

GUIDANCE NOTES FOR NEW APPLICATIONS HACKNEY CARRIAGE AND PRIVATE HIRE

Thank you for your interest in becoming a licensed Private Hire/Hackney Carriage driver. The Licensing Authority of Gloucester City Council has a responsibility to ensure the safety of the travelling public and has a strict process of vetting all applicants for these licenses.

Before a licence can be issued, the Council must satisfy itself that the applicant is a “fit and proper” person to hold a licence. All new applicants must:

- **Have been the holder of a valid driving licence (NOT being a provisional licence) authorising him/her to drive a motor car in the UK for at least 12 continuous months, immediately prior to the date of application.**
- **Be 21 years of age or over.**
- **Should have no more than three current penalty points on their DVLA licence.**
- **Will need to pass an English proficiency test or provide an acceptable qualification which demonstrates an acceptable standard of English proficiency (see note 12 below).**

To assist the Licensing Authority in confirming your status all applications must be supported by the following documents.

1. **Application form.**
2. **Full DVLA driving licence, photo card or paper licence (if issued before 1998) held for more than 1 year. A Licence check code must also be generated and provided on the application form.**
3. **Passport or a biometric residence permit. If you are a British Citizen and do not have a passport then you will need to produce your Birth Certificate. (if a foreign national this must include eligibility to work in the UK)**
4. **Application fee in full which can be paid by credit / debit card or cash.**
5. **DBS Enhanced Disclosure Application Form (obtainable by contacting licensing@gloucester.gov.uk).**
6. **One additional document showing proof of current address (please see www.dbs.gov.uk).**

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7. Applicants who since the age of 18 have lived outside of the UK need to provide a certificate of good conduct from the Embassy of each Country they have resided in.
8. Medical Certificate not more than three months old.
9. Driving Assessment for Hackney Carriage and Private Hire Vehicles from Diamond Advance Test, Green Penny or The Blue Lamp Trust. This needs to be the pass certificate and not the booking form. (Please note if it is your intention to drive Hackney Carriage Vehicles then you would have to complete a wheelchair exercise as all new Hackney Carriage Vehicles have to be wheelchair accessible). If you have completed both parts of the driving assessment, we would need to see both pass certificates.
10. Hackney Carriage or Private Hire Knowledge Test Pass Certificate.

To arrange your knowledge test you need to pay the fee either, online at [Pay for it | Gloucester City Council](#) or by contacting Customer Services on 01452 396396. Once the fee has been paid you will be contacted by one of the Licensing Officers to arrange an appointment for you to take the test.

11. Safeguarding Awareness Training certificate. To book a place onto this training course and to pay the £40 fee, please call Customer Services on 01452 396396.
12. English Proficiency test. If you believe that you hold a suitable qualification please contact licensing@gloucester.gov.uk
If you need to take the test please book and pay the £45 fee by calling the Customer Services on 01452 396396.

Submitting your Application

You must complete and submit items 1 to 12 above to the Licensing Authority via licensing@gloucester.gov.uk

(the application fee must be paid in full when you submit your application and can be made online at <https://www.gloucester.gov.uk/contact-us/pay-for-it/> , or over the phone by ringing 01452 396396).

Special Notes

Medical Certificate

Your Medical must be no more than 3 months old when submitted to the Licensing Authority. The Medical must be completed on the Gloucester City Council approved form unless prior agreement is sought.

DVLA Drivers Licence – Licence check code

Drivers must be able to share their DVLA driving licence details with the Licensing Authority to enable checks of drivers driving entitlements and endorsements issued.

This service can be accessed using <https://www.gov.uk/view-driving-licence>

This service is free of charge and allows the licence holder to generate a 'Licence check code' for the Licensing Authority to use to check their details.

Please note that Licence check codes are only valid for 21 days and can only be used once. The Licence check codes are also case sensitive, so they need to be printed clearly.

Should you have any queries in relation to any of the above, please contact licensing@gloucester.gov.uk