0157 Disability Awareness Classroom Course THE BLUE LAMP TRUST Green Penny - Telephone Number: 0330 111 7230 taxi-driver-assessments-green-penny STC Safeguarding, Training and Consultancy 07566 735 087 Taxi Safeguarding & Disability Awareness Training STC Safeguarding children training and consultancy Northamptonshire Child exploitation Taxi/hotel safeguarding training
23	Provide Public Liability Insurance Applicants must produce evidence that they are insured for third party public liability cover to a minimum of £5,000,000. Document required (a) Original Certificate (if you are the named policy holder) OR (b) Copy of Certificate and declaration completed by policy holder.
24	Confirmation of licensed operator (If applicable)

Driver Awareness Test

Please read carefully before booking your test date

The driver knowledge test is a multiple-choice test. The private hire test has five sections, and the Hackney Carriage test has six as they are required to undertake a geographical test as well as the other sections.

ID must be shown at the reception desk at the appointment time to confirm the applicants identity. They also must leave all devices that can be use to search information such as mobile phones and smart watches with the reception staff.

There are five sections to the awareness test headed as follows:

Section 1: Rules and Regulations

Applicants are advised to study the relevant byelaws, conditions (driver and vehicle) and sections of the Taxi and Private Hire Policy; all of which are available on the council website www.basingstoke.gov.uk. Applicants may also wish to refer to recent editions of our taxi and private Hire newsletter.

Section 2: General Driving Law

Applicants are advised to study the highway code to prepare. The full highway code is available online on the GOV.UK website or testing aids can be found at your local library or bookshop.

Section 3: Basic Numeracy

Section 4: Basic English

Applicants are advised to contact Basingstoke College of Technology, Worting Road, Basingstoke RG21 8TN if they need help to improve their English and/or numeracy skills.

Section 5: Random

This is a mixture of general questions which can relate to any of the other sections.

Section 6: Geographical Knowledge Hackney Carriage Drivers Only

Applicants must ensure that they have extensive knowledge of the local area. Applicants should familiarise themselves with the estates, villages, streets and closes within the Basingstoke and Deane area as well as taking note of the location of Hackney Carriage ranks, transport hubs, public houses, supermarkets, schools, local landmarks and places of interest within the borough.

Applicants should note that that the use of a map book or reference materials is not permitted during the test and geographical knowledge must be recalled from memory.

If you are caught cheating or are seen using an electronic device during your DAT test, the test will be stopped immediately. Any future tests will be conducted under supervision, with a member of the Licensing Team present for the duration of the test. Furthermore, any evidence of cheating will be taken into consideration during the determination process and may have an impact on the assessment of whether you satisfy the Fit and Proper Person requirement.