

# NEW APPLICATION FOR LICENCE TO DRIVE A HACKNEY CARRIAGE VEHICLE ONE YEAR LICENCE



Please read carefully all parts of the application including the guidance.

If you do not fully understand any part or any requirement please come and ask for advice and assistance from the Licensing Department.

## IMPORTANT

Printed below is a list of the procedures that you must complete fully and accurately. Only then can your application be considered by the Council.

## WARNING

Failure to complete the procedure is a valid reason for an application to be refused.

<b>SURNAME:</b>	<b>INITIALS:</b>
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**THIS SHEET MUST REMAIN ATTACHED TO THE APPLICATION FORMS AND BE  
SUBMITTED AS PART OF THE APPLICATION**

<b>CHECKLIST ON APPLICATION PROCEDURE</b> ALL OF THE FOLLOWING MUST BE PRODUCED TO THANET'S GATEWAY PLUS, CECIL STREET, MARGATE	You may tick here	Official Use	
		Accepted	
		Date	Initials
Completed Application Form			
Swansea Driving Licence and printed licence summary from DVLA			
Birth Certificate / Valid Full Passport			
Completed Disclosure Application Form incl proof of address			
<b>TWO CURRENT PASSPORT APPROVED PHOTOGRAPHS</b>			
Correct Fee			
<b>Reference on headed notepaper</b> (if Certificate A not Completed)			
<b>PROOF OF RIGHT TO WORK IN UK – IF APPLICABLE</b>			

### FOR OFFICIAL USE ONLY

Receipt No	
Amount	£
Badge No & Date issued	
DBS sent	
DBS status	
Knowledge Test Certificate/ Ambassador Certificate	

Thanet District Council  
PO Box 9  
Cecil Street  
Margate  
Kent CT9 1XZ

Tel: 01843 577416  
[www.thanet.gov.uk](http://www.thanet.gov.uk)

**If this form has been filled in by someone other than the person applying:**

Please tell us why you are filling in this form for the person applying:

.....

.....

.....

.....

.....

.....

.....

**AS FAR AS POSSIBLE, I HAVE CONFIRMED WITH THE PERSON APPLYING THAT THE ANSWERS WRITTEN ON THIS FORM ARE CORRECT.**

Name of person who filled in the form: .....

Signature of the person who filled in the form: .....

Relationship to the person applying: .....

Date: .....

## **NOTES FOR APPLICANTS FOR GRANT OF A LICENCE TO DRIVE A HACKNEY CARRIAGE OR PRIVATE HIRE VEHICLE**

Please come personally to the office and bring with you:-

1. Your Full UK Driving Licence or your new style Driving Licence with printed licence summary from DVLA website (**which you must have held for at least 12 months**)
2. Two recent passport sized photographs of yourself
3. Two proofs of identity which must consist of either a birth certificate, full passport, or marriage certificate
4. Two proofs of current address must be provided which must consist of either a recent bank statement, recent mortgage or insurance statement, recent credit card statement, recent utility bill or current Council Tax bill. (See CRB Applicants Guide)
5. A fully completed and signed Disclosure Application Form, see attached guidance notes. Help in filling in this form may be obtained at Thanet's Gateway Plus, Cecil Street, Margate.
6. A fully completed and signed application form:-
  - (i) If you have been employed by the same employer for the last two years or more up to the present date, he must complete and sign Section A. If you have been employed by your present employer for less than two years, he must complete and sign Section B, your previous employer must complete Section A, and a separate reference on headed paper, to cover the last two years, is required. If any gaps in employment over this period, a further reference will be required to cover it.

**If a reference cannot be obtained from your present/previous employer**, there must be a **written explanation**, satisfactory to the Council, to account for this **and two character references** provided on **headed notepaper** from responsible persons. The references must state that they have known you **for two years** or more and must vouch for your honesty, sobriety, and civility.

If you have been **unemployed or self-employed** for the last two years then you will need to provide **character references on headed notepaper**, as explained above but Section A and B do not have to be completed.

**All references must be dated not more than one month prior to the application date. Undated references will not be accepted.**
  - (ii) Section C must be completed by the Private Hire Operator/Hackney Carriage Plate owner who is to employ you.
  - (iii) Section D must be completed by any Practitioner **dated within one month prior to submitting your application.**
  - (iv) The application form must be fully completed and signed by you. You must answer all of the questions fully; e.g. it is essential to include **all convictions and police cautions, not just motoring convictions. Failure to do so renders you liable to prosecution and refusal or revocation of your Licence.**
7. The correct Licence fee of £ (inclusive of fee for check of criminal record check and knowledge test). If paying by cheque, a cheque guarantee card is required as verification of person signing cheque in addition to guarantee of payment.
8. You are required to take and pass a knowledge test (see attached guidance notes).
9. You are also required to undertake and complete the Visitor Ambassador Course (see attached guidance notes).

## IMPORTANT NOTICE

- \* Failure to comply correctly or fully with any part of the Council's application procedure is a reason for refusal of a licence.
- \* Identification badges now expire at the same time as your licence to drive hackney carriage/private hire vehicles. You must supply a passport-sized photograph at the time of application and return your current badge (please note -the new badge also shows the operator/proprietor's name, if you change to a new operator/proprietor you must obtain a new badge).
- \* All applicants are subject to a Criminal record Check
- \* Guidance Notes for disclosure applicants attached.
- \* All applicants must undergo and pass a knowledge test before a licence can be issued.
- \* All applicants must undertake and complete the Visitor Ambassador Course before a licence can be issued.
- \* A copy of the Council's Policy Statement and Guidelines on how applications are considered is attached.
- \* You are only permitted to drive a private hire/hackney carriage vehicle when the appropriate licence has been granted to you and an official private hire/hackney carriage driver's badge issued **(please note that the badge will expire at the same time as your licence, the badge also shows the operator/proprietor's name. If you change to a new operator/proprietor then you must obtain a new badge).**
- \* The making of an application and payment of any fee does NOT permit you to drive a private hire/hackney carriage vehicle.
- \* The licence will not be granted unless the Council is satisfied you are a fit and proper person. Also a licence will not normally be granted to any person under 21 years of age and having held a full DVLA or EC licence for one year.
- \* The fee you pay is NOT refundable in the event of the Council refusing to grant you a licence (following a decision by the Licensing Board)

## **NOTES FOR GUIDANCE NOTES ON THE REHABILITATION OF OFFENDERS ACT 1974**

**It should be noted that since 2002 hackney carriage and private hire vehicle drivers are exempt from the protection of the Rehabilitation of Offenders Act 1974, so that all convictions, spent or otherwise, can be considered in respect of an application for the grant, renewal or cancellation of a licence to be a hackney carriage or private hire vehicle driver.**

**In 2018 the Institute of Licensing produced guidance on determining the suitability of applicants and licensees in the Hackney Carriage and Private Hire Trades in order to bring clarity and conformity to the definition of a 'fit and proper person'.**

**[https://www.instituteoflicensing.org/documents/Guidance\\_on\\_Suitability\\_Web\\_Version\\_\(16\\_May\\_2018\).pdf](https://www.instituteoflicensing.org/documents/Guidance_on_Suitability_Web_Version_(16_May_2018).pdf)**

**IMPORTANT INFORMATION FOR APPLICANTS  
STATEMENT OF POLICY ABOUT RELEVANT CONVICTIONS  
AND POLICE CAUTIONS**

**A.**

When submitting an application for a licence to drive a Hackney Carriage or Private Hire Vehicle, you are required to declare any convictions or Police cautions that you may have. The information you give will be treated in confidence and will only be taken into account in relation to your application.

You should be aware that the Council is empowered in law to check with the police for the existence and content of any criminal record held in the name of an applicant. Information received from the police will be kept in strict confidence whilst the licensing process takes its course and will be retained for no longer than is necessary.

The disclosure of a criminal record or other information will not debar you from gaining a licence unless the Council considers that the conviction or Police caution renders you unsuitable. In making this decision, the Council will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant. I would refer you to the Council's guidelines on the assessment of fitness of persons to be licensed below.

Before any application is refused, you would have the right to appear before and be heard by the Council's Licensing Board. Also, any applicant refused a driver's licence on the grounds that he/she is not a fit and proper person to hold such a licence has a right of appeal to a Magistrates Court.

**B.**

**SCHEDULE OF GUIDELINES**

1. In considering applications, in the absence of a legal definition of a fit or proper person, the Council's paramount consideration shall be the safety and welfare of the public.

2. Subject to each individual application being treated on its merits, the Council will normally refuse to grant a licence to drive a hackney carriage or private hire vehicle, or will normally suspend or revoke such a licence if the person concerned falls into one or more of the following categories:-

**(a) Age Limit**

Has not reached the age of twenty-one years

**(b) Licensing Procedure and Requirements**

- (i) Refuses to fully complete the Council's licensing procedure; or
- (ii) Knowingly or recklessly makes a false statement or omits a material particular when making an application which, if known, would have been likely to have led to the application being refused; or
- (iii) Has within the five years prior to the application been convicted of any one serious or several less serious offences involving hackney carriage or private hire vehicles licensing legislation; or
- (iv) Has within the five years prior to the application seriously contravened the conditions attached to private hire vehicle driver's licences
- (v) Fails the Council's written topographical Knowledge Test
- (vi) Fails to undertake and complete the Visitor Ambassador Course

(c) **Medical Fitness**

In the opinion of the Council's Medical Adviser (or a specialist consultant nominated by him) is not medically fit to drive hackney carriages/private hire vehicles.

(d) **Motoring Convictions**

- (i) Has been **disqualified** for any reason by a court from driving **in the five years prior to the application**; or
- (ii) **Has accumulated a total of 10** or more penalty points for endorsable motoring convictions in the five years prior to the application; or
- (iii) Whilst not falling into either of the above two categories, has had motoring Convictions which, by virtue of their seriousness and /or repetitive nature, indicate that the applicant is not a fit and proper person to be licensed.

(e) **Criminal Convictions/Police Cautions**

(i) **Drunkenness**

An isolated conviction for drunkenness need not debar an applicant from gaining a licence. However, a number of convictions for drunkenness could indicate a medical problem necessitating critical examination.

(ii) **Drugs**

An applicant with a conviction for a drug related offence should be required to show a period of at least **3 years free of convictions** before an application is entertained, or 5 years after detoxification treatment if he/she was an addict.

(iii) **Indecency Offences**

As hackney carriage and private hire vehicle drivers often carry unaccompanied passengers, applicants with convictions for indecent exposure, indecent assault, importuning, or any of the more serious sexual offences, should be refused until they can show a substantial period (at least 3 to 5 years) free of such offences. **More than one conviction of this kind should preclude consideration for at least 5 years.**

(iv) **Violence and Criminal Damage**

As hackney carriage and private hire vehicle drivers maintain close contact with the public, a firm line should be taken with applicants who have convictions **for grievous bodily harm, wounding, assault or criminal damage**. At least **3 years free of such convictions** should be shown before an application is entertained.

(iv) **Dishonesty**

Hackney carriage and private hire vehicle drivers are expected to be persons of trust. The widespread practice of delivering unaccompanied property is indicative of the trust that business people place in drivers. Moreover, it is comparatively easy for dishonest driver to defraud the public by demanding more than the legal fare, etc. Overseas visitors can be confused by the change in currency and become "fair game" for an unscrupulous driver. For these reasons a serious view should be taken of any conviction involving dishonesty. In general, a period of **3 to 5 years free of conviction** should be required before entertaining an application.

## THANET DISTRICT COUNCIL

### Private Hire and Hackney Carriage Drivers' Knowledge Test

#### Guidance for Applicants

In order to offer a safe and efficient service to members of the public it is important that private hire and hackney carriage drivers have a good working knowledge of the area in which they work and the laws and policies they operate under.

Because of this all new applicants for a private hire (PH) and hackney carriage (HC) driver's licence are required to pass a driver knowledge test before their licence can be granted.

You will be notified within 7 working days of the test if you have passed or failed. If you fail you can sit the test again. A minimum period of at least two weeks must elapse between tests to give you time to study the relevant information again.

The Council's decision as to whether you have passed is final.

The test can be taken up to a maximum of three times in any twelve month period. If you fail the test 3 times you will have to wait until 12 months have passed since the date of your first test, before sitting the test again.

#### **YOU SHOULD READ THESE NOTES ABOUT THE TEST CAREFULLY.**

#### **What the Test involves**

The knowledge test is a written test and has 4 sections.

Applicants must achieve the pass mark stated in each section to pass the test.

If the pass mark is not achieved in an individual section, this will result in an overall fail.

Questions will be asked on the following:

- Policy & Conditions, Safeguarding, Disability and Equality (20 questions with a pass mark of 18/20)
- Thanet Local Area Knowledge (20 questions with a pass mark of 18/20)
- Numeracy assessment (10 questions with a pass mark of 9/10)
- Traffic signs from the Highway Code (5 questions with a pass mark of 5/5)

Hackney Carriage applicants will also have to take an additional paper where the route between two places with the shortest distance will have to be given using specific road names. (5 questions which must all be answered correctly).

When taking the test you will be required to demonstrate a good level of local knowledge which will include being able to identify the locations of certain key buildings or premises in Thanet District such as pubs, bars, schools, train stations, golf clubs, village halls, supermarkets and business parks etc.



The Licensing section of Thanet District Council's website contains guidance notes for new applicants and a copy of Thanet District Council standard conditions under which driver and vehicle licences are issued and some information on the law relating to private hire and hackney carriage licensing.

[www.thanet.gov.uk/info-pages/hackney-carriage-and-private-hire-vehicle-licensing](http://www.thanet.gov.uk/info-pages/hackney-carriage-and-private-hire-vehicle-licensing)

**You should study this information carefully before your test.**

### **Other Study Tips**

We advise that you obtain a good working knowledge of the local area before the day of the test.

In order to help you study for your test you should consider the following:

- spending time in the local area and studying maps;
- using the internet and/or the telephone directory to research the names of the roads on which local landmarks or bars, restaurants, schools etc are situated.

Learn the street name locations of popular tourist destinations and landmarks in Thanet.

### **Safeguarding**

As Hackney Carriage and Private Hire drivers you have a responsibility for the safety of your passengers and safeguarding is a key concern of Thanet District Council. We believe that all licensed Hackney Carriage and Private Hire drivers should have basic safeguarding knowledge and training.

A safeguarding presentation and scenario videos have been created for drivers which can be accessed through the Thanet District Council website. We strongly recommend that you study this material and watch the videos before the test.

### **Disability Awareness**

Under the Equality Act 2010 drivers are required to provide assistance and make all reasonable adjustments to transport disabled passengers in their vehicle. Thanet District Council are committed to ensuring that members of the public with a disability are given fair and equal access to public services including taxi and private hire transport.

We strongly recommend that you visit the Thanet District Council website knowledge test pages and read all the information and watch the video before taking the knowledge test.

### **The Highway Code**

Although you will have had your knowledge of the Highway Code tested by the DVLA when obtaining your driving licence, it is important for us as the Licensing Authority to know that you are competent in your understanding of road signs and basic rules of the road. We recommend that you revisit the road signs section of the Highway Code to study for this section of the test paper.

### **What do I need to know about taking the Test?**

If you have a disability which you think could exclude you from taking the test please contact a Licensing Officer to discuss your needs before the day of the test.

You must bring some form of photographic I.D. with you to the test such as a driving licence or passport. If we are unable to confirm your identity you will not be allowed to sit the test.

The test will be conducted in silence. You may only speak to the invigilator and not to any other applicants who may be taking the test at the same time.

During the test you will not be permitted to use any of the following:

- mobile phones;
- study notes;
- text book;
- hand held computers;
- satellite navigation devices; or
- any other devices or notes as deemed unacceptable by the invigilator.

Evidence of the use of any of the above will result in your test being cancelled and you could be barred from taking the test for 12 months.

Ordinarily you will not be permitted to leave the room during the test so please ensure that you have taken any comfort breaks before the test begins.

### **Booking and Arriving for Your Test**

To book your test you must email or telephone the Licensing Department, payment will need to be made in advance. Tests cannot be booked online. Tests will ordinarily be conducted at Thanet District Council main offices, Cecil Street, Margate.

You must bring photographic identification with you.

If you have any queries regarding the knowledge test please contact the Licensing Department.

## **THE VISITOR AMBASSADOR COURSE**

From 01 May 2015 it will be a compulsory part of the Council's application procedure that you must have undertaken and completed the Visitor Ambassador Course.

You will be issued with a certificate and badge upon completion of the course which we will need to see as part of your application.

Your application cannot be considered until you have undertaken and completed the course.

### **THE COURSE**

The course is designed for persons who have a job that brings them into contact with visitors to Thanet.

Attendees will be better equipped to answer visitor queries and provide information about Thanet.

Hackney Carriage and Private Hire drivers can be the first point of contact for visitors arriving in Thanet.

### **CONTACT DETAILS FOR COURSE**

All courses are held at Droit House, Stone Pier, Margate, Kent CT9 1JD and will normally be held on the third Wednesday of the month between 10am – 12pm but are subject to change.

Please contact Visitor Services for the date of the course to confirm a place. You can book a place by ringing 01843 577577 or email [visitorinformation@thanet.gov.uk](mailto:visitorinformation@thanet.gov.uk) no later than 48 hours before the course date.

## Licensing – Privacy Notice

### How is your information used?

We may use your information to: process applications, investigate and prosecute relevant illegal activities, investigate and prosecute Corporate Fraud; send you communications that you have requested or that may be of interest; ask agencies, government departments or other public bodies to give us information they have about you; check information you have provided, or information about you that someone else has provided, with other information we hold; get information about you from certain third parties, or give information to them to check the accuracy of information, prevent or detect fraud or protect public funds. These third parties include Government Departments, other Local Authorities and private sector companies, as allowed by law.

### Who has access to your information?

We may share your information with:

- Other Council Departments – to ensure we meet our statutory duties; or to collect debt, and prevent fraud and the misuse of public funds.
- External organisations, for example, HM Revenues & Customs, the Department of Work and Pensions, the Police, the Audit Commission and other enforcement agencies and third parties, for other purposes allowed by law, including, to prevent fraud and the misuse of public funds.

For further information about how your personal information will be used, please visit [www.thanet.gov.uk](http://www.thanet.gov.uk) where you can see a full copy of our privacy notice.

Alternatively you can request a hard copy from - [dataprotection@thanet.gov.uk](mailto:dataprotection@thanet.gov.uk)



**APPLICATION FOR NEW LICENCE  
TO DRIVE A HACKNEY CARRIAGE**

I hereby apply for a licence to act as a driver of a hackney carriage vehicle licensed by the Thanet District Council and declare that to the best of my knowledge and belief the particulars below are true. I also certify that I have been examined by the doctor whose signature appears on Certificate overleaf and have made full disclosures to the doctor of my medical history. I have read and understood the note below.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

I hereby give my permission for a Criminal Record Check to be carried out and that any information that might come to light from this check or in the future which could affect my licence, or application for one, can be supplied to the "Authorised Officer" of the District Council.

**DATE:** ..... **SIGNATURE:** .....

NOTE: By Section 57(3) of the Local Government (Miscellaneous Provisions) Act 1976. if any person knowingly or recklessly makes a false statement or omits any material particular in giving information under this Section, he shall be guilty of an offence and shall be liable on summary conviction to a heavy fine, in addition, the application is likely to be refused or any licence issued revoked.

**FULLY COMPLETE HERE (Black ink only)**

Family Name:	
Forenames:	
Age:	Date of Birth: National Insurance No:
Place of Birth:	
Permanent Address (including Postcode):	
Telephone Number (home):	Mobile:
No, of years resident in Thanet:	
Have you previously held a Hackney Carriage Driver's Licence or a Private Hire Driver's licence? If YES, when and by which Council granted:	YES / NO
Have you ever been refused a Hackney Carriage Driver's Licence or a Private Hire Driver's licence by any council?	YES / NO
Present Employer's Name and Address:	
Nature of Employment:	
Details of current driving licence/number:	
Have you held a full British licence or a licence issued by a Member Country of the EC for more than 12 months?	YES / NO
Dates of ISSUE AND EXPIRY:	
Issued by DVLC or other? Please name:	
<b>DO YOU REQUIRE A WORK PERMIT TO WORK IN THE UK?</b>	<b>YES/NO</b>
Have you ever received a <b>Police caution</b> or been convicted of <b>any offence</b> involving:-	
1. Dishonesty or indecency or violence	YES / NO
2. Any motoring offence	YES / NO
3. Any other offence	YES / NO
(If "yes" to any question, please supply full details, including date of any offence, date of conviction, type of offence, location of court, penalty imposed and, if appropriate, offence code). If insufficient space, supply details on an attached piece of paper.	

**CERTIFICATE A** To be completed by current/last employer (of two years or more – must be within last three months)

I here by certify that ..... has been employed by me from ..... to ..... and during that time he/she was sober, honest and civil in manner and behaviour. I know of nothing against his/her character and recommend him/her as a fit person to hold a licence as a driver of a Hackney Carriage.

Address and telephone no.: .....

Date: ..... Signature: ..... Print Name: .....

Designation: .....

**CERTIFICATE B** To be completed only if the applicant was in the employment of the above person for less than 2 years, then additional reference also required on headed notepaper to cover the last 2 years.

I hereby certify that ..... has been employed by me from ..... to ..... and during that time he/she was sober, honest and civil in manner and behaviour. I know of nothing against his/her character and recommend him/her as a fit person to hold a licence as a driver of a Hackney Carriage.

Address and telephone no.: .....

Date: ..... Signature: ..... Print Name: .....

Designation: .....

**CERTIFICATE C** To be completed by the owner of motor Hackney Carriage Plate who proposes to employ applicant.

If the applicant is granted a Licence, I am prepared to employ him/her as a driver of a Hackney Carriage in the Thanet area.

Date: ..... Signature: ..... Print Name: .....

Address: .....

**CERTIFICATE D** *Medical certificate to be completed by any General Practitioner.*

I hereby certify that having regard to advice on assessing the medical fitness of professional drivers in the publication "For Medical Practitioners: At a Glance Guide to the Current Medical Standards of Fitness to Drive",

**I have this day examined the applicant, Mr / Mrs / Miss / Ms** ..... and certify that he/she meets with the requirements of Group 2 entitlement of the Current Medical Standards for Fitness to Drive issued by the DVLA, Swansea.

Surgery Stamp

Date: ..... Signature: .....

Qualifications: .....

Address: .....

For Office Use Only:

Expiry date of Medical: .....

**NOTES FOR MEDICAL PRACTITIONER**

- 1. This certificate can be signed by any General Practitioner.
- 2. Advice on assessing the medical fitness of professional drivers can also be obtained from the Driver's Medical Unit, DVLA, Longview Road, Morriston, Swansea SA99 ITV. Telephone (01792) 783686.