

Private hire and taxi driver licences

Accompanying guidance notes

[Please refer to our policy for more information](#)

Before you make your application

A driver's licence is unlikely 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 or a medical based on a 'summary of medical records' from a suitably qualified medical practitioner [using the council's approved medical form](#);
3. A copy of an enhanced criminal disclosure certificate obtained from the Disclosure & Barring Service (valid for a maximum of 3 months, if you do not complete your application in this time period you will be required to submit a new DBS);
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. Attend our safeguarding training;
8. Successfully pass a local knowledge test;
9. Successfully pass a driving assessment;
10. A Certificate of Good Character ([please refer to our policy for more information](#));
11. Pay the required [fee](#).

If you are submitting documents electronically, you must ensure that the electronic copy is in colour, clear, legible and shows the whole extent of the document.

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:

We will contact you to confirm documents received, and any outstanding supporting documents. We will send you details of how to book your knowledge test and safeguarding training, and apply for your enhanced DBS.

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) [Book your driving assessment.](#)

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. 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. 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.