

Process for Obtaining a Private or Hackney Carriage Drivers Licence

Step 1:

Complete an Application form & Apply for a DBS Check (Please see overleaf)

It is recommended at this stage to also book and Pass the Integrated Skills in English I (B1) test with Trinity college (please see overleaf) or evidence of English proficiency. If you have GCSE's obtained in the UK we can use this for evidence of English Skills.**

Once the above is done. Return the application to the council offices. **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)
- One Passport Style Photograph
- Complete driving licence check – you will need to request an email link from Licensing.

Once we have the full application and fee you can book on to a knowledge test and complete the safeguarding training. These run approximately every 4 weeks.

Step Three:

Complete a Taxi Driver assessment with the blue lamp trust.

Obtain a Group 2 medical certificate from your own GP.

If you have not done so already - Pass the Integrated Skills in English I (B1) test with Trinity College (please see overleaf)**

Present your disclosure and barring service check certificate once it has been issued & ensure you are signed up to the DBS Online Update service, this must be done within 28 days of the date on the certificate. Failure to sign up to the update service will result in the completion of a new DBS application.

You must complete the full application process within three months.

Please be aware: Only the application fee minus the knowledge test can be returned to applicants who are unsuccessful.

If an applicant fails, the knowledge test 3 times they must wait 12 months to retake the test.

Contact us:
Phone - 01756 706251
Email – licensing@cravenc.gov.uk

<u>FEES</u>		
<u>A New Driver Application – Payable to Craven District Council</u> Hackney Carriage Driver Private Hire Driver Combined Driver	1 year £193.65 1 year £172.13 1 year £233.65	3 years £265.90 3 years £243.38 3 years £304.90
<u>Break Down of the above Fee</u>		
Application	1 year £109.58 1 year £88.06 1 year £149.58	Hackney - £173.83 3 Year Private - £151.31 3 Year Combined - £212.83 3 Year
Knowledge Test	£14.07	£14.07
DBS https://www.northyorks.gov.uk/apply-employment-check	£66.00	£66.00
Data Protection Mandate Complete driving licence check – you will need to request an email link from Licensing.	£4.00	£12.00
<u>Additional Fees – Payable to the service provider</u>		
Medical	Payable to your GP	Payable to your GP
DSA Test www.bluelamptrust.org.uk	£87 Payable to Blue Lamp Trust	£87 Payable to Blue Lamp Trust
Trinity College https://www.trinitycollege.com/site/?id=3842	£180 Payable to Trinity College	£180 Payable to Trinity College
Safeguarding - completed at Craven DC office	£18 Payable online while taking the course, can only take card payments.	£18 Payable online while taking the course, can only take card payments.
Online DBS update Service https://www.gov.uk/dbs-update-service	£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.	£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.