INFORMATION LEAFLET FOR THE GUIDANCE OF THOSE WISHING TO BECOME A LICENSED DRIVER WITH THIS AUTHORITY
(Reviewed by the Licensing Team March 2024)

GENERAL INFORMATION

If you wish to drive a Hackney Carriage Vehicle [usually known as a 'taxi'] or a Private Hire Vehicle [sometimes known as a 'minicab'] you will need to apply for a Driver's Licence for that particular category of vehicle. If you apply for a Hackney Carriage Drivers Licence you will be issued a dual licence which entitles you to drive both types of vehicle. Those wishing to apply for a Private Hire Drivers Licence will not be issued with a dual licence. You should think carefully before you apply for your licence, as the licences are not interchangeable.

As a new applicant, you should make yourself aware of your responsibilities as a licensed driver in relation to the payment of tax. The Council will be required, on renewal of your licence, to check that you are appropriately registered for tax through a tax check code supplied to you by HMRC. If you cannot supply this, the Council will be unable to renew your licence.

The Council will also check the National Taxi Register of Refusals, Revocations and Suspensions (NR3S).

WHAT IS THE DIFFERENCE BETWEEN THE TYPES OF LICENCES?

Hackney Carriage
A Hackney Carriage Vehicle is one which can use any taxi rank within the Tendring District for the purpose of setting down, picking up or waiting to pick up a fare. A Hackney Carriage may also stop in the street to pick up a fare in response to being hailed by a member of the public and may also be 'pre-booked' – for instance, when a member of the public telephones in advance to be picked up for a specific journey. Please note that, you may not charge more than the agreed fare tariff, a copy of which is available through the licensing pages on the council's website and listed in the policy. A Hackney Carriage Vehicle is required to be fitted with a top light and a meter.

If you become a Hackney Carriage Driver – whether you use your own licensed vehicle or someone else's – you may operate from your home address [provided no specific planning permission is needed], you may use a taxi rank or you may decide to run from a designated taxi office whereby you have an arrangement with the proprietor regarding the use of their radio control and/or licensed vehicles.

If you hold a dual licence you may, of course, drive either a Hackney Carriage or a Private Hire Vehicle.

Private Hire
If you decide to become a Private Hire Driver, all your work would be pre-booked and you may not pick up a fare if you are hailed in the street nor may you use a taxi rank anywhere in the District. For this reason your vehicle is not required to be fitted with a top light [you may not pick up fares] or have a meter installed, as your journeys are pre-booked and your passengers informed of the cost of the journey prior to this taking place.

A Private Hire Driver may only drive a Private Hire Vehicle.

If you intend to plate your own Private Hire Vehicle and work completely on your own, you will need to have a Private Hire Operator's Licence. If you intend to plate your own vehicle and operate it under another person's Private Hire Operator's Licence, you may do so provided the Operator declares this and pays the appropriate fee if this is needed. Your Driver's application form will require you to state whether you will be working out of your own premises, or using someone else's office.

The Private Hire legislation requires you to work from an office and maintain records of all your work: this could be your own home or someone else's office, but, if you intend working from home you should make enquiries with the Council's Planning Authority whether you will need planning permission.

So, to be a Private Hire Driver working solely for yourself, you would need a Private Hire Driver's Licence, a Private Hire Vehicle Licence and a Private Hire Operator's Licence, for which separate fees are required.

STEP BY STEP GUIDE

Step 1

- You must read and ensure you fully understand your responsibilities under the Hackney Carriage and Private Hire Licensing Policy which can be found on the Tendring District Council Website under the Licensing pages.

Step 2

- Complete the attached form and submit to the Licensing Team with the payment of £37.
- You will then be contacted by a member of the team to make an appointment for you to undertake the suitability test.
- If you pass the suitability test you will be sent the full application pack in the post.

Note: Payment can be made either by cheque/postal order or over the telephone using a credit/debit card by contacting the Licensing team on 01255 686565.

Step 3

- Submit the first two pages of the Grant Application Form (application form ONLY)
- Please contact the Licensing Team to make an appointment for you to undertake the knowledge test and take payment.
- Once you pass the knowledge test you will then need to complete the requirements in step 4.

Step 4

- Contact the Licensing Team to pay the required fee
- Submit the relevant identity documents to complete an Enhanced Disclosure and Barring Service (DBS) check.
- Submit the DVLA Licence Check Form.
- Submit the Certificate of Character Form.
- Submit your proof of National Insurance Number.
- Submit all certificates and forms for items a-d below and any other documentation as required.
- a) Complete Driving Standards Practical Taxi Test Assessment and provide the certification.
- b) Complete Passenger Assistance Training Scheme (PATS) and provide the certification.
- c) Complete Child Sexual Exploitation Training (CSE) and provide the certification.
- d) Undertake the Group 2 Medical and certified photograph.

This information leaflet is intended as a basic guidance for new hackney carriage/private hire driver licence applicants, but it does contain the main elements that you will be required to accept and undertake in order to be granted a new drivers licence. If you are unsure if you wish to proceed with, or submit, an application or do not understand any of the information in this leaflet, then you are strongly advised to speak to the licensing team before you commit yourself to any expense or time. Appointments to speak with a member of the licensing team can be made by e-mailing licensingsection@tendringdc.gov.uk or by phoning 01255 686565. It can take some time to explain the process or answer any questions you may have so you will need to make an appointment if that is what you wish to do.

TO: The Licensing Officer
Licensing Office
Tendring District Council
Town Hall
Station Road
Clacton on Sea
Essex CO15 1SE

DUAL HACKNEY CARRIAGE/PRIVATE HIRE DRIVER LICENSING

I wish to apply for the grant of:
[Please tick the appropriate box]

Dual Hackney Carriage Driver's Licence ☐

Private Hire Driver's Licence ☐

I enclose herewith the sum of £37.00* which is the administrative charge in respect of the suitability test.

I understand once this fee is submitted, no refund will be made should I cancel/withdraw my application.

I confirm that I have held a DVLA driving licence for a minimum of 3 consecutive years.

I confirm that I have read the Hackney Carriage and Private Hire Licensing Policy and understand the contents.

Signed: ……

Name: ……
[Block Letters]

Address: ……

……

Telephone No: ……

Email Address: ……

Date: ……

**Payments can be made by credit/debit card by calling 01255 686565 or by cheques payable to "Tendring District Council".*
We cannot accept cash payments.