

PRIVATE HIRE DRIVERS LICENCES

You may not drive a Private hire vehicle licensed by Eastleigh Borough Council unless you have been granted a licence by this authority.

Before a Private Hire Drivers Licence is granted or renewed the applicant must:

1. Complete and submit to the Council an application signed by the proprietor and signed and completed by the applicant in the form prescribed by the Council. Application fee of _____ (cash or cheque payable to EBC)
2. For two years prior to the date of the application to have held a full current driving licence and to produce that licence.
3. Produce for examination a current certificate of vehicle insurance for hire and reward.
4. Produce the following:
 - a) Current driving licence (if new type, plastic card and paper counterpart required);
 - b) Photographic proof of identity for example: Passport, armed forces identity card, photocard driving licence or some other official form;
 - c) Proof of current address: for example Utility bill showing current address, council tax bill, rent book, tenancy agreement, bank statement, inland revenue letter, or some other form of official documentation. This list is not exhaustive.
5. Pay to the Council the relevant fee.
- 6.1 On first application to produce on the prescribed form supplied by the Licensing section a medical certificate of fitness to be a private hire driver completed by **either** your own General Practitioner **or** a General Practitioner from within the practice in which you are registered.
- 6.2 Every five years thereafter to produce on the prescribed form, supplied by Eastleigh Borough Council a medical certificate of fitness to drive a licensed vehicle completed by your own General Practitioner **or** a General Practitioner from within the practice in which you are registered.
- 6.3 Upon reaching the age of sixty five the applicant shall be required annually to produce on the prescribed form, supplied by Eastleigh Borough Council, a medical certificate of fitness to drive a licensed vehicle completed by your own General Practitioner **or** a General Practitioner from within the practice in which you are registered.
7. To complete the Criminal Records Bureau disclosure application form for the Council to be informed of any information that may be held about you. (This will be required every three years thereafter). Pay the required fee to Eastleigh Borough Council. Application fee of _____ (cash or cheque payable to EBC).

8. Produce 1 colour passport sized photograph.
9. Upon first application provide the name and address of two referees as to character, suitability (one of whom must be your last employer). Referees must not be related to you in any way.
10. For all new applicants and those with 9 or more penalty points on their driver's licence, a consent form will also need to be filled in for the Council to obtain driver history from the DVLA. A fee of £5.00 is payable for this. This fee is in addition to the licensing fees.
11. Once you have applied for your licence you will then be required to take and pass a BTEC VRQ **Transporting Passengers by Taxi and Private Hire** course. Eastleigh College is currently running the course for a fee of £50 per driver payable to the college. The course runs for 8 weeks (6 weeks of learning and 2 weeks of computer based, multi-choice examinations. Please note costs can be offset against tax. This must be completed within three years of being licensed.

An appointment must be made for the submission of an application. To make an appointment please telephone:- 023 8068 8109 or 023 8068 8349

The applicant must have knowledge of the Borough of Eastleigh and new applicants will be tested as to their knowledge of the area. The Council requires all applicants to successfully pass the knowledge Test. The Knowledge test covers locations of key establishments in the area of the borough, the main routes to other key establishments such as airports and ferry terminals and applicants must demonstrate an ability to interrogate a map for information. Owning a satellite navigation system does not offer dispensation from an applicant from taking the knowledge test. Applicants are allowed 3 opportunities to pass the test after which they may not re-sit the test until 6 months from the last fail has elapsed. The pass mark is 75%.

The knowledge tests are held on the first Monday of every month at 10.00am and applicants are to book this test at the time of their application appointment. Applicants are to register at the licensing desk on the first floor of the Civic Offices at least 10 minutes prior to the start of the test. The test will take approximately one hour. Anybody turning up late for the test will not be allowed to take it. Please ensure you arrive in good time.

NOTE:-

New applications could take at least 12 weeks to process. This is largely due to the amount of time it takes the CRB to respond to applications. The vast majority of applications are processed much quicker than this. For renewals please allow at least 14 days from appointment date provided you have completed the application process fully and produced the correct documents.

The giving of false information or the omission of relevant information may result in refusal or revocation of the licence and the local authority reserves the right to make such further inquiries arising out of this application it may consider necessary.

If any difficulty is experienced in completing the application, please contact a Licensing Officer (telephone 023 8068 8349 or 023 8068 8109).

This Council is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within the Council for the prevention and detection of fraud. It may also share this information, for the prevention and detection of fraud, with other bodies administering or auditing public funds.

Office use		NEW/RENEWAL		Passport No.			Driver No.		
	DVLA Lic. No.	Insurance Cert No..	Utility Bill	Fee	Receipt No.	Medical	CRB		
							Fee	Receipt No.	Result
Date									

	Ref 1	Ref 2	Photo	Knowledge Test				Appointment Date:
				Date	Retest 1	Retest 2	Fee	
Date								Appointment Time:
								1 st check filled in by:
				P / F	P / F	P / F		

APPLICATION FOR LICENCE TO DRIVE A PRIVATE HIRE VEHICLE

APPLICATION MUST BE: Made in person and by appointment only
 Completed in block capitals
 Completed by the applicant

ALL QUESTIONS must be answered. Failure to do so will result in your application being returned to you for completion and a new appointment being made.

Name in full

Maiden Name

Address.....

.....

Post code E mail address

Telephone Numbers: HomeWork

Mobile

Date of birth National Insurance Number.....

ALL APPLICANTS ARE REQUIRED TO SUPPLY THE FOLLOWING INFORMATION

1. Name and address of operator proprietor by whom you will be employed:
.....
.....

2. Have you ever previously held
a Private Hire driver, vehicle or operators licence
Hackney Carriage driver, vehicle
(proprietors) licence? **YES/NO**

If **YES** give dates and name of Council
under whom you were licensed.

3. Have you ever had a Private Hire driver,
vehicle or operator licence or Hackney
Carriage driver, vehicle (proprietors)
licence refused suspended or revoked by any Council? **YES/NO**

If **YES** give the date of such
refusal, suspension or
revocation and name of
Council.
.....

4. Do you have a job at the moment? **YES/NO**

If **YES** (a) what is the nature of this job?

(b) do you intend to keep this job?

5. Name and address of
present or last employer
.....
.....
.....

6. Is driving a private hire vehicle to be your only employment? **YES/NO**

7. Do you intend to work as a full time or part time driver? **FULL TIME/PART TIME**

8. When did you pass your driving test?

NB The Secretary of State has made regulations (S1 2000) amending the Rehabilitation of Offenders Act 1974. These mean that for certain professions/trades convictions are never 'spent'. Taxi and private hire drivers have been made an exception therefore you must now list, with details, all the convictions you have ever received regardless of how long ago they occurred.

9 (a) Have you been convicted of any **traffic** offence in the last four years? **YES/NO**

(b) Do you have any **traffic** proceedings pending? **YES/NO**
If **YES** to either (a) or (b) above, give details below.

<u>Court</u>	<u>Nature of offence</u>	<u>Date</u>	<u>Sentence</u>
.....
.....
.....

10 (a) Have you ever been convicted of any **criminal** offence? **YES/NO**

(b) Have you ever been cautioned by the police for any **criminal** offence? **YES/NO**

(c) Do you have any **criminal** proceedings pending? **YES/NO**

If **YES** to (a), (b) or (c) above, give details below.

Court (Code)	Nature of offence	Date	Sentence
.....
.....
.....

11. Please give the name and full address including telephone number of your Doctor.

.....
.....
.....

I hereby consent and give the Licensing Section authority to contact my doctor who under this signed authority may release such information from my medical records as is reasonably required by the Licensing section to ascertain any medical condition that may affect my ability to safely undertake licensed driving. The Council may do this at any time during the life of the licence (if granted).

NB The Council will only seek information from your doctor if there is good reason to think that you may have a medical condition at that time affecting your ability to drive. You will be informed (by letter sent recorded delivery) before any approach is made to your doctor.

Signed:.....Dated.....

Print name in block capitals.....

12. **NEW APPLICANTS ONLY** Please supply the name and address of two referees. One of these **must be a previous employer**. Referees must not be related to you in any way.

Name 1. 2.....

Address
.....
.....
.....

Tel No:

13. Please read this declaration carefully before you sign and date it.

I understand the following.

- **If I give information that is incorrect or incomplete, you may take action against me. This may include court action.**
- **You will use the information I have provided to process this application and may check the information provided with other sources as allowed by law.**
- **You may use any information I have provided in connection with this application. You may give some information to other organisations such as government departments, local authorities etc, if the law allows this.**

I know I must let the licensing department know about any change in my circumstances which may affect the licence granted and in particular any change in my health since my last medical.

I DECLARE that to the best of my knowledge and belief the answers I have given are true and I understand that if I make any statement which I know to be false or do not believe to be true or if I am reckless in making a statement I shall be guilty of an offence.

Signature of Applicant Date

TO BE COMPLETED AND SIGNED BY OPERATOR

Operators Name

Operators Address

..... Post Code

Operators Telephone Number

I Confirm that I wish to employ(insert name of applicant)

as a private hire driver.

Signature of Operator Date

Ethnic Monitoring Of Applicants

Why do we need to do it?

The Race Relations Act 1976 as amended in 2000 requires public authorities (like the Council) to:

- Eliminate unlawful discrimination;
- Promote equality of opportunity and
- Promote good relations between people of different racial groups.

In order to do this the Council has a duty to monitor the impact of its policies and services on racial equality.

Without ethnic monitoring we cannot tell whether the Council's race equality policy is working. It can tell us whether we are offering equality of opportunity and treatment to all ethnic groups and allows us prove this to others.

What Services Are Monitored?

The Council has a racial equality strategy which outlines our plans for the next three years. The strategy includes plans to continue and extend monitoring. The sorts of services involved already are housing and environmental health.

Monitoring can take different forms:

- We monitor ethnicity when people apply to the Council for services or employment;
- We monitor ethnicity when people complain about services;
- We monitor ethnicity on an on going basis through surveys or customer satisfaction cards.

What Will Be Monitored?

Each new applicant for a licence will be asked for information about his or her ethnicity. We will also ask people their about their ethnicity when they apply for a renewal.

It is not compulsory for you to provide this information and it will not affect the outcome of your application. The information you provide will be kept confidential and will only be used in collated form for monitoring purposes.

Thank you for your assistance.

To which of these groups do you consider you belong to?

PLEASE TICK ONE BOX

<p>WHITE</p> <p>British <input type="checkbox"/></p> <p>Irish <input type="checkbox"/></p> <p>Any other white background (PLEASE WRITE IN) <input type="checkbox"/></p> <p>.....</p>	<p>BLACK OR BLACK BRITISH</p> <p>Caribbean <input type="checkbox"/></p> <p>African <input type="checkbox"/></p> <p>Any other black background (PLEASE WRITE IN) <input type="checkbox"/></p> <p>.....</p>
<p>MIXED</p> <p>White & Black Caribbean <input type="checkbox"/></p> <p>White & Black African <input type="checkbox"/></p> <p>White & Asian <input type="checkbox"/></p> <p>Any other mixed background (PLEASE WRITE IN) <input type="checkbox"/></p> <p>.....</p>	<p>ASIAN OR ASIAN BRITISH</p> <p>Indian <input type="checkbox"/></p> <p>Pakistani <input type="checkbox"/></p> <p>Bangladeshi <input type="checkbox"/></p> <p>Any other Asian background (PLEASE WRITE IN) <input type="checkbox"/></p> <p>.....</p>
<p>Chinese <input type="checkbox"/></p>	<p>Other ethnic group <input type="checkbox"/></p> <p>(PLEASE WRITE IN)</p> <p>.....</p>
<p>Unwilling to respond <input type="checkbox"/></p>	<p>GRANTED/REFUSED</p>

PRIVATE HIRE DRIVER APPLICATIONS

General

A Private Hire Drivers Licence issued by Eastleigh Borough Council will enable you, **subject to other legislation and conditions** to drive any Private Hire Vehicle licensed by Eastleigh Borough Council.

- All applicants must have held a full UK driving licence for at least 2 years.
- Local Authorities are under a statutory obligation to ensure that all Private Hire Drivers are 'fit and proper' persons to undertake such employment.
- Licences are valid for 1 year from the date of issue and licence holders are expected to renew their licence before their current expiry date.
- The Licensing Section may, with reasonable grounds, refuse to issue a licence or revoke, suspend or refuse to renew any existing licence.

In order to obtain a licence, the applicant must:

- Submit a completed application form and produce all supporting documentation.
- Pay the relevant fee.
- Sign consent form for DVLA driver history and pay £5.00 (for all new applicants and those with 9 or more penalty points on their driver's licence).
- Pass a Knowledge Test.
- Attend and pass a practical driver assessment.
- Attend and pass, within 3 years of applying for your licence, a BTEC VRQ **Transporting Passengers by Taxi and Private Hire** course.
- Undergo a Medical Examination, and
- Obtain a satisfactory Criminal Records Check.

The application process normally takes 12 weeks to complete, due to the amount of time required by the Criminal Records Bureau (CRB) to conduct a full search of applicant's criminal records, if applicable. The vast majority of applications are processed much quicker. The Licensing Section has no influence over the CRB and is unable to speed up any application.

Knowledge Test

Currently, Eastleigh Borough Council requires all applicants to successfully pass the Knowledge Test, regardless of the nature of driving the applicant wishes to undertake. The knowledge test will present all applicants with an opportunity to demonstrate to the Licensing Staff that they have a good knowledge of the Bye-laws to which they will be licensed, the locations of key establishments in Eastleigh Borough, the main routes to other key establishments such as airports, hospitals and ferry terminals and finally the ability to interrogate a map for information. Owning a satellite navigation system does not offer dispensation for an applicant from taking the knowledge test. Applicants are allowed three opportunities to pass the test, after which they may not re-sit the test for another 6 months. The pass mark is 75%. Applicants will be unable to obtain their results on the day of the test. The Knowledge Tests are held on the first Monday of every month, at 10 am. Applicants are to register at the Licensing Desk on the 1st floor ten minutes prior to the start of the test. The test will finish at 11 am.

Driver Assessment

As part of the application process to be a licensed driver you must attend and pass a practical driver assessment. This can be taken with Peter Garvey, the council's approved assessor. You will need your own vehicle for the test and the cost will be £40.00 payable to Mr Garvey on the day of the assessment.

To arrange your assessment please ring Mr Garvey on 02380 768777.

Once you have applied for your licence you will then be required to take and pass a BTEC VRQ **Transporting Passengers by Taxi and Private Hire** course. Eastleigh College is currently running the course for a fee of £50 per driver payable to the college. The course runs for 8 weeks (6 weeks of learning and 2 weeks of computer based, multi-choice examinations. Please note costs can be offset against tax. This must be completed within three years of being licensed.

Medical Examination

The Medical Examination will ensure that the Council only issues licenses to all applicants that are medically fit to perform as a Private Hire Drivers. Medical examinations are required every five years unless the applicant is 65 or over, in which case annual medical examinations are required.

CRB Checks

The CRB check will ensure that the Council does not issue licences to individuals that have previously demonstrated that they are unsuitable for various elements of Private Hire employment, such as contact with minors. CRB checks must be carried out every three years.

What To Do Next

- Applicants should approach an operator willing to employ them. Most operators can be found in the Yellow Pages under 'Taxi's and Private Hire'. Approaches should then be made to two referees willing to submit suitable references.
- Applicants should contact the licensing staff and book an appointment to submit their **completed** application and complete the CRB paperwork. This appointment will take approximately 30-40 minutes providing that all paperwork is submitted and in order.
- Applicants should also contact the licensing staff and book a place on the next Knowledge Test.
- Applicants should book a practical driver assessment.
- Applicants should arrange for a Medical Examination.
- Applicants should be aware that they are required to attend and pass a BTEC VRQ **Transporting Passengers by Taxi and Private Hire** course within three years of their initial application interview.

Subject	Date	Time
Driver Assessment		
Medical		
Application Submittal & CRB		
Knowledge Test-1 st attempt		0950
Knowledge Test-2 nd attempt		0950
Knowledge Test-3 rd attempt		0950

Subject	Documents Required	Current Fee
Medical	Medical Form Blank	Set by Practitioner
Application Submittal	Completed Application Form, Driving Licence, Payment	£70.00
CRB	Passport, Birth Certificate, Marriage Certificate, P45 or P60, current utility Bill, Driving Licence	£36.00 Set by CRB but payable to Eastleigh Borough Council.
Knowledge Test	Pen, Photographic Driving Licence or Passport	£0.00 first test £4.75 following tests

The Licensing Staff are situated at the 1st floor reception and can be contacted on **02380 688109** or **02380 688349** between office hours.