

email: [licensing@rochford.gov.uk](mailto:licensing@rochford.gov.uk)

## **Application for a COMBINED Hackney Carriage and Private Hire Driver's Licence important information**

I enclose the appropriate information on becoming a combined Hackney Carriage / Private Hire Driver.

You are advised that all forms must be completed in full and presented in person at your appointment with the Licensing team, together with all required documentation as detailed on the application form.

If you are satisfied that you will not have difficulty with the medical please proceed with your application. The Disclosure & Barring Service (formerly CRB) checks are currently taking approximately four weeks to be completed. The Council is unable to issue a licence until all relevant documentation has been returned.

The fees are:	Hackney Carriage Drivers Licence	£400.00
	DVLA Driver's licence disclosure (annual x 3 years)	£24.00
	DBS (formerly CRB) check.	Fee paid to company
	<b>TOTAL</b>	<b>£424.00</b>
	Knowledge Tests (each test taken)	£25.00
	Medical certificate	Fee paid to Doctor

### **Licensing Office Hours**

Tuesday & Thursday 10:00 – 17:00 by appointment only

Please book appointments online via : <http://www.rochford.gov.uk/LicensingSelfBooking>

See our website **[www.rochford.gov.uk/taxi](http://www.rochford.gov.uk/taxi)**  
for more information on becoming a licensed driver

# **Application for combined Hackney Carriage / Private Hire Driver's Licence**

An applicant must satisfy the Council as to his/her good character and ability to perform the duties of a licensed driver within the Rochford District.

In order to determine the criteria an applicant must:

1. Provide evidence of your right to work in the UK.
2. Pass a suitability test.
3. Pass a satisfactory disclosure with the Disclosure & Barring Service (Enhanced) and subscribe to the Update Service.
4. If the applicant has lived abroad for a period of 6 months abroad since the age of 10 then they must supply a certificate of good conduct for each country they have lived in for a period of 6 months or more,
5. Pass a Group 2 Standard Medical.
6. Pass a knowledge test of the District.
7. Undertake disability awareness training and passenger assistance training (PATs).
8. Undertake a Safeguarding training course with our approved provider
9. Pass a Private Hire driving assessment with an approved assessor or provide evidence of a similar driving qualification.
10. Provide evidence of good understanding of the English language

The following forms are enclosed and must be completed in full and submitted to the Council as part of your application.

## **Application Form:**

This must be completed in full at [www.rochford.gov.uk/DriverLicence](http://www.rochford.gov.uk/DriverLicence), it is important that the section relating to any cautions, convictions or procedures pending is not left unanswered.

## **Disclosure & Barring Service Form:**

This will be conducted through our third-party provider, please visit <https://www.taxiplus.co.uk/im-a-driver> and select the Rochford District from the drop-down option. You must also sign up to the update service at <https://www.gov.uk/dbs-update-service> within 30 days of the issue date of the certificate

## **Certificate of Good Conduct**

If you have lived abroad since the age 10 for a period of 6 months or more then a Certificate of Good Conduct is required for each country you have lived in for a period of 6 months or more.

Further information on obtaining this is available via <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

## **DVLA Mandate:**

This will be sent to you by email upon submission of the application form

## **Medical Report:**

A qualified doctor should complete the form which you are required to pay for.

Issued by Licensing Department  
Rochford District Council Offices, South Street, Rochford, Essex. SS4 1BW  
Email: [licensing@rochford.gov.uk](mailto:licensing@rochford.gov.uk)

Please look at the information relating to medical conditions, if you suspect that you may be affected by one of the conditions listed on the medical report you are advised to seek advice before pursuing your application.

If you are unable to complete this with your own GP then you may use the providers below by taking a copy of your full medical records with you to the appointment.

### **Local / National Providers:**

#### ***Group 2 Medical:***

D4 Drivers  
<https://d4drivers.uk/>  
0300 3030 668



Driver Medicals  
<https://www.driversmedicals.com/>  
01454 317436



### ***Approved Training Providers***

#### ***DVSA Accredited Driving Assessments:***

- Blue Lamp Trust – [www.bluelamptrust.org.uk](http://www.bluelamptrust.org.uk)
- Diamond Advanced Motoring – [www.advancedmotoring.co.uk](http://www.advancedmotoring.co.uk)
- Fleet & Corporate Training – 07956 321678 (based in Southend)

#### ***Disability Awareness & Passenger Assistance Training:***

- Andrews Taxi's (Southend) – 01702 200 200
- Dick Robinson - 07850 453117
- Kinect Services – 01702 597995
- Cabbietraining.co.uk – Wendy Clarke – 07739 320050
- Blue Lamp Trust (Virtual Classroom Course) – [www.bluelamptrust.org.uk](http://www.bluelamptrust.org.uk)

#### ***Council Approved Safeguarding Training Provider***

- Blue Lamp Trust Virtual Classroom course–  
<https://www.bluelamptrust.org.uk/safeguarding-classroom/>

**Your application cannot be granted without the appropriate forms, documents and application fee.**

## APPLICANT CHECKLIST

The following table will assist you with your application. Please bring this with you to your appointments for the staff to sign off each section.

Application	Date Passed / Attended to Licensing Team
Submit application form and pay application fee	
Right to Work <small>(UK passport or Home Office Share Code)</small>	
Pass Suitability Test	
Submit DBS application with supporting documentation	
Submit Certificate of Good Conduct (if applicable)	
Group 2 Medical form completed by GP	
Complete DVLA Mandate	
Accredited Driving Assessment	
Midas DDA Training (including PATS)	
Safeguarding Training <small>(Blue Lamp Trust Virtual Classroom)</small>	
Knowledge Test passed	