

## CAN YOU BE A HACKNEY CARRIAGE OR PRIVATE HIRE DRIVER?

Are you over 21?

Have you held a full British Driving Licence for 3 or more years?

Have you got a basic understanding of spoken English and written English?

If you can answer yes to all of the above then you may apply for a licence.

### **THE FIRST STEP.....**

Take the Statutory Declaration form and two passport sized photos to a Solicitor (Commissioner of Oaths) or a Justice of the Peace.  
Please ensure that all sections are completed IN FULL.

The passport sized photos must be signed on the reverse by the person completing the Statutory Declaration.

Take the medical form to **YOUR OWN GP** for completion,

### **ANY COSTS INCURRED WILL BE MET BY THE APPLICANT.**

### **THE NEXT STEP.....**

**Please attend in person at our reception, where your documents and ID will be checked.**

You will be asked for: -

- 2 passport size colour photographs.
- Your medical completed by your own GP.
- **Your current DVLA driving licence (both the photo card and paper part if applicable) this should be in your correct name and current address.**
- **Two other forms of I.D. from the list on Page 3.**

**IF YOU FAIL TO SUBMIT THESE DOCUMENTS YOU MAY BE ASKED TO LEAVE AND A NEW APPOINTMENT WILL BE BOOKED.**



- You will be asked to complete a CRB disclosure form. If you are unable to do this, your application **will** be terminated.

**PLEASE SEE PAGE 3 FOR ACCEPTABLE IDENTITY DOCUMENTS FOR THE CRIMINAL RECORDS CHECK.**

- Your driving licence will be copied.
- You will be asked for the **£143 fee**, for which a receipt will be issued. This is **non-refundable**
- You will be given a date and time for a knowledge test **providing you do not have any driving/criminal convictions** – please see Guidelines of Licensing.
- Applicants with convictions will be advised on Officer Review Procedures.

## THE KNOWLEDGE TEST

**You must arrive for your test 5 minutes before the arranged time.**

The test will comprise 60 questions of areas in the Bradford/Shipley or Keighley/Ilkley area. The pass mark is 50. If you fail the test a retest appointment will be given. **If you fail a 2<sup>nd</sup> test your application will be refused.** You will need to submit a new application after 3 months should you wish to continue with your application process.

**If you have received a Criminal Records Check disclosure form in the post, your licence and badge will be issued on successful completion of your knowledge test.**

**Please bring with you: -**

- **CRB Disclosure form.**
- **Both parts of your current Driving Licence (if applicable).**
- **Your medical (if it has not been already submitted)**

## ACCEPTABLE IDENTITY DOCUMENTS FOR CRIMINAL BUREAU VETTING FORM

### Group 1

Valid Passport (any nationality)	
UK Driving Licence (either photocard or paper)	
Original UK birth certificate (issued within 12 months of the date of birth)	
Valid Photo Identity card (EU countries only)	
UK Firearms Licence	

### Group 2

Marriage certificate	
Non original UK birth certificate (issued after 12 months of date of birth (full or short form acceptable)	
P45 / P60 statement issued within the past 12 months	
Bank / Building society statement less than 3 months old	
Utility Bill (electricity, gas, water, telephone – including mobile phone contract bill)	
Valid TV licence	
Credit card statement, less than 3 months old	
Mortgage statement issued within the last 12 months	
Valid insurance certificate	
Certificate of British nationality	
British work permit / visa issued within 12 months	
Correspondence or a document from the Benefits Agency, the Employment Service, the Inland revenue or a Local Authority, less than 3 months old.	
Financial statement (e.g. pension, endowment, ISA) Issued within last 12 months	
Valid vehicle registration document	
Mail order catalogue statement less than 3 months old	
Court Summons issued within past 12 months	
Valid NHS card	
Addressed payslip less than 3 months old	
National insurance number card	
Exam certificate (e.g. GCSE, NVQ)	
Child benefit book issued within the past 12 months	
Connexions card	
Certificate of British nationality	
Work permit / visa issued with past 12 months	