Useful Contacts

Driving test providers for taxi practical tests

DriveSafe (National Driver Intervention Scheme) Helpline: 0300 123 1518

www.drivesafe.org.uk

Mitchells Driving School

Phone 0161 367 8929; Mobile 07989 443 556:
www.taxidrivingtest.co.uk

Personnel Checks—Trust to Ride

for safeguarding and Disability Awareness training

https://www.trybooking.com/uk/FSVL

Bolton College

for screening and knowledge tests

Bolton College, Deane Road, Bolton, BL3 5BG

Taxi Driver Assessment » Bolton College

Licensing Unit

for appointment booking and general enquiries

Email: licensing.unit@bolton.gov.uk

HM Revenue and Customs (Tax Office)

Web: www.hmrc.gov.uk; Telephone: 0300 200 3300

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

Bolton Council

A Guide to Becoming a Hackney Carriage Driver or Private Hire Driver



Things you need to know before you start:

You must:

- Be eligible to work in the UK
- Have held a drivers licence for more than 12 months.

You will need to:

- Provide proof of right to work
- Pass a medical examination that meets the requirements of the DVLA Group II medical standards of fitness to drive
- Complete an English, maths and knowledge assessment
- Complete safeguarding and disability awareness training
- Complete an Enhanced DBS check completed by the licensing team and subscribe to the update service.
- Provide a certificate of good conduct if you have lived abroad in the last five years
- Declare **all** previous convictions including:
  - arrest or criminal investigation
  - summons
  - charge
  - conviction
  - formal/simple caution
  - fixed penalty or speed awareness course
  - criminal court order
  - criminal behaviour order or anti-social behaviour injunction
  - domestic violence related order
  - warning or bind over
  - any matter of restorative justice.

How do I 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 **Taxis and private hire licensing – Bolton Council** along with the guidance notes.

You must submit your application via **Business and licensing: Apply for a taxi or private hire vehicle licence**

The current licence fees are available to download from the Council's Website. All payments must be made by either Debit or Credit Card

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)**

- Valid insurance for private hire usage
- A V5 log-book, in your name and address
- If the V5 is not in your name and address, 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 emailed to us from the operator.
- IVA certificate if it is an imported vehicle.

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.

Application Submission

To submit your application email licensing.Unit@bolton.gov.uk. Please provide your name and the intention to apply for a new Private Hire/ Hackney Carriage driver and attach the documents below as PDF documents.

Required Documents

- Completed application form
- DSA Pass Certificate
- Completed D4 medical form and declaration.
- College pass letter (Knowledge and Screening Assessment)
- Safeguarding and Disability Awareness pass Certificate
- DBS certificate and confirmation you have subscribed to the update service
- Your full DVLA (British) Driving Licence and DVLA summary
- One colour passport size photograph of yourself
- 9 Character Tax Conditionality check code
- Certificate of Good Conduct if you have been in the UK less than 5 years.

Fee payment will be taken by telephone once a complete application is received. The fees are listed on the Bolton Council website at: Taxi licensing fees – Bolton Council

Getting your licence

Following the submission of your documents, they will be assessed by a Licensing Officer and issued in due course.

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

Element	Cost
English & Maths Assessment (Bolton College) - Basic numeracy literacy and communication skills	**£110**
Knowledge Assessment (Bolton College) - Assessment of your local area knowledge and taxi laws	
Enhanced Disclosure and Barring Service Check	**£44**
Update service subscription	**£15**
Medical Assessment - DVLA Medical Examination Report (known as the D4) **and** Bolton Council's Medical Declaration	**As per provider**
Practical Driving Assessment - Drive Safe or Mitchells Driving School	**As per provider**
Safeguarding and Disability Awareness training - Trust 2 Ride	**£36**
Licence Fee **(* subject to eligibility criteria)**	**£655 3 year licence***

Do you have a conviction?

Please view the Statement of Fitness & Suitability on Bolton Council website to confirm if your conviction(s) will require further consideration.

You can also contact the Licensing Team for advice.

Assessments

There are a total of five assessments you must complete.

Screening Assessment

(Literacy and Numeracy)

Bolton College

Knowledge Assessment

(Local area and taxi law)

Bolton College

Safeguarding and Disability Awareness training

Trust 2 Ride

Practical Driving Assessment

Drive Safe or Mitchells Driving School

Please note the above assessments must be dated within 12 months when submitting your application.

Medical Assessment

The medical documentation is available online.

DVLA D4 Medical Examination report and **Medical Examination Declaration** need to be completed by your registered GP based in the UK, or any General Medical Council (GMC) registered GP who lives and works in the UK and is licensed to practice. Not all GP's will carry out the eye test, which is required as part of the D4, so you may also need an appointment with an Optician.

Your medical must be completed as the final part of the pro-cess, as it must be **less <u>than 4 months old when</u> your licence is issued**

Your DBS Appointment

You must book your DBS appointment **after** you have passed/ completed all the other assessments

Booking Your Appointment

Contact licensing.Unit@bolton.gov.uk to book your DBS appointment. Please provide your name and contact number.

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 a UK registered document you will be required to provide a right to work share code
- A full DVLA (British) Driving Licence.
- Proof of your National Insurance number - For example, a letter from the HMRC, wage slip.
- Proof of your address.- For example a bank statement or utility bill dated within the last 3 months. Mobile phone bills cannot be accepted.
- The DBS fee of £44

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

DBS Update Service

All Private Hire and Hackney Carriage drivers are required to subscribe to the DBS Update Service. This allows the Licensing unit to access the status of a DBS on a quarterly basis. Once licenced driver must continue to renew the DBS Update Service Subscription and not remove Bolton Council access to the record at any point. Failure to do this will result in a suspension of the licence until a new DBS certificate has been completed and a new subscription has been created.

The DBS update service costs £15 per year.