



HACKNEY CARRIAGE AND PRIVATE HIRE DRIVER'S LICENCES

Information and Guidance Notes for New Drivers

Qualifications for new drivers

Applicants must:

- be a fit and proper person to hold a licence
- be over the age of 21
- hold a DVLA Driver's Licence which has been valid for the past twelve (12) months
- undertake a medical showing that the applicant is physically fit to drive a taxi or private hire vehicle
- pass a local knowledge test of the Borough

Convictions

Applicants applying for a taxi and private hire vehicle driver's licence ideally should be free from conviction. However, one conviction may not debar a person from obtaining a licence but it is unlikely that a person with two or more convictions would be granted such a licence.

Great Yarmouth Borough Council has adopted a policy on convictions in relation to taxi and private hire vehicle drivers. It is recommended that persons with convictions read the policy before applying for a licence. They may also wish to speak to the Taxi Licensing Officer (Julie Wells on 01493 846201) for advice.

Applicants should note that spent relevant convictions can be taken into consideration and if the application is refused, no money can be refunded.

Procedure for obtaining a licence

1. First of all, applicants must take a local knowledge test. The test consists of questions on the applicant's knowledge of pubs, clubs, roads, hotels, holiday parks, schools, shops, businesses etc.

The test fee is £15.00 which is non-refundable and must be paid at the time of booking. Bookings can be made at Customer Services, Greyfriars House, Hall Plain, Great Yarmouth or Town Hall, Great Yarmouth or Town Hall, Great Yarmouth. Please note that cash payments must be made at Greyfriars House, Great Yarmouth.

An 80% pass rate is required and, should an applicant fail the test, each subsequent re-test will cost a further £15.00.

2. The test will be undertaken by the Licensing Enforcement Officer at the Town Hall, Great Yarmouth. On passing a local knowledge test, applicants will need to complete a criminal conviction disclosure form. Before this form can be sent to the Criminal Records Bureau, confirmation of identity is required and you will need to bring in three of the following documents with you when you sit the test

- Driving Licence (**essential**)
- Valid Passport (**if you have one, this is essential**)
- Birth Certificate
- Utility Bill (electricity, gas, water, telephone)/Bank or Building society statement

(If you have difficulty supplying any of the above please inform us as this list is not conclusive)

3. Applicants are required to declare all convictions on their application form (not just driving convictions). The payment for the enhanced disclosure is £44 and cheques should be made payable to 'Great Yarmouth Borough Council'. The Licensing Officer will counter sign the conviction check form and send to the CRB. The completed conviction check will be returned direct to you, and a copy will also be sent to the Licensing Officer. ***(Please be aware that this can take up to 6 months)***.

For applicants whose previous residence is outside the UK, it will be necessary to obtain a Certificate of Good conduct from their embassy or home country. The Certificate of Good Conduct must be in English and provided at the applicant's own expense. This is in addition to the Enhanced Criminal Records Bureau check.

Once licensed, an enhanced Criminal Records Bureau must be produced every three years.

4. After completing your CRB form, you will be given an application form to complete and a prescribed medical certificate for a doctor to complete. You should note that the cost of the medical is borne by the applicant (this may be in the region of £40-£80 but is at the discretion of the doctor).

5. Once the completed conviction check has been returned to you, you should bring it to the Town Hall with the following documents:

- (a) A DVLA Driver's Licence which has been valid for the past twelve (12) months.
- (b) The completed medical certificate issued within fourteen (14) days prior to the application being made that the applicant is physically fit to be a hackney carriage/private hire driver.
- (c) One passport size photograph.
- (d) The completed application form, together with the fee of £60.00

6. Providing the conviction check is clear, a licence will be issued within 2-3 days. If any convictions have been disclosed, a meeting will be arranged with the applicant, Taxi Licensing Officer and the Licensing Enforcement Officer. The officers will decide whether the licence can be issued or whether to refer the application to the Licensing Committee with a recommendation to refuse the licence. If the application is refused, no money can be refunded.

Taxi licensing office, Central Services
Town Hall, Great Yarmouth, NR30 2QF
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Email: jw@great-yarmouth.gov.uk