

Sevenoaks District Council

Application for a Hackney Carriage/Private Hire/Dual Driver Licence

There are certain details that you should be aware of before you make an application to us to become a Hackney Carriage/Private Hire/Dual driver. These notes are only intended to act as a guide, for details of the law you will need to refer to the relevant Acts i.e. The Local Government (Miscellaneous Provisions) Act 1976 (as amended) and the Town Police Clauses Act 1847 and our Hackney Carriage and Private Hire Policy.

Knowledge Test

For new applicants only or Private Hire drivers who wish to upgrade to a Hackney Carriage or Dual Driver licence.

- To become a licensed Hackney Carriage or Private Hire driver you will need to successfully complete our Knowledge Test. To book your test, please email licensing@sevenoaks.gov.uk or call 01732 227004. On the day of the knowledge test please bring with you photographic ID (Driving licence or passport). Failure to produce one of these documents will result in the knowledge test being cancelled.
- The knowledge test must be passed before you can submit an application to us.
- Assistance in preparing for the knowledge test is available on our [Taxi driver Knowledge Test webpage](#).

When you have passed the Knowledge Test, you will be provided with a code, which will enable you to [apply for driver licence](#). You will also be sent an application pack, which will include the Group II medical form, the Enhanced DBS Application form and details of 'what to do now'.

DVLA Licence

- You must have held a full UK DVLA driving licence (or acceptable non-UK licence) for one year and will be required to produce your driver's licence for inspection upon application, which we will photocopy.
- You will be required to obtain a [DVLA check code](#) and provide this to us.

By providing the code, you are authorising us to check your DVLA driver record.

The code will be valid for 21 days so it is important this is provided to us as soon as you have it.

Enhanced DBS Check

You will be asked to complete the Enhanced Disclosure Barring Service (DBS) Application form and pay a fee of £38 unless you are already registered with the DBS Update Service when we will require sight of your Enhanced DBS Certificate and information to undertake the online update check.

Please note: it is now a Policy requirement that all Sevenoaks District Council licensed drivers register with the DBS update service (if you are not already registered, the following DBS application process should be undertaken, and on receipt of your Enhanced Certificate, you should register online with the [DBS Update Service](#) within 30 days of receipt of the Certificate).

You should complete the Enhanced DBS Application form, and bring this back to our offices (in person preferably on a Tuesday between 10am and 2pm) with several pieces of original documentation one of which must be photo ID. Ideally we would want to see your passport, driving licence, birth or marriage certificate, a bank statement or utility bill issued within the last 3 months which shows your current address, and a document/card which provides your National Insurance number.

- An Officer will counter sign the DBS form and send it off for you. It is usual for your certificate to be returned to you within 4 weeks if the application is straightforward. However, if convictions are shown and the details of these are held by Police, the form may not be returned for several weeks.
- Once you have received your Enhanced DBS Certificate: remember to register with the [DBS Update Service](#) within 30 days.
- You will need to send your original Enhanced DBS Certificate to us within a week of receipt. This will be returned to you if nothing is recorded.

Medical

A medical examination is required for all new and renewal applications. You will need to book and pay for this either at your own GP surgery, or with any other medical practitioner, but they **MUST** have access to at least 2 years of your medical records. The medical examination must be in accordance with group two entitlement of the medical aspects of fitness, as set out in the latest guide of Medical Standards for LGV and PVC drivers. We will provide you with the relevant form for completion by a GP or other medical practitioner.

Driving Standards Assessment

This applies to new applicants only.

Before we can issue your licence you will need to pass a taxi driving assessment test (note: if the vehicle you propose to licence is wheelchair accessible, then you will also need to pass the wheelchair part of the driving assessment test).

The test can be booked with one of the following providers (this list is not exhaustive: other providers are available).

[Blue Lamp Trust](#)

[Green Penny](#)

[DriveTech](#)

HMRC Check Code

You are required to complete a HMRC tax check and provide us with a tax check code if any of the following apply:

- Renewing a licence
- Applying for the same type of licence previously held, that ceased to be valid less than a year ago
- Applying for the same type of licence you already hold with another licensing authority

View further details of [HMRC tax checks](#).

National Register of Revocations and Refusals (NR3)

All applications for new and renewed licences will automatically be checked on the national register of revocations and refusals (NR3).

You can find out more information on our [National Register of Revocations and Refusals](#) webpage.

Completion of application

Your application will be considered 'complete' when we have either received, or had sight of the following documentation:

- Completed application form online with payment (which is not refundable)
- DVLA licence check code
- Two passport photographs (with your name printed on the back of the photograph)
- Driving licence

- Birth certificate or passport
- Document confirming National Insurance Number
- A utility bill showing your current address and dated within the last 3 months
- HMRC check code (if required)
- Driving Standards Test pass certificate
- Completed Medical certificate
- Completed DBS form and supporting documents (if you are not already registered with the DBS update service)
- The original certificate issued when you joined the DBS Update Service (if you are registered with the DBS update service)
- Residence card, or other proof of right to work in the UK (for any applicant unable to provide a British passport).

Please note that incomplete or incorrect applications will not be accepted and may be returned.

We will then assess your application and will contact you if we need further information.

Once you receive your licence it will then be valid for three years. A renewal reminder is normally sent to you 4 to 6 weeks prior to its expiry via email or text.

Please note you will be required to wear your identity badge at all times when working as a Hackney Carriage/Private Hire/Dual Driver.

We must protect funds we handle, so the information you have provided on your application form may be used to detect and prevent fraud. The information may also be shared for the same purposes with other organisations which handle public funds including the Audit Commission to be used as part of the National Fraud Initiative. Your personal data will also be shared with the local authorities which make up the Licensing Partnership for the purpose of processing your licensing application. Your personal data will not be used for any other purpose without your prior consent, except as permitted under the Data Protection Act 2018.

If you have any questions, please contact our Licensing Team on **01732 227004**.