

Ask for: Licensing Team
Phone: 01702 318148
email: hackney@rochford.gov.uk

Application for a Private Hire Driver's Licence

I enclose the appropriate information on becoming a 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 plus **4 passport size photographs**.

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:	Private Hire Drivers Licence	£400.00
	DVLA Driver's licence disclosure (annual x 3 years)	£24.00
	DBS (formerly CRB) check.	Fee paid to company
	TOTAL	£424.00
	Knowledge Tests (each test taken)	£20.00
	Medical certificate	Fee paid to Doctor

Licensing Office Hours

Tuesday – Thursday 09:00 – 17:00

Please book appointments online via : <https://rochfordlicensing.setmore.com/newapplicant>

See our website **www.rochford.gov.uk/taxi**
for more information on becoming a licensed driver

Issued by Licensing Department
Rochford District Council Offices, South Street, Rochford, Essex. SS4 1BW
Phone: 01702 318148

Application for 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. Provide evidence of good understanding of the English language
3. Pass a suitability test.
4. Pass a satisfactory disclosure with the Disclosure & Barring Service (Enhanced) and subscribe to the update service.
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) through an authorised providers only.
8. Undertake a Safeguarding training course with our authorised provider
9. Pass a Private Hire driving assessment with an approved assessor or provide evidence of a similar driving qualification.

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, 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.

DVLA Mandate:

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

References Form:

Please provide two names and addresses for character references, one must be a person you know professionally, the other a person you have known for at least five years, that is not a relative or co-habitee. Please also provide us with 4 passport size photographs.

Medical Report:

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

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.

Your application cannot be accepted 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 Hackney Carriage Team
Submit application form and pay application fee	
Right to Work	
Pass Suitability Test	
Submit DBS application with supporting documentation & subscribe to update service	
Reference Form completed and returned with photographs	
Group 2 Medical form completed by GP	
Complete DVLA Mandate	
Accredited Driving Assessment	
DDA Training (including PATS) (Midas Accredited)	
Safeguarding Training (Virtual Classroom Course)	
Knowledge Test passed (Must be in possession of DBS)	

Local / National Providers:

Group 2 Medical:

- Drivers Medicals – www.driversmedicals.com or 01454 317436 (Shotgate)

DVSA Accredited Driving Assessments:

- Blue Lamp Trust – www.bluelamptrust.org.uk
- Diamond Advanced Motoring – 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

Council Approved Safeguarding Training Provider – Virtual Classroom Course

- Blue Lamp Trust – www.bluelamptrust.org.uk

Application for references

You are required to supply two references, neither of which should be a relative or cohabitee.

1. Your present or past employer.
2. A professional person (someone that can sign a passport)
i.e. Police Officer, Accountant, Doctor, Member of the Clergy or Solicitor.

Please write below the names, addresses and profession of your referees.

The council will write to both referees enclosing your passport photograph.
A satisfactory reference must be returned from both referees before the licence may be issued.

NAME OF APPLICANT.....

(1) Name:

Profession:

Address:

.....Post Code.....

Email address:@.....

(2) Name:

Profession:

Address:

.....Post Code.....

Email address:@.....

LIST OF ACCEPTABLE SIGNATORIES FOR PERSONAL LICENCE APPLICATION PHOTOGRAPHS

Accountant
Articled Clerk of a Limited Company
Assurance Agent of Recognised Company
Bank/Building Society Official
Barrister
Broker
Chairman of a Limited Company
Chemist
Chiropodist
Civil Servant (permanent)
Commissioner of Oaths
Councillor: Local or County
Dentist
Director of a Limited Company
Doctor
Engineer (with professional qualifications)
Fire Service Official
Funeral Director
Justice of the Peace
Legal Secretary (members and fellows of the Institute of legal secretaries)
Local Government Officer
Member of Parliament
Merchant Navy Officer
Minister of a recognised Religion
Notary
Nurse (SRN & SEN)
Officer of the Armed Services (Active or Retired)
Optician
Person with Honours (e.g. MBE etc)
Police Officer
Post Office Official
President/Secretary of a recognised organisation
Prison Officer
Salvation Army Officer
Senior Manager/Personnel Officer (of Limited Company)
Social Worker
Solicitor
Surveyor
Teacher/Lecturer
Warrant Officers and Chief Petty Officers
Or persons of similar standing to the above, working or retired, are acceptable as signatories.

Please note:

- Applicant must be **known** to signatory.
- Relatives or partners are not acceptable nor are other private hire or taxi driver unless they also qualify in one of the above categories.
- Final decision on the validity of signatories rests with the Licensing Authority.

