

01784 444213 (option 3)  
[licensing@spelthorne.gov.uk](mailto:licensing@spelthorne.gov.uk)



## PRIVATE HIRE OR HACKNEY CARRIAGE DRIVER LICENCE APPLICATION

Please find enclosed application pack for a new Hackney Carriage or Private Hire Driver Licence, along with guidance on the current licence requirements.

Our current fees can be found online at: [Fees and Charges - Spelthorne Borough Council](#)  
Should you have difficulty finding the relevant fee, please email us.

Our policy is available on our website. All applicants are required to have knowledge of and understand the policy and you will be assessed on it: [Taxi and Private Hire licensing - Spelthorne Borough Council](#)

The below is a brief outline of the application process:

### 1. Application Form

You will need to indicate on the application form whether you are applying for a Hackney Carriage or Private Hire Licence.

#### **Hackney Carriage**

*A Hackney Carriage (Taxi) can be flagged down or hired immediately without pre-booking. Both the vehicle and the driver need a licence issued by us. Journeys that are not pre-booked have to begin in Spelthorne borough.*

#### **Private Hire**

*A private hire driver can only be pre-booked through a licensed operator and can not be hailed on the street or hired from a taxi rank*

#### **Private Hire Operator**

*If you take private hire bookings you will need to be licensed as a Private Hire Operator.*

2. Please then send the application form to [licensing@spelthorne.gov.uk](mailto:licensing@spelthorne.gov.uk)

- Your completed application form
- A valid full DVLA driving licence
- A valid passport or birth certificate (issued within one month of the date of birth).
- A recent utility bill or bank statement showing your current address. This must be the original that has been posted to you and no more than three months old. Alternatively we can accept a Council Tax Bill that's been posted to you dated in the last year.
- Proof of your National Insurance number.

### 3. Appointment

Once we have received the above documents from you via email we will then contact you for an appointment within 28 days for your Disclosure and Barring Service Check (DBS). At this appointment you will be required to pay for this and **bring in the above documents**.

The DBS is an Enhanced Disclosure and Barring Service (DBS) criminal record check. Please note details of all the addresses you have lived in for the past 5 years, with dates, as these will be required for the form.

**Following your DBS appointment or before, you need to email to us:**

<b>Medical</b>	<p>Your medical must be undertaken by your own GP at your own Cost.</p> <p>You can find the form on our website: <a href="https://www.spelthorne.gov.uk/apply">https://www.spelthorne.gov.uk/apply</a></p> <p>If you are an insulin-dependent Diabetic, you will also need to ensure you complete a declaration form to confirm that you will undertake mandatory routine checks whilst working.</p>
<b>Blue Lamp Trust - Child &amp; Vulnerable Adult Safeguarding</b>	<p>You are required to undergo training in safeguarding to assist you with spotting the signs that an individual may be at risk.</p> <p>This can be booked by calling them 0333 700 0157 or online at <a href="https://www.bluelamptrust.org.uk/safeguarding-eLearning/">https://www.bluelamptrust.org.uk/safeguarding-eLearning/</a></p>
<b>Blue Lamp Certificate - Driving</b>	<p>You must pass a driving test with Blue Lamp Trust. This can be booked by calling them 0333 700 0157 or online at <a href="https://www.bluelamptrust.org.uk/taxiassessments/">https://www.bluelamptrust.org.uk/taxiassessments/</a></p>
<b>Blue Lamp Certificate – Proficiency Course</b>	<p>You must pass a driver proficiency course with Blue Lamp Trust. This can be booked by calling them 0333 700 0157 or online at <a href="https://www.bluelamptrust.org.uk/taxi-driver-proficiency-course/">https://www.bluelamptrust.org.uk/taxi-driver-proficiency-course/</a></p>
<b>Blue Lamp Certificate – Disability Awareness</b>	<p>You must pass an online assessment with the Blue Lamp Trust regarding Disability Awareness. This can be booked by calling them 0333 700 0157 or online at <a href="https://www.bluelamptrust.org.uk/disability-classroom-course/">https://www.bluelamptrust.org.uk/disability-classroom-course/</a></p>
<b>Statement of good conduct</b>	<p>If you have lived overseas from the age of 10 years or spent 3 or more continuous months living outside the UK then please refer to 8.9 of the taxi policy: <a href="#">Taxi and Private Hire licensing - Spelthorne Borough Council</a></p>

<b>Right to live and work in the UK</b>	You are required to prove you have the right to live and work in the UK. If permission to work is time limited, you will not be issued a licence beyond the date the entitlement ends.
<b>Tax Conditionality</b>	<p>If you have never worked as a hackney carriage and/or private hire driver before then you must declare that you are aware of your tax obligations via email.</p> <p>If you have worked as a driver before then you need to provide a tax code.</p> <p><a href="#">Complete a tax check for a taxi, private hire or scrap metal licence - GOV.UK</a></p>

#### 4. Knowledge Tests

Whilst you are obtaining the above documents listed in the table, you are welcome to book your Geographic, Conditions test and English and Numeracy Test. When you are ready please contact us and we will book an appointment.

**You will be required to pay beforehand, an officer will confirm the amount to you when booking the appointment.**

- **Geographic Knowledge Test:** This is a written test that asks questions about where certain landmarks are in the Borough. Different tests will need to be passed according to whether you are applying to be a private hire driver (where you will only receive work from an operator) or a Hackney Carriage driver (where you can work as an individual). The Hackney Carriage driver's test is more difficult, and you will need to show that you know this Borough very well including popular routes out of the Borough to landmark locations.

We advise that you obtain a good working knowledge of the local area before the day of the test.

In order to help you study for your test you should consider the following:

- Using the internet and/or the telephone directory to research the names of the roads on which local landmarks or bars, pubs, schools etc are situated in and around Spelthorne.
- Learn the street name locations of destinations e.g. Pubs, Schools etc.
- Spending time in the local area and studying maps, please note on the day during the test you will **not** be allowed to consult with a map or any other material.
- **Conditions test:** You will also need to pass a test to show that you know the terms and conditions of licences. The Conditions can be found in the taxi policy: [Taxi and Private Hire licensing - Spelthorne Borough Council](#)

**The tests are not easy to pass and you are limited to three attempts in a calendar year. You should therefore be learning the geographic area already.**

- Verbal English and numeracy test: All applicants must have an acceptable standard of spoken English and numeracy.

## 5. Application

When you have obtained all of the above it should be emailed to [licensing@spelthorne.gov.uk](mailto:licensing@spelthorne.gov.uk) and an application fee which is non-refundable will need to be paid. Please note that a submission of a licence does not guarantee a licence may be granted for example (but not exhaustive), you may have a conviction or a medical condition which prevents us being able to issue you a licence.

Please note that new driver applicants have a **six month time limit** to complete all of the application process. Failure to submit a valid application within six months of starting the process will result in a new application starting again.

Should you have any questions regarding the application process please contact us.

**SPELTHORNE BOROUGH COUNCIL  
TAXI AND PRIVATE HIRE NEW DRIVER LICENCE APPLICATION FORM**

<b>1. Type of driver application</b>	
<b>Hackney Carriage Driver / Private Hire Driver*</b> 1 year <input type="checkbox"/> 3 years <input type="checkbox"/>	
<b>2. Applicant details</b>	
<b>Forename(s)</b>	
<b>SURNAME</b>	
<b>Address</b>	
<b>Telephone no</b>	<b>Mobile</b>
<b>E-mail address *</b> <i>*(your application will not be accepted without this info)</i>	
<b>Date and place of birth</b>	<b>NI number</b>
<b>If you are applying to be a Private Hire Driver, please give the name of the Operator from whom you are intending to receive work:</b> <i>(your application will not be accepted without this info)</i>	
If you are from overseas, does your visa give you unrestricted permission to work in the UK? <b>YES / NO*</b> If <b>NO</b> , please supply further details on separate sheet.	
Applicants must have held a full UK, Northern Ireland, European Economic Area (EEA) or exchangeable driving licence (a person can only use an exchangeable licence for twelve months, after which it must be exchanged for a UK licence) for at least twelve months prior to application (this excludes the holding of a provisional licence). <b>YES / NO*</b>	
<b>2. gov.uk code *</b>	
Please provide the code you have obtained from gov.uk which permits the Council to check your DVLA records online (please see overleaf for instructions on how to do so)  <i>*(your application will not be accepted without this info)</i>	
<b>3. Tax Conditionality gov.uk code *</b>	
<b><u><a href="#">Complete a tax check for a taxi, private hire or scrap metal licence - GOV.UK</a></u></b>	
If you have held a hackney carriage or private hire driver or operator licence before, please provide the code you have obtained from gov.uk which permits the Council to check your tax check online:	
If you have not held an above licence before, then please confirm that you understand your tax obligations: <b>YES / NO</b>	

#### 4. Criminal convictions

Have you been convicted for **ANY** criminal or motoring offences, received an official caution, fixed penalty notice or been involved in any incident which may lead to court proceedings? Please include convictions that are or may be "spent" under the terms of the Rehabilitation of Offenders Act. Please include any foreign convictions. **YES / NO\***

If **YES**, please give details here. Please continue on a separate sheet if necessary.

#### 5. Previous licences

- (a) Do currently hold or ever previously held a private hire operator's licence, a private hire or hackney carriage driver licence or a private hire or hackney carriage vehicle licence? **\*YES / NO**

If **YES**, please state which council or licensing authority, dates and type of licence.

**Continue on a separate sheet if necessary.**

- (b) Have you ever been refused or had suspended or revoked any of the licences in (a) above? **\*YES / NO**

If **YES**, please state which council or licensing authority and dates. **Continue on a separate sheet if necessary.**

#### 6. References

Please supply the names and addresses of **two** persons that the Council can contact for a reference. One must be your last or current employer and the other should have known you for at least three years.

##### Last or current employer

Name.....

Address and telephone number

.....  
.....  
.....

##### Personal reference

Name.....

Address and telephone  
number.....

<p>.....</p> <p>.....</p>
<p><b>7. Declaration</b></p> <p>The information contained in this form is correct to the best of my knowledge and belief. I understand that it is an offence knowingly or recklessly to make a false statement in connection with an application for the grant or renewal of a licence. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement).</p> <p>I understand that if my application is refused, or granted &amp; subsequently revoked for any reason; my details will be relayed to the NAFN to feature on the DFT's National Register of Refusals &amp; Revocations.</p> <p>Signature .....</p> <p>Date .....</p>

(\*please delete as appropriate)

Spelthorne Borough Council taxi policy can be found online: [Taxi and Private Hire licensing - Spelthorne Borough Council](#)

For information on how Spelthorne Borough Council handles your data, please read our privacy notice [\(Taxi-Licensing\)](#)