

Dear Applicant,

Information pack for a Hackney or Private Hire Driver's Licence

Thank you for contacting us in relating to becoming a taxi or private hire driver. Enclosed are all the application forms and guidance required to apply for this licence.

Please be aware that this process can take several weeks to progress as there are various applications and tests that you will need to complete. For example you will need:

- an Enhanced Disclosure and Barring Service (DBS) Certificate dated less than three months old at the date of issue by the DBS. We would advise that you examine our policy for guidelines relating to the relevance of convictions. Pending, spent and unspent convictions/cautions will be considered.
- to have passed two of a choice of qualifications relevant to driving a taxi/private hire vehicle, and carrying passengers (see overleaf)
- a valid Group 2 medical certificate completed by a doctor with access to your medical records (form enclosed)
- to have passed tests set by the Council, covering local geography, the Highway Code, the licensing policy and general numeracy.

We have produced a useful step by step approach that you will need to take in order to apply for a licence which is attached.

You will not be able to drive hackney carriage or private hire vehicle until a licence has been granted.

To obtain further help there is information available at www.northdevon.gov.uk/licensing, alternatively please phone us on 01271 388870 or visit the Customer Service Centre at:

Lynton House
Commercial Road
Barnstaple
Devon
EX31 1DG

The Ilfracombe Centre
44 High Street
Ilfracombe
Devon
EX34 9QB

The Amory Centre
125 East Street
South Molton
Devon
EX36 3BU

May I wish you every success in the future.

Yours faithfully,

Sarah Higgins

Customer Service Centre Manager

Suggested approach for Hackney or Private Hire Driver's Licence applications:

- Step 1:** Complete application for a Hackney Carriage/Private Hire Driver's Licence and return to North Devon Council with the application fee of either £228 for a one year licence, £401 for a three year licence and £31 to attend a computer based test.
- Step 2:** The Licensing Team will invite you to attend our own driver's test, which is a written multiple choice test. At this meeting you will be required to watch a DVD on the Disability Discrimination Act and your photograph will be taken.

Step 3: Arrange, complete and pass the Standard Taxi Test provided by either the:

- Red One Ltd
This assessment and test course is 2 hours in duration comprising one hour of driver development training followed by one hour for the test for £99. Tests are currently being booked within 2 weeks; with a general lead time of 2-3 weeks.
- Red One Ltd has approved driver trainers throughout Devon, including North Devon and are able to offer the option of conducting the tests in North Devon or in Exeter.
- For more information go to <https://www.red1drivertraining.co.uk/collections/taxi-test>
Telephone: 01392 444773

OR

- Diamond Advanced Motorists Ltd
This Driver and Vehicle Standards Agency approved taxi driving test lasts 60 minutes and covers a variety of roads and where possible motorways, rural roads and an emergency stop exercise. You will be expected to do at least 2 manoeuvres involving reversing and demonstrate eco-safe driving. A pass will be awarded if you achieve no serious or dangerous faults and you do not exceed 6 driver faults. You may also be asked to answer several highway code questions at the beginning or end of your test. The test fee is currently £78. An examiner is based in Newton Abbot who on pre-arrangement is currently undertaking tests at this location, or in Exeter depending upon availability.
For more information go to <https://advancedmotoring.co.uk/> or contact:

help@advancedmotoring.co.uk

Telephone: 0208 253 0120

- Or alternatively for those that have driven public carrying vehicles (buses/coaches), drivers may already be in possession of a pass certificate for the following test which is also acceptable to the Council:

The Public Carrying Vehicles Test (please see <https://www.gov.uk/book-driving-test> for more information).

Step 4: Arrange, complete and pass one of the following qualifications:

- BTEC Level 2 Certificate in the Introduction to the Role of the Professional Taxi and Private Hire Driver (previously named the BTEC Intermediate Award in Transporting Passengers by Taxi and Private Hire). This is currently provided by People People Development. Tel: 0330 223 1063; Email: hello@peoplepeopledevelopment.co.uk; Web: www.peoplepeopledevelopment.co.uk

OR

- The Edexcel Level 2 NVQ in Road Passenger Vehicle Driving (Community, Hackney Carriage/Private Hire Vehicles and Chauffeurs), or
- The Edexcel Level 2 NVQ in Passenger Carrying Vehicle Driving.

Note: for Step 3 and 4 the Council may accept an equivalent or higher qualification as approved by the Authority. Please contact us should you wish to enquire in respect of any alternative qualification.

Step 5: Complete an electronic application for a Disclosure and Barring Service (DBS) Enhanced Disclosure with GB Group PLC. Electronic applications can be made on a computer, or devices such as tablets and smart-phones.

You will need to go to: <https://gbg.onlinedisclosures.co.uk>

On the above page click 'Register' on the right hand side of the screen. You will then be asked to submit your full name, email address, and organisational pin which follows. In the second stage of your application you will be required to enter the following secret word.

Org pin:	144744
Secret word:	Taxi

The application process should only take around 5 minutes to complete. You can save your progress and return at any time to complete your application. You will need your driving licence, national insurance number and if appropriate valid passport or national ID card. To make completing the application easier and faster, have these documents readily available.

Further guidance on the application process is available on the above webpage. Users should click on 'The Applicant - How to Get Started'.

The fee for an Enhanced Disclosure is £44. The administrative fee charged by GBG is currently £11.40 for an electronic application.

Step 6: In order to complete your DBS Enhanced Disclosure application you will need to either verify your identify at one of our Customer Service Centres or at the Post Office, Barnstaple, or the Quay, Bideford offer this service locally).

The fee for ID verification with the Council or Post Office is currently £6.

Step 7: We strongly recommend that drivers apply to join the DBS update service, which for an annual fee of £13 allows you to keep your DBS Enhanced Disclosure up to date. Doing this will save them both time and money to the future. Log on to www.gov.uk/dbs to register.

Step 8: When all above has been completed and relevant documentation passed to the Council, an assessment will be made as to whether you are a fit and proper person to hold a licence. Please be mindful that this may involve determination by the Council's Licensing Sub-Committee.

Step 9: On grant of a licence you will need to pay a £50.00 badge deposit.

Step 10: If your licence is granted you will receive a drivers badge (which you must display on your person in a visible location when driving) and will be able to commence your new career.