

### Useful Contacts

#### **Driving test providers for taxi practical tests**

**DriveSafe (National Driver Intervention Scheme)** Helpline: 0300 123 1518; [www.drivesafe.org.uk](http://www.drivesafe.org.uk)

**Mitchells Driving School** Phone 0161 367 8929; Mobile 07989 443 556:  
[www.taxidrivetest.co.uk](http://www.taxidrivetest.co.uk)

**Defensive Driver Training** [www.mytaxitest.co.uk](http://www.mytaxitest.co.uk)

#### **Bolton College for screening and knowledge tests**

Bolton College, Deane Road, Bolton, BL3 5BG

Book online with Bolton College direct. Guidance notes on how to use the online booking system can be picked up from the One Stop Shop.

#### **One Stop Shop for appointments and enquiries**

One Stop Shop, Ground Floor, Town Hall Bolton, BL1 1RU

Licensing Telephone: 01204 336584

#### **Licensing Enquiries line for appointment booking and general enquiries**

Telephone: 01204 336584; Email: [licensing.unit@bolton.gov.uk](mailto:licensing.unit@bolton.gov.uk)

#### **HM Passport Office**

Web: [www.gov.uk/passport-advice-line](http://www.gov.uk/passport-advice-line); Telephone: 0300 222 0000

#### **HM Revenue and Customs (Tax Office)**

Web: [www.hmrc.gov.uk](http://www.hmrc.gov.uk); Telephone: 0300 200 3300

#### **Insurance Email Address**

[licensing.insurance@bolton.gov.uk](mailto:licensing.insurance@bolton.gov.uk)

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\*All cost are correct at the time of printing and are subject to change.

# **A GUIDE TO BECOMING A HACKNEY CARRIAGE OR PRIVATE HIRE DRIVER**



### ***What documents do I need?***

You will need to have:

- ◆ A valid passport or UK Birth Certificate.

If your passport is not an EU registered document you will be required to produce further evidence of your entitlement to remain and work in the UK.

- ◆ A full DVLA (British) Driving Licence.

You must have held your UK Driving Licence for at least 12 months

Please note due to the discontinuation of the counterpart (paper) driving licence, you will be required to sign a DVLA Mandate consent to allow the Licensing Unit to carry out checks on your driving licence and history

- ◆ Proof of your National Insurance number.

For example, a letter from the HMRC (Tax Office), National Insurance card, wage-slip.

- ◆ A colour passport style photograph.

This must meet the standard passport photograph regulations

- ◆ Proof of your address.

For example a bank statement or utility bill dated within the last 3 months. Mobile phone bills will not be accepted.

**Please note, all documents must show your name with the same spelling**

### ***What does it cost?***

There are a number of elements to the application process, please see a summary of the charges below:

Element	Cost
Screening Assessment (Bolton College) Basic numeracy literacy and communication skills	<b>£45.00</b>
Knowledge Assessment (Bolton College) Assessment of your local area knowledge and taxi laws	<b>£50.00</b>
Enhanced Disclosure and Barring Service Check	<b>£47.00</b>
Medical Assessment This will be carried out by your GP who will determine the cost	<b>As per GP surgery</b>
Practical Driving Assessment	<b>As per provider</b>
Licence Fee	<b>£584.00</b>

### ***What about if I want to licence my vehicle?***

Once you have obtained your private hire or hackney driver licence you will need to register your vehicle for use as a private hire or hackney vehicle

The vehicle must pass a test which is carried out by one of the Council's registered testing stations. A full list of these is available at [www.bolton.gov.uk/business-and-licensing/licensing-and-registers/taxi-and-private-hire/private-hire-vehicle-licence/downloads](http://www.bolton.gov.uk/business-and-licensing/licensing-and-registers/taxi-and-private-hire/private-hire-vehicle-licence/downloads) along with the application forms and guidance notes.

You then need to contact the One Stop Shop to make an appointment on 01204 336584 option 1.

#### **Attending your appointment**

##### **For a private hire vehicle**

- A payment of £150.00 for a 12 month private hire vehicle licence including your plates
- A payment of £197.00 for a 12 month hackney carriage vehicle licence including your plates (see section on hackney carriages)

The vehicle test pass certificate (**valid for 10 working days including date of test, You must submit your application before the test certificate expires or you will be required to pay for another test**)

- Private MOT Certificate
- Valid insurance for private hire usage
- A V5 log-book, in your name and address or a HPI certificate

If providing a HPI certificate, a two month licence will be issued, you must then produce the V5 log book to obtain a licence for the remainder of the period.

- A fare card notification form to advise who will provide your bookings

##### **For a Hackney Carriage**

There are controlled numbers of hackney carriage vehicles on the road in Bolton. Currently there are no new hackney carriage vehicle licences being issued.

**The officer will advise when your plates will be ready for collection. This can take up to 3 working days**

## Step 5—Your Final Appointment

### **BOOKING YOUR APPOINTMENT**

Contact the One Stop Shop on 01204 336584 (option 1) to book your appointment

### **ATTENDING YOUR APPOINTMENT**

You must bring the below to your final appointment:

- Your completed application form including medical and conviction declaration
- DSA Pass Certificate
- Completed medical form

Including additional medical letter if required

- DBS certificate
- College pass letter (Knowledge and Screening Assessment)
- Your full DVLA (British) Driving Licence.

Please note due to the discontinuation of the counterpart (paper) driving licence, you will be required to sign a DVLA Mandate consent to allow the Licensing Unit to carry out checks on your driving licence and history

- Fee payment

## Step 6—Getting your licence!

Following your final appointment, your documents will be assessed by a Licensing Officer and issued in due course.

## What do I need to do next?

### Step 1—Getting Started

Download and print the documents below from:

[www.bolton.gov.uk/business and licensing/licensing and registers/taxi and private hire/private hire driver licence/downloads](http://www.bolton.gov.uk/business%20and%20licensing/licensing%20and%20registers/taxi%20and%20private%20hire/private%20hire%20driver%20licence/downloads)

1. Application Form
2. Medical Report Form
3. Guidance Notes

(If you do not have access to the internet, these can be collected from the One Stop Shop, Town Hall)

**I have a conviction(s)**

Please view the convictions policy at:

[www.bolton.gov.uk/business and licensing/licensing and registers/taxi and private hire/private hire driver licence/downloads](http://www.bolton.gov.uk/business%20and%20licensing/licensing%20and%20registers/taxi%20and%20private%20hire/private%20hire%20driver%20licence/downloads)

to confirm if your conviction(s) will require further consideration

You can also contact the Licensing Team for advice

**I do not have any conviction(s)**

See Step 2

### Step 2—Medical

Part of your application includes a full medical check

**I have a medical condition(s)**

You can find more information on health and driving at <https://www.gov.uk/health-conditions-and-driving>  
You may wish to contact your GP first to book your medical assessment to confirm you are fit to proceed with the rest of your application.

Please note your GP will be required to provide an additional letter confirming your condition, treatment and that you are FIT TO DRIVE TO GROUP 2 DVLA MEDICAL STANDARDS

**I do not have any medical condition(s)**

See Step 3

## Step 3—Assessments

There are a total of four assessments you must complete.

You may wish to consider passing the Screening Assessment first. The Screening Assessment must be completed successfully before you can progress to the Knowledge Assessment.

Otherwise you may complete these Assessments in any order.

### Screening Assessment

(Literacy and Numeracy)

### DSA Practical Assessment

### Knowledge Assessment

(Local area knowledge and taxi law)

### Medical Assessment

You must have been registered with your GP for 12 months or they must state that the assessment has been done with access to your medical history.

Please note, if you have **any** medical condition, your GP will be required to provide an additional letter confirming your condition, treatment and that you are FIT TO DRIVE TO GROUP 2 DVLA MEDICAL STANDARDS

Please note all assessments **including** your DBS and final appointment must be completed within 12 months

## Step 4—Your DBS Appointment

You must only book your DBS appointment after you have successfully passed all of the other elements

### BOOKING YOUR APPOINTMENT

Contact the One Stop Shop on 01204 336584 (option 1) to make an appointment with a Licensing Officer to complete your DBS. You can collect a DBS application form from the One Stop Shop

### ATTENDING YOUR DBS APPOINTMENT

You must bring **all** of the below to your appointment:

- Completed DBS Application Form
- ◆ A valid passport or UK Birth Certificate.

If your passport is not an EU registered document you will be required to produce further evidence of your entitlement to remain and work in the UK.

- ◆ A full DVLA (British) Driving Licence.

Please note due to the discontinuation of the counterpart (paper) driving licence, you will be required to sign a DVLA Mandate consent to allow the Licensing Unit to carry out checks on your driving licence and history

- ◆ Proof of your National Insurance number.

For example, a letter from the HMRC (Tax Office), National Insurance card, wage slip.

- ◆ A colour passport style photograph.

This must meet the standard passport photograph regulations

- ◆ Proof of your address.

For example a bank statement or utility bill dated within the last 3 months. Mobile phone bills will not be accepted.

- ◆ The DBS fee

If you have any difficulties producing these or attending your appointment, you **must** contact the Licensing Unit on 01204 336584 straightaway.