

DARTFORD BOROUGH COUNCIL
GUIDANCE NOTES
FOR HACKNEY CARRIAGE AND PRIVATE HIRE DRIVER LICENCE FIRST ISSUES

"I am ready to get my first Badge, what should I do?"

Step One: Taking the Knowledge Test

Firstly, you **MUST** pass either the Private Hire or Hackney Carriage Knowledge Test depending on the licence you are applying for. The knowledge test is a multiple choice test taken on a computer at the Civic Centre, Dartford. Please refer to the Information Pack which can be found at www.dartford.gov.uk for full details of the test structure and the knowledge test application form. This form **MUST** be completed and handed to the Taxi Licensing Officer when you attend for your knowledge test.

When you are ready to take your test please contact the Vehicle Licensing Officer on **01322 343340** where a date and time will be confirmed.

When you attend your appointment you **MUST** have with you:

- a valid passport (with a visa permit showing your right to work if not a British citizen) or
- a valid passport of an EU member state or identification card or
- if a British citizen but not born in the UK, your naturalisation certificate from the Home Office and your passport
- Driving Licence
- English language Qualification – ****See Step Two****
- Payment (all application / test fees are non-refundable)

Fees: Private Hire Test - £52 / Hackney Carriage Test - £104 (2 parts)

Step Two – English Proficiency

Any person applying for the first time for a drivers licence **MUST** provide proof of their oral competence in the English language. Such proof will take the form of an original certificate or certified copy that they have passed a relevant English-Language qualification at a suitable level, which was assessed by a recognised and accredited awarding body.

Any applicants who have passed the Knowledge Test but cannot provide evidence of a suitable qualification in the English Language will be required to undertake an assessment of their communication skills. The assessment consists of a 20 minute exercise, taken by telephone at the Dartford Civic Centre, during which you will be tested on various aspects of your speaking and listening ability. The test is entirely automated and questions will be asked by a variety of voices. For licensing purposes, we will require candidates to **score at least 56 out of 80**.

Please contact the Taxi Licensing Officer on 01322 343340 and make an appointment.

The fee for the English Proficiency test is £40 and is payable by cash or credit/debit card at your appointment.

Step Three: Taxi Assessment of Driving Ability Test

When you have passed the 'Knowledge Test' you will be required to successfully complete a Taxi Assessment of Driving Ability Test. This is an advanced driving assessment, during which a professional driving examiner will mark your driving ability and style, as well as your ability to perform various manoeuvres common to taxi driving, including identifying safe stopping points at which to pick up or set down passengers. You will also be asked a number of driving theory questions, including some on the law around taxis and private hire vehicles. On passing the test, you will be awarded a certificate.

Dartford Borough Council's approved assessment provider is TG Training. To book an assessment please visit www.tgtraining.simplybook.it or call 07793 240529. An alternative provider can be found at www.AAdrivetech.com. A fee is payable directly to the assessment provider.

Step Four: Now Complete the On-Line Application form

Once you have passed the 'Knowledge Test' and the 'Taxi Assessment of Driving Ability Test' and you meet all the criteria detailed in the Driver Application Criteria section you can apply for your Private Hire or Hackney Carriage License online.

This can be found by visiting the Dartford Borough Council website at www.dartford.gov.uk. Once on the HOME page please select 'T' on the Council A-Z or enter Taxi Licensing Information on the 'Search' bar. Please then select the link '**APPLY FOR A DRIVERS LICENCE**' and complete the information as requested. You will also find details of the Information Pack within the Taxi Licensing Information Section.

Step Five: Obtaining your Enhanced Disclosure and Barring Service Certificate

A criminal record check of current and spent convictions and police cautions, is seen as an essential safety measure in assessing whether or not an applicant is suitable to hold a drivers licence.

Now that you have completed your on-line application you will need to apply for an Enhanced Disclosure and Barring Services Certificate ("DBS") which is under three months old.

If you already have an Enhanced DBS Certificate which is under three months old, please inform the Taxi Licensing Officer.

If you do not already have one, you **MUST** complete an on-line Disclosure and Barring application (Criminal Records Disclosure) with **GBG Online Disclosures** who will administer your Disclosure Application on our behalf.

To apply online you will need access to a computer and a valid e-mail address. Go to www.gbg.onlinedisclosures.co.uk and select Register, using the following information.

Org name	Dartford Borough Council
Org PIN	133438
Secret Word	DBC123

Once you have completed steps 1-3 please make an appointment with the Vehicle Licensing Officer on 01322 343340 for validation of your DBS application. This is referred to as a **DBS Verification Appointment**.

Step Six - Completing your DVLA Licence Check

Now that you have obtained your DBS Verification Appointment you **MUST** obtain a code from the DVLA for a full driving licence check.

It is your responsibility to obtain the DVLA code and this can be done by visiting the government website at www.gov.uk and create a licence 'check code'. This code **MUST** be provided to the Taxi Licensing Officer at your 'DBS Verification Appointment' as described above.

Step Seven – Attending your DBS Verification Appointment

On arrival at the Civic Centre please ask for the Taxi Licensing Officer who will meet you and complete the Verification Process.

Important – Please ensure that you bring with you the following documents:

- **The documents that you used to complete your on-line Disclosure and Barring Service Application.**

- **Two Independent written references from a person or organisation who have known you for at least two years.**
- **The DVLA Licence check code**

These documents will be used by the Taxi Licensing Officer to verify and submit your application for checking. Please be aware that failing to bring these documents to your appointment will delay your application for a drivers licence.

You will also be required to pay a fee of £65 for the DBS check which can be paid by cash or Debit/Credit card at the Civic Centre.

Step Eight - Completing a Medical Form

At the DBS Verification Appointment you will be provided with a Medical Form. This form **MUST** be completed by your own doctor or a doctor with access to your full medical records, to fully assure the Licensing Authority that you are medically fit to drive a licensed vehicle. This form must be returned to the Taxi Licensing Officer as soon as your medical is completed.

Please note that you are responsible for the cost of completing your medical and should be paid directly to the surgery that completed your medical.

Step Nine – Collecting your Driver Licence and Badge

Please contact the Taxi Licensing Officer on 01322 343340 for an appointment once you have received your certificate from the Disclosure and Barring Service and undertaken the medical.

Your Driver Licence and Badge will not be issued until your Enhanced DBS Certificate has been returned by the DBS and is acceptable to the Taxi Licensing Officer along with all other documentation required.

Congratulations !! – You have are now a qualified licenced driver.