



INFORMATION FOR NEW PRIVATE HIRE DRIVERS OR HACKNEY CARRIAGE DRIVERS

Cambridge City Council is dedicated to providing the city with a top quality Private Hire Vehicle and Hackney Carriage service for its residents and visitors alike. The process for obtaining a driver's licence is therefore targeted at various aspects to ensure that the Council can be satisfied you are a fit and proper person to hold such a licence.

Introduction

The information in this document is intended to assist you in applying for a hackney carriage or a private hire driver's licence. Please read it carefully before filling in an application form and retain it for future reference.

Cambridge City Council has the responsibility of licensing both the hackney carriage and private hire trades in order to protect the public. The procedures that you are required to follow exist to show that you are a fit and proper person to hold a licence.

You should be aware that you cannot legally drive a hackney carriage or private hire vehicle for hire and reward until you have completed all licensing procedures and have been granted a driver's licence and identity badge.

If you wish to drive both hackney carriage and private hire vehicles then you will need to hold a licence and a badge for both types of vehicle.

Which Licence

In order to become a private hire (**PHD**) or hackney carriage driver (**HCD**) you must have held a full UK (United Kingdom) or EC/ EEA (European Community/ European Economic Area) Driving Licence for **AT LEAST** one year.

The following chart may help you decide which trade you want to work in i.e. Hackney Carriage or Private Hire.

- If you decide Hackney Carriage you will need to be licensed as a hackney carriage driver and the vehicle you drive will need to be licensed as a hackney carriage.
- If you decide Private Hire you will need to be licensed as a private hire driver and the vehicle you drive will need to be licensed as a private hire vehicle.

Type of Work/ Business/ Vehicle	Hackney Carriage	Private Hire
Picking up people from a rank	Only Hackney Carriage Vehicles can use ranks	Private Hire Vehicles cannot use ranks
Picking up people who flag down (hail) on the street	Only Hackney Carriage Vehicles can ply for hire, only within Cambridge City (accept a flag down/ be hailed in the street)	Private Hire Vehicles cannot ply for hire (accept a flag down/ be hailed in the street)
Accept pre-booked journeys from a Licensed Private Hire operator	Hackney Carriage Vehicles can accept bookings from a licensed Private Hire operator	Private Hire Vehicles can only accept bookings from a licensed Private Hire operator

Application Process

Your application will last for one year from the date of submission. There are several things that you need to do/ to have in order to make an application for a hackney carriage/ private hire licence:

STEP 1 - INITIAL APPLICATION Please telephone 01223 457888 to book your appointment.

You will need to make an appointment at the Customer Service Centre to meet with the Assistant Licensing Officer in order to commence the application process.

You need to:

- Have been authorised to drive a car in the UK (e.g. held a full driving licence issued by a state in the European Economic Area) for a minimum of one year and hold a current DVLA UK photocard style driver's licence.
- Have read and understood these guidance notes.

STEP 2 – AT THE APPOINTMENT

You will need to bring to the appointment:

a) Completed Driver's Application Form

Please ensure that you detail:

- i) All names which you are or have been known by
- ii) The Town, County and Country in which you were born
- iii) Full five-year address history
- iv) Declaration of all live convictions including points on your licence
- v) Full Driving licence details
- vi) You have read the declaration on back and signed and dated the form
- vii) The application form must be filled in by yourself and NOT by someone on your behalf.

b) Evidence of eligibility to work in the UK

c) Identification for Criminal Records Bureau (CRB) Check

You will need to bring:

- i) Passport
- ii) DVLA licence (both paper and photo card)
- iii) National Insurance Number
- iv) Two proofs of current address (printed e.g. utility bill, bank statement etc)
- v) Birth certificate and Marriage certificate (where applicable)
- vi) Address History for the last 5 years.
- vii) Certificate of Good Conduct (please note that all applicants who have lived abroad for a period of 6 months or more within the last 5 years must provide a Certificate of Good Conduct from either their own Embassy or the countries where they have been resident. The certificate must be produced with a translation and bear the official seal of the Embassy.)

All the documents presented to us must be fully completed and the information must be accurate i.e. in the same surname (last name), first names, address, date of birth, National Insurance number etc

d) Completed DVLA Mandate Form

e) 2 passport sized photographs (these will be verified and used as your driver ID)

f) The total fee of £122 (this is made up of £44 for CRB check, £40 for the initial application, £8 for the data check and £30 to reserve a place on a Knowledge Test)

STEP 3 – TRANSPONDER

As part of the induction process for becoming a taxi driver, you are required to watch a short information video on the Transponder system and how it works within the city. Upon watching the information video you will be asked to sign to show that you have watched and understood these instructions.

STEP 4 – TAXI GUIDE

The Cambridge City Council Taxi Guide is intended to advise and assist applicants and licence holders on the law relating to the operation of Hackney Carriage and Private Hire Vehicles. It also contains important information that you will need to know for the knowledge test. The Taxi Guide is available on the Taxi Licensing page of the Council's website (<http://www.cambridge.gov.uk/ccm/navigation/business/licensing-and-permissions/taxi-licensing/>) or alternatively a hard copy can be provided if so requested.

The Guide sets out the necessary procedures for vehicle testing, renewal of licences and the issue of various types of licences.

STEP 5 – DRIVING STANDARDS AGENCY (DSA) TEST

Before you can be issued with a Hackney Carriage or Private Hire licence you must have passed the DSA Test (**Test Type Z**). You must produce a valid, current DSA Test Certificate. Contact 0300 200 1122 or visit www.dsa.gov.uk to arrange an appointment. **The cost for this is from £80 (please contact DSA for current fees)**

STEP 6 – KNOWLEDGE TEST

This test is for both private hire and hackney carriage drivers. You can book a place on this test at your new applicant appointment. When attending the knowledge test you are required to produce your DVLA Driving Licence. If you do not have the photo-card style Driving Licence, you are also required to produce another form of photographic ID e.g. passport.

Each attempt at the Knowledge Test is £30 (maximum of 4 attempts)

STEP 7 – GROUP II Medical Certificate

You must arrange with the Council's approved medical examiners for a medical examination unless you hold a current HGV or PSV licence. There are only three medical practitioners approved by Cambridge City Council:

- Huntingdon Road Surgery tel: 01223 364127
- Allways Medical tel: 01223 264200

Cost from £45 (please contact the practices for current fees)

STEP 8 – LICENCE AND BADGE FEE

Your badge and licence will only be issued once you have passed all of the application procedures. There are no exemptions to bypass any area of the application procedures.

Cost per licence £50

If you require any further information then please do not hesitate to contact the Licensing Team on 01223 457888.

Grounds for Disbarment

Cambridge City Council can only grant, renew or allow a person to hold either a Hackney Carriage or Private Hire Drivers licence if they are satisfied that the person is a 'fit and proper' person.

To enable this to be determined all new applications (and renewals three-yearly) are required to complete an Enhanced Criminal Records Bureau (CRB) check.

The disclosure of a criminal record or other relevant information will not necessarily disbar a person from obtaining or holding a 'taxi' drivers licence unless the Council considers the nature of the convictions to render you unfit.

Whilst each application is considered on its own merit a person who is found to have (at the time of application for the grant or renewal of a licence or during the period of a licence being valid) convictions within the Council's 'Taxi Drivers- Grounds for Disbarment' policy, will not normally be granted a licence, and in the case of an existing licence holder, may have it revoked.

Unless there are exceptional circumstances it is unlikely that an individual will be granted a licence if they have:

1. Been convicted of any offence of a sexual nature which is not spent under the Rehabilitation of Offenders Act 1974
2. Been convicted of any offence involving possession, supply of drugs or related offence not spent under the Rehabilitation of Offenders Act 1974
3. Been convicted of any offence involving dishonesty not spent under the Rehabilitation of Offenders Act 1974
4. Been convicted of any offence involving violence not spent under the Rehabilitation of Offenders Act 1974
5. Been convicted within the last 5 years of more than one offence of drunkenness or related (see item 7 below)
6. Held their DVLA drivers licence for less than 2 years after its return as a result of suspension for any reason
7. Been convicted of any offence relating to alcohol and motor vehicles which is not spent under the Rehabilitation of Offenders Act 1974
8. Been convicted within the past 3 years of any offence which resulted in 6 or more points being attached to their drivers licence
9. Been convicted within the past 1 year of any combination of offences relating in 6 or more points being attached to their drivers licence
10. If at the time of application (for grant, renewal or during the life of an existing licence) have more than 9 points attached to their drivers licence
11. If they have more than 1 conviction relating to 'taxi' law which is not spent under the Rehabilitation of Offenders Act 1974

Knowledge Test

This is guidance on the knowledge test that is a mandatory part of the application process to be licensed to drive Hackney Carriages or Private Hire Vehicles. Its purpose is to give you direction on how to prepare for the test but it is not intended to be a comprehensive guide. It is your responsibility to buy maps and use other resources to learn about Cambridge.

The test consists of 100 questions that are divided into four sections. You must attempt all four sections of the test and you need to get 80 percent to pass. Therefore the more questions that you can answer the better your chances of passing.

Where an answer is required by ticking a box, you should ensure that it is plain which box you have intended to tick.

Content of the Test

In the first section of the test there are 15 questions on rules and regulations that will require you to demonstrate your knowledge of the statutory obligations and Council conditions for Hackney Carriage and Private Hire Drivers. For this, you will need to study the information contained in the Taxi Guide. Questions will include (but not be limited to) matters such as:

- the difference between Hackney Carriage and Private Hire
- how do you charge fares, by meter or quote
- what you should do with the paper licence and badge issued by us
- how and when you should let us know about any convictions, change of address or accident damage
- seat belt laws
- how to assist passengers with luggage
- disability awareness

The second, third and fourth sections of the test will require you to demonstrate your knowledge of Cambridge, i.e.

- all streets within the city boundary
- the locations that a resident or someone visiting Cambridge might wish to go.

In section 2, fifty places of interest will be listed and you must state the street on which they are located. These places of interest will include (but not be limited to):

- all colleges, porters lodges and anything to do with university, eg the sports grounds, libraries and conference centres
- public houses, nightclubs and members' clubs
- restaurants and take-aways
- theatres
- cinemas
- hospitals
- hotels and bed and breakfasts
- sports centres and swimming pools

Details of licensed pubs, clubs, restaurants, takeaways, theatres and cinemas are available on the Council's Licensing Act 2003 [public register](#). A list of premises names

and addresses can be obtained by selecting 'Premises Licence' or 'Club Premises Certificate' from the first drop down list and clicking 'Search'.

In the third section you will be provided with a map on which there are 25 numbered lines pointing to buildings or streets within the city. You must state the name of the building or street name identified on the map.

The fourth section consists of 10 questions and in each question you will be provided with two locations/streets. You must state the route (including the street names) that you would take to complete each journey using the shortest route.

Convictions and Police Cautions, Warnings and Reprimands

The Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2002 permits the Taxi Licensing Office to request and consider "spent" convictions and police cautions, warnings & reprimands that would not need to be declared for some other occupations.

In the boxes provided on the application form you must list/declare **ALL** Convictions, Police Cautions, Warnings and Reprimands for offences including Traffic Offences and Fixed Penalty Endorsements.

Do not leave out a conviction, police caution, warning or reprimand (including a traffic offence or a fixed penalty endorsement) from your application form because of any of the following: -

- You are not sure if it should be declared (**ALL** convictions, police cautions, warnings & reprimands must be listed/declared).
- You have declared it on a previous application (you **must** declare it again now).
- You have not declared it on a previous application (if you have missed out a conviction, police caution, warning or reprimand on a previous application you **must** declare it now).
- You regard it as too old or "spent" or minor (you **must** list/declare it).
- You committed/were convicted of the offence outside of the UK (you **must** list/declare these as well).

If your circumstances change or any information supplied as part of your application changes before you are issued a licence you must inform the Taxi Licensing Office, immediately, in writing of the changes.

It can be considered a very serious matter if you fail to declare a conviction, police caution, warning or reprimand.

Employment Status

Working as a taxi driver, your employment status will be self-employed.

If you are self employed you must register as self employed with HMRC and pay tax and NIC's directly to HMRC. You may also need to register for VAT.

For more information go to www.hmrc.gov.uk/employment-status/index.htm

National Fraud Initiative

Cambridge City Council is under a duty to protect the public funds it administers and to this end may use the information you provide on the application form for the prevention and/ or detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Equal Opportunities

Cambridge City Council is committed to equality of opportunity and aims to ensure that no applicant receives less favourable treatment on the grounds of gender or gender reassignment; race and ethnicity; disability; sexual orientation; age and religion/ belief.