

## Steps to obtain a Hackney Carriage/Private Hire or Combined Drivers Licence

### Step 1

- a. Complete an **Application form**
- b. Apply for an **Enhanced DBS Check** (See overleaf).
- c. From 4<sup>th</sup> April 2022 as a new applicant you will need to read guidance on what you need to do to **be properly registered for tax with HMRC** in the future and part of the application form will require you to sign a legal declaration to state that you have done so. From this date all driver renewal applications will need a Tax Check Code and you won't be able to obtain the code unless you are properly registered to pay tax.
- d. It is recommended at this stage that you also book and pass the Integrated Skills in English I (B1) test with Trinity college (see overleaf) or **evidence of English proficiency**. If you obtained GCSEs in the UK we can use this for evidence of English Skills\*\*

### Step 2

- a. **Book an appointment** to submit your application with Licensing in person. At this appointment an officer will verbally advise you on your application and the process to obtain a licence.
- b. At your appointment, you must **bring with you**:
  - Application and Payment (Cheque or Card)
  - Evidence of Right to Work in the UK
  - Current Full UK Drivers Licence, Community Driving Licence, European Union Licence or Northern Ireland Licence (Held for 5 years minimum)
  - One recent Passport Style Photograph
  - Complete driving licence check – you will need to request an email link from Licensing.

### Step 3

- a. Study for the **Knowledge Test**. See more info at:  
  
<https://www.cravencd.gov.uk/media/10617/guidance-on-the-knowledge-test.pdf>
- b. Sit and pass the Knowledge Test. We recommend that you do this *before* carrying out any of the stages at Step 4 so that if you are unsuccessful, you don't incur additional expense.

### Step 4

*Separate charges apply for all of these (see overleaf)*

- a. Book and complete a **Taxi Driver assessment** with the Blue Lamp Trust.
- b. Obtain a **Group 2 Medical Certificate** from your own GP.
- c. If you have not already done so - Pass the **Integrated Skills in English I (B1)** test with Trinity College \*\*
- d. Present your **Disclosure and Barring Service (DBS) check** certificate to us as soon as you receive it.
- e. Ensure you are **signed up to the DBS Online Update service**. This must be done within 14 days of the date on the certificate. Failure to sign up to the Update Service will result in you having to do a new DBS application.

You must complete the full application process within three months. Only the Application fee minus the Knowledge Test fee can be returned to applicants who are unsuccessful. If an applicant fails the Knowledge Test three times they must wait 12 months to retake the test. New applicants will be required to demonstrate that they have abilities in English by undertaking the English Language Test B1 provided by Trinity College, details of which will be provided as part of the application process. Where an applicant has evidence that they have qualifications that are the equivalent to the English Skill Test Level B1 (GCSE Grade C or above) and those qualifications have been issued in the United Kingdom, consideration will be given to accept those qualifications as acceptable evidence – this will be at the discretion of the Licensing Manager.

<b>FEES</b>	<b>1 year licence</b>	<b>3 year licence</b>
<b>New Driver Application – Payable to Craven District Council:</b> Hackney Carriage Driver Private Hire Driver Combined Driver	£193.65 £172.13 £233.65	£265.90 £243.38 £304.90
<b>Breakdown of the above fee:</b>		
<b>Application fee</b> Hackney Private Hire Combined	£109.58 £88.06 £149.58	£173.83 £151.31 £212.83
<b>Knowledge Test</b> – for information on what to expect in the test please see our website	£14.07	£14.07
<b>DBS check</b> <a href="https://www.northyorks.gov.uk/apply-employment-check">https://www.northyorks.gov.uk/apply-employment-check</a>	£66.00	£66.00
<b>Data Protection Mandate</b>  Complete driving licence check – you will need to request an email link from Licensing.	£4.00	£12.00

<b>Additional Fees – Payable to the service provider:</b>	
<b>Group 2 Medical Certificate</b>	Payable to your GP – charges vary
<b>Taxi Driver Assessment Test</b> <a href="http://www.bluelamptrust.org.uk">www.bluelamptrust.org.uk</a>	£87 payable to the Blue Lamp Trust
<b>English skills</b> <a href="https://www.trinitycollege.com/site/?id=3842">https://www.trinitycollege.com/site/?id=3842</a>	£180 payable to Trinity College
<b>Safeguarding</b> - completed at Craven DC office	£18 payable online while taking the course, payable by card only
<b>DBS Online Update Service</b> <a href="https://www.gov.uk/dbs-update-service">https://www.gov.uk/dbs-update-service</a>	£13 annual subscription – this is a condition on any granted licence. Failure to sign up and/or maintain the fee will result in a new DBS check being required.