

APPLICATION TO BECOME A HACKNEY/PRIVATE HIRE DRIVER

Thank you for your enquiry on becoming a Private Hire or Hackney driver.

Before proceeding with any application to become a Private Hire/Hackney Driver you must read the relevant criteria and guidance notes that accompany this application at **Appendix B, C & D**

A good knowledge of the English language is essential and applicants are advised to carry out their own research into the Hackney/Private Hire trade and read the guidance notes and qualifying criteria before paying any fees, as all or part of any fees may be non-refundable.

You will be required to obtain your licence as a Private Hire Driver, before you can proceed to take the more comprehensive knowledge test to become a Hackney Driver.

Once you have read and understood the requirements and you wish to proceed, you will need to complete the application form at **Appendix A** and return this by post to Licensing Team, The Guildhall, St Giles Square, Northampton, NN1 1DE. **Please ensure that you have completed your details in full, including your contact email address and mobile number.**

Once your application has been received you will be contacted by telephone within 10 working days to book you onto the next available Induction Day and for payment of the application validation and course fee (the validation fee is non-refundable). Please note that courses run approximately every 6 weeks and during peaks in high demand there may be a delay of 2-3 months with the next available course. You will be required before attending the Induction Day to complete a Disclosure and Barring Application.

You can complete the DBS application and Driving Licence Check online with [Personnel Checks](#).

You must also read the frequently asked questions and this local authority's policy regarding the relevance of any convictions as detailed in **Appendix B, C & D**

You will be asked to sign to confirm that you have read and understood all the terms and conditions as detailed within this application pack.

If you have concerns about your suitability to become a driver, it is advisable that you submit the application and email a request for a call back to discuss this in more detail with a senior licensing officer. The application will allow officers to consider the information that you have provided and give a more informed opinion. Please note that licensing officers will not be able to give you a guarantee if your application will be successful as this will be dependent upon a number of different factors and any further relevant information that may come to light. If your application falls outside of any policy criteria, this may also need further consideration by a Licensing Committee.

FEES (credit/debit card or cheque)		PAYABLE
Application Validation (Non Refundable)	£30.00	At the time of booking onto the course
One Day Induction Course	£100.00	At the time of booking onto the course
Grant & Issue 3 Year Licence	£190.00	On Grant and Issue of Licence
Disclosure & Barring Certificate Application & Driving Licence Check	£63.00 + post office fee	Paid online to Personnel Checks
Induction Day Re-tests	£55.00	To be advised
Hackney Knowledge Test	£55.00	To be advised



**NORTHAMPTON
BOROUGH COUNCIL**

APPLICATION FOR LICENCE TO ACT AS DRIVER OF HACKNEY CARRIAGE OR
PRIVATE HIRE VEHICLE

TOWN POLICE CLAUSES ACT 1847 (AS AMENDED)
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

APPENDIX A – APPLICATION	
Please complete the form in black ink. Any omissions will cause delay.	
APPLICANT DETAILS	
Surname (Print)	
Forenames (Print)	
Previous Names or Aliases/also known as	
Date and Place of Birth:	National Insurance No:
Father/Mother Names:	
Are you the holder of a passport? If YES please complete the details below	YES/NO
Passport Number:	Country of Issue:
Are you the holder of multiple passports issued by different countries? If YES please state how many passports that you hold and complete the details below.	YES / NO
Passport Number:	Country of Issue:
Passport Number:	Country of Issue:
Do you have the right to work in the UK?	YES / NO
Are you in the UK on any form of VISA? If YES please give details:	
Have you lived in the UK since Birth	YES / NO
If NO please list any country where you have lived as a permanent resident (You may use a separate	
Telephone Number : Home	Mobile
Email Address:	

APPENDIX A – APPLICATION CONTINUED		
OUTSTANDING CHARGE(S) OR SUMMONS AWAITING COURT HEARING		
6.	<p>Are you the subject of any ongoing UK or Foreign Criminal Investigations, Charge(s) OR Summons? Or are you aware of any other circumstances (such as pending police investigations or legal action) that could affect the grant of your licence?</p> <p>If YES, please give:</p> <p>(a) Nature of alleged offence(s)</p>	Yes/No

I understand that;

- A Disclosure & Barring Certificate (DBS) application will be carried out by a 3rd party acting on behalf of the Council and will be checked against Police records and that the DBS service will issue a copy of the certificate directly to me.
- A 3rd party acting on behalf of the Council will return the results of the DBS application directly to the Licensing Team. The results provided will only show an indicator if the DBS is ok to proceed, or if the Council need a copy of the original certificate.
- If I have convictions/cautions etc. that I must produce the DBS certificate to the council offices within 3 months of the certificate date and I understand this information will be used for the purposes of determining this application.
- I must inform the Licensing Department, in writing, within 7 days if I am arrested, convicted of any offence, cautioned or bound over, following submitting this application, the DBS application and any taxi/private hire licence that is issued to me. This applies to all UK and Foreign offences of any nature and not only those connected with motoring.
- The Council reserves the right to undertake such relevant checks it deems necessary on the suitability of applicants and includes checks with Driver Vehicle Licensing Agency (DVLA), Motor Insurers and other agencies, partners and Council. Checks may also be carried out with the Home Office in respect of any right to remain and work entitlements and the police may check with countries outside of the UK in respect of any foreign convictions.
- The Council will undertake a search of the national taxi and private hire database held by the National Anti-Fraud Network.
- I agree that if my application is successful, that during the course of any licence granted to me, that further checks may be undertaken and information disclosed between any other law enforcement agencies.
- I understand that my information may be used in accordance with the Licensing Privacy Notice published on the Northampton Borough Councils website.

I declare that to the best of my knowledge and belief the statements I have made are true and correct. I realise that if, for the purpose of obtaining a licence, I make a false statement or omit any material particulars, I will be liable to prosecution and any licence issued to me may be revoked.

Please sign to confirm that you have read and understood all the terms and conditions of this application.	
SIGNATURE	DATED

Ethnicity (please tick)

White British	<input type="checkbox"/>	Asian Bangladeshi	<input type="checkbox"/>	Black Caribbean	<input type="checkbox"/>
White Irish	<input type="checkbox"/>	Asian Pakistani	<input type="checkbox"/>	Black African	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>	Asian British	<input type="checkbox"/>	Other White Background	<input type="checkbox"/>
Other Asian Background	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Other Ethnic Groups	<input type="checkbox"/>	Other Black Background	<input type="checkbox"/>	Asian Bangladeshi	<input type="checkbox"/>

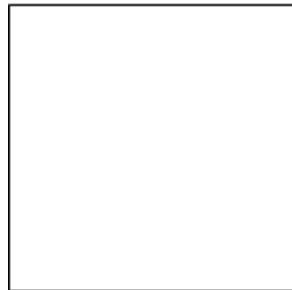
This information will not form part of your application and please be assured that it will be treated confidentially, and used for analysis purposes only.

Certification Form for Private Hire Driver Photographs

Applicants must supply one passport style photograph of themselves with their application. We would generally expect these photographs to be of a similar standard to that required for applications for passports, and photos must, as a minimum, meet the following requirements:

- They must be taken against a light background so that the applicant’s features are distinguishable and contrast against the background
- They must measure 45 millimetres by 35 millimetres
- The applicant’s face must be fully uncovered in the photo, without sunglasses or any head covering (unless a head covering is worn regularly in accordance with religious beliefs)
- They must be printed on photographic paper
- One of the photos must be endorsed by a solicitor, notary, a person of standing within the community or an individual with a professional qualification, with a statement verifying the likeness of the photograph to the applicant.

Please attach one photograph and pass this form to the appropriate qualifying person for signing.



Statement to be completed by the appropriate countersignature person. I have signed the back of one photo & I certify that this is a true likeness of	
Complete name & address of person shown in photograph:	
Countersignature Qualification: i.e. a solicitor or notary, a person of standing in the community: (i.e. Councillor, Doctor, Vicar), an individual with a professional qualification (i.e. Accountant, Solicitor, Teacher)	
Signed:	Dated:
Print Name & Address:	

APPENDIX B – Identification Documents & Criteria

Identification documents	When these documents should be produced
Passport/s or Birth Certificate (please bring all multiple passports issued by different countries)	Induction Day and; Disclosure & Barring Application
Driving Licence	Induction Day and; Disclosure & Barring Application
Right to Work Visa/Permit if applicable	Induction Day and; Disclosure & Barring Application
Proof of address i.e. recent utility bill or bank statement etc.	Induction Day and; Disclosure & Barring Application
Certificate of Good Conduct if applicable	Before grant of licence
One Passport sized photograph	Send with application

Criteria - all applicants must attend a one day induction course and meet the following criteria.

Written Tests - a simple maths, reading and writing test.	This will be at the start of the induction day. Applicants that fail this test will not be allowed to continue but will be given advice on how to achieve the required standard and how to book a re-test.
Knowledge Test	Including Areas of town, Taxi/Private Hire Council Conditions & Highway Code A copy of the conditions book is available online
The Law relating to Hackney and Private Hire vehicles and drivers and good practice	For example - illegally plying for hire, dealing with the public and safety awareness.
Disability awareness	Approximately a 90 minute training session delivered by an external provider.
Child Sexual Exploitation (CSE)	An overview on how to spot the signs of CSE and reporting mechanisms. A member of the school contract team may also attend to give guidance and acceptable behaviour when carrying children & vulnerable adults

Criteria - all applicants must also meet the following criteria.

Disclosure & Barring Check (DBS)	You must apply for an enhanced DBS Disclosure with Personnel Checks . A separate fee for this check will be payable to Personnel Checks .
Driving Test	All applicants will need to undergo an enhanced driving test with an accredited test provider at their own expense, to assess their competency to drive a licensed vehicle. You may be exempt from this requirement if you hold a full licence to drive either a large goods vehicle (LGV) or passenger carrying vehicle (PCV), should undergo an enhanced driving test.

	<p>an accredited test provider, at their own expense, to assess their competency to drive a Private Hire or Hackney Vehicle.</p> <p>You can book a test with either of the following:- www.advancedmotoring.co.uk www.bluelamptrust.org.uk www.greenpenny.co.uk</p> <p>You may be able to use other companies, providing the examiner holds the appropriate accreditation.</p>
Driving Licence	<p>All applicants must have held a United Kingdom driving licence for at least 12 months or, if from a country within the EU, proof of an equivalent licence from their own country of origin. Driving licences must show the applicant's current address</p> <p>A check of your current driving licence status will be undertaken with the DVLA by Personnel Checks at the same time as your DBS check.</p> <p>You must also bring your driving licence to your Induction Day</p>
Certificate of Good Conduct -	<p>Applicants who have been resident in the United Kingdom for less than five years from the date of application are required to provide a Certificate of Good Conduct or equivalent from any country in which they have been resident in the last five years</p> <p>The Certificate of Good Conduct must be in English and provided at the applicant's own expense. This will be in addition to the DBS check.</p>
ACRO Check (Criminal Records Office)	<p>Where appropriate and proportionate an ACRO form may be submitted for the police to carry out an international check on applicants foreign convictions. This form may be completed by officers and the results of any search may be returned back to the local authority</p>
Medical Group 2	<p>The medical form available to download on Northampton Borough Councils website. This must be completed at your own expense by an appropriate qualified medical practitioner. Fees may vary between different medical centres.</p>
Hackney Test	<p>This is a separate higher level of geographical knowledge once you have qualified as a Private Hire Driver. These tests are run approximately every 6 months.</p>

REHABILITATION OF OFFENDERS ACT 1974

The Rehabilitation of Offenders Act 1974 Act places limits on what convictions and cautions an employer/regulatory body can ask an individual about and what they can take into account, subject to the exceptions order.

The Exceptions Order sets out occupations and positions exempt from the provisions of the Rehabilitation of Offenders Act 1974, these are generally positions of trust and relates to sensitive areas such as work with children, or other people in vulnerable circumstances and where there is a valid need to see a person's full criminal history in order to assess their suitability for a position.

Where the role is listed in Regulations made under the Police Act 1997 an enhanced disclosure certificate can be requested for certain types of *regulated activity*, and an employer can ask a person about any unprotected spent convictions and cautions.

The Licensing of Taxi and Private Hire drivers falls within the scope of the Exceptions Order and is deemed to be a *regulated activity* where the local authority is entitled to consider all convictions and intelligence information for the purposes of determining an application for a licence. Every application for a licence is considered on its own individual merits.

When determining whether or not to Grant, Renew, Suspend or Revoke a Private Hire Drivers or a Hackney Carriage Drivers Licence where convictions and relevant information is disclosed, this council has adopted a local policy guidelines that you may wish to take into consideration before making your application.

NORTHAMPTON BOROUGH COUNCIL'S POLICY

Each case will be decided on its own merits taking into account these guidelines and any other relevant circumstances.

1. A person with a current conviction for serious crime need not be permanently barred from obtaining a licence but should be expected to remain free of conviction for 3 to 5 years, according to the circumstances, before an application is entertained. Some discretion may be appropriate if the offence is isolated and there are mitigating circumstances. However, the overriding consideration should be the protection of the public.
2. The following examples afford a general guide on the action to be taken where convictions are admitted. A new application with more than 8 current points on the D.V.L.A. Driving Licence will generally not be considered.

(a) Minor Traffic Offences

Convictions defective tyres/ brakes, failing to stop at traffic signs etc) should not prevent a person from proceeding with an application. If sufficient points have been accrued to require a period of disqualification of the applicant's driving licence then a hackney carriage or PHV licence may be granted after its restoration but a warning should be issued as to future conduct.

(b) Major Traffic Offences

Following a conviction for dangerous driving or aggravated vehicle taking at least 3 years to 5 years free of such a conviction should be shown before an application is entertained.

Convictions for driving with no insurance, driving whilst disqualified, driving without due care and attention. More than one conviction of this type of offence within 2 years should merit refusal and no further application should be considered until a period of 1 to 3 years free from convictions has elapsed.

(i) With Motor Vehicle

A serious view should be taken of convictions of driving or being in charge of a vehicle while under the influence of drink and/or drugs. Likewise a conviction for failing to provide a specimen. Due regard will be had to the alcohol/drugs level and or the penalty imposed by the Court, together with the circumstances of the offence.

An isolated incident should not necessarily debar an applicant but strict warnings should be given as to future behaviour. More than one conviction for these offences should raise grave doubts as to the applicant's fitness to hold a licence. At least 3 years should elapse (after the restoration of the driving licence) before an applicant is considered for a licence.

If there is any suggestion that the applicant is an alcoholic, a special medical examination should be arranged before the application is entertained. If the applicant is found to be an alcoholic a period of 5 years should elapse after treatment is complete before a further licence application is considered.

(ii) Not in Motor Vehicle

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 (see (i) above). In some cases, a warning may be sufficient.

(d) Drugs

An applicant with a conviction for a serious 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.

(e) Indecency Offences

As hackney carriage and PHV drivers often carry unaccompanied passengers, applicants with convictions for indecent exposure, indecent assault, importuning, any indecency involving children 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. In either case if a licence is granted a strict warning as to future conduct should be issued.

(f) Violence

As hackney carriage and PHV drivers maintain close contact with the public, a firm line should be taken with applicants who have convictions for grievous bodily harm, wounding or assault, robbery, offences relating to weapons, serious criminal damage or public disorder offences. At least 3 years free of such convictions should be shown before an application is entertained and even then a strict warning should be administered.

(g) Dishonesty

Hackney carriage and PHV 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 a 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 will be taken of any conviction involving dishonesty, examples of which are theft, burglary, fraud, deception, blackmail and taking a vehicle without consent. In general, a period of 3 to 5 years free of conviction should be required before entertaining an application.

APPENDIX D – FREQUENTLY ASKED QUESTIONS

Question	Answer
What is the first step to making my application?	You do not need to speak with an officer. You need to complete the application form and consider if you will be able to fulfil the necessary criteria. Your completed form should be posted to The Licensing Team, The Guildhall, St Giles Square, Northampton, NN1 1DE. A member of the licensing team will contact you take a £130.00 payment and email you, inviting you to attend a one day induction course at The Guildhall.
How should I submit my documents	Please refer to the criteria instructions above regarding the appropriate time to bring your identification documents. If you have any certificates to submit, this can be done using the drop in scanning services at the One Stop Shop in the Guildhall, St Giles Square, Northampton.
If I apply to be a New Private Hire Driver, how long will it take to complete my application?	It may take several months to complete your application and this is very dependent upon a number of external factors, for example it may take some time for your Disclosure Certificate to come back from the DBS service and there may be a wait with the external company who will undertake your private hire driving test.
If I start my application and decide not to continue, will I be able to come back and carry on with the application at a later date?	We appreciate that there may be circumstances where you cannot continue with your application; however we will not let an application remain pending forever. Some of the certificates that you have obtained will expire. Therefore we advise that you complete your application within a 12 month period. After this period we may write to warn you that the application will be terminated and you must start as a New Driver, if you do not contact us within 7 days of the letter.
If my application is terminated, will I be able to use the certificates that I have already obtained and will I be required to undertake the induction course again?	The only certificate that does not expire is the Driving Test that you may have undertaken. Once your application has been terminated, you will be required to start as a New Driver and will be asked to obtain a new DBS, Medical etc. and you will be required to attend the Induction Course and take the necessary knowledge tests again.
Why do I need to undertake the Induction Day again and retake the tests?	The Induction Day is constantly being updated to reflect new changes in local policies and it is important that any new driver has attended the most recent up to date course. Also when we are considering any licence application, we need to be certain that we have checked the most recent and up to date Disclosure & Barring Certificate and your medical suitability.
Can I have a refund of any monies that I have paid?	The New Driver application is broken down into different parts. You are required to pay a £30 initial application validation fee that is non-refundable. If you have paid for the Induction Course and you do not attend, then we will consider refunding this to you, although we may take out any charges that have been incurred as a result of your cancellation.
What is included on the knowledge test?	The knowledge test includes questions on the local area, the Council's conditions and the Highway Code.

	Code. You will be given the conditions book at your appointment to prepare for part of the test. The Highway code and maps of Northampton are readily available on general publications and/or the internet.
Will I need to know every street in Northampton for the local area part of the knowledge test?	For the private hire test you do not need to know every street in the residential areas. However, you will need a good knowledge of the districts, places of interest, public places and the main roads that take you around the town.
How many questions are asked in each test that I take?	There are 50 questions in the English & Maths test and 50 in the Knowledge test; you have 45 minutes to complete each test paper.
How many questions must I get right to pass the tests?	The pass mark is 70% on each test paper, this means that you must get at least 35 correct.
What if I fail the knowledge test?	You will be allowed to retake the test at the next available Induction Course day. You won't be required to do the whole course, just the test in the afternoon. You can retake the test as many times as you like but you will be charged £55 for each re-sit.
Where can I book my driving test?	You can book a test with either of the following:- www.advancedmotoring.co.uk www.bluelamptrust.org.uk www.greenpenny.co.uk You may be able to use other companies, providing the examiner holds the appropriate accreditation.
What do I need to bring to the Induction Day	You will need to bring identification documents, including your driving licence, passport and any applicable right to work documents.