

Private hire and taxi driver licences

Accompanying guidance notes

Before you make your application

A driver's licence is unlikely to be granted unless you have held a full UK driving licence (or recognised equivalent) for a minimum of 12 months prior to the application being made. The driving licence must be for the category of vehicle you will be licensed to drive, must have been free of convictions and endorsements for at least one year, and be valid for the entire duration of the period for which you will be licensed as a hackney carriage or private hire driver.

Fitness criteria

In order for us to consider your application, you will be required to supply the council with evidence of your fitness to hold a hackney carriage or private hire driver's licence. For this the council will require:

1. A copy of your full UK driving licence (or recognised equivalent);
2. A medical report from your doctor [using the council's approved medical form](#);
3. A copy of an enhanced criminal records check obtained from the Disclosure & Barring Service (dated no older than 3 months from the date of issue of the certificate);
4. Proof of your right to work/remain in the UK (we will need sight of **original** [approved documents](#));
5. One passport sized photograph in colour;
6. Evidence of your [English language proficiency](#);
7. Successfully pass a local knowledge test;
8. Successfully pass a driving assessment.
9. Pay the required [fee](#).

Completing the application form

To make an application for a hackney carriage or private hire driver's licence, you must use the council's online application form.

- Make an application for a hackney carriage driver's licence
- Make an application for a private hire driver's licence

General notes

1. All the fields marked with an asterisk (*) are mandatory.
2. If you have been known by any other name(s), you must declare these to the council.
3. You must declare any medical conditions/disabilities that may affect your ability to drive a hackney carriage or private hire vehicle. *Please bear in mind that the council applies higher medical standards for driving a hackney carriage or private hire vehicle and as such*

conditions that may not affect your ability to drive a normal car may be relevant to driving a hackney carriage or private hire vehicle.

4. DVLA Driving Licence Issue Number



5. You must declare ALL convictions (including points/endorsements on your driving licence), cautions, police charges including any details of ongoing investigations and allegations made.

What happens after your application is submitted?

Once you submit your application, you will be issued with an application reference number. Please use this number in all your correspondence.

You will receive an acknowledgement from the council to confirm that your application has been received.

After submitting your application:

You need to visit the Municipal Offices to 1. Produce evidence of your right to work/remain in the UK, 2. Book your knowledge test & 3. Produce evidence of your English language proficiency.

You can ONLY do this on the following days:

- a) Wednesday 13:00 – 16:00
- b) Friday 13:00 – 16:00

There are a number of things you can do without needing to see an officer:

- 1) Contact your doctor to complete your medical report. [Please make sure you use the council's approved medical form.](#)
- 2) Make arrangements to obtain an enhanced criminal records check from the Disclosure & Barring Service. You can obtain a copy of the enhanced DBS form from the reception desk at the Municipal Offices or during any one of the open sessions.
- 3) [Book your driving assessment.](#)

Once you have completed all your assessments, you can visit the Municipal Offices during the approved public sessions (see above) to hand in your enhanced criminal disclosure certificate, medical questionnaire, and your driving assessment pass certificate.

English language proficiency

The Council needs to be satisfied that each driver it licenses can interact in English at an appropriate level.

You will be required to submit to the council [evidence](#) of your English language proficiency otherwise you will be required to pass an English proficiency test.

The test is undertaken at the Municipal Offices by prior appointment. All tests will be during an open session:

Wednesday: 13:00 – 16:00

Friday: 13:00 – 16:00

It is automated and takes around 15-20 minutes to complete over the telephone in a private room. Applicants must bring valid photographic ID with them to the test. There is a fee for the test which you will pay to the council on the day of the test. The Council will pass on the fee to the test providers.

We recommend you take the English proficiency test before taking the knowledge test or obtaining a medical examination, as you will not be able to proceed with your application until you have successfully demonstrated your ability to communicate in English.

Exemption

Some applicants may not be required to take the English proficiency test if they can demonstrate their ability to communicate in English by providing an appropriate educational certificate for a qualification related to English. There is no exhaustive list of acceptable qualifications but examples may include a GCSE (or equivalent) in a subject such as English Language / Literature, a degree in a subject containing substantial English content, or an NVQ / BTEC in a subject that requires its students to communicate well in English. If applicants are unable to provide such a certificate, or if the Licensing Officer is not satisfied that the certificates provided sufficiently demonstrate the applicant's ability to communicate in English, the applicant will be required to pass the English proficiency test.

If you have any questions about your application, please contact us by email in the first instance at licensing@cheltenham.gov.uk.