

Apply for a New Combined Hackney Carriage and Private Hire Drivers Licence

This checklist will guide you through the application process for applying for a new Combined Hackney Carriage and Private hire Drivers Licence. If you have any questions, please do not hesitate to contact the Licensing Team on 02392 446660 or licensing@havant.gov.uk

Step 1 Contact the Licensing Team

Download an application pack from the Council's website: <https://www.havant.gov.uk/hackney-carriage-and-private-hire-drivers>

If you require a printed application form, or require any reasonable adjustments to the format of the application form due to disability, please contact the Licensing Team by telephone 02392 446660 or via email licensing@havant.gov.uk. The team can also answer any questions that you have about the application process.

We also recommend that you review the Council's Hackney Carriage and Private Hire Licensing Policy prior to applying: <https://www.havant.gov.uk/licensing/hackney-carriage-and-private-hire-licences/hackney-carriage-and-private-hire-licences>

Step 2 Submit your application

Complete your application form and submit to to licensing@havant.gov.uk. The application must be accompanied by:

- Proof of right to work in the UK (i.e. share code or photocopy of passport)
- Proof of immigration status (i.e. share code)
- Photocopy of your driving licence (front and back)
- DVLA check code
- Passport-style photograph (head and shoulders, on plain background)

We can only accept PDF, Word Doc and JPEG files. Please do not send your documents via Google Drive, Dropbox or similar.

You may also be required to generate a tax conditionality check code and provide this with your application, if you have held a licence before.

Step 3 Interview with an officer

You will be invited to attend an interview at The Plaza with a Licensing Officer. The purpose of this interview is to discuss your application, clarify information, check your right to work and immigration status, and advise you on the next steps for your application. You will be offered a knowledge test date at this meeting.

Step 4 Knowledge test

You will be offered a date for taking your knowledge test, and payment for the test will be taken. The test consists of a multiple-choice test paper, taken in exam conditions, based on local geography and the role and responsibilities of a driver.

If you fail your knowledge test, you will be offered a re-test at a later date. If you fail your knowledge test on three occasions, your application will be refused and you will need to wait 12 months before making a new application.

Step 5 Enhanced DBS Check, Certificate of Good Character and Medical Report

You are required to obtain an enhanced DBS certificate from the Council's approved supplier, TaxiPlus. You must provide the certificate to the Licensing Team on request.

Apply online: <https://www.taxiplus.co.uk/councils/havant-council>

If you have spent six or more continuous months overseas since the age of 18 years old, you will be required to obtain a Certificate of Good Character and a Traffic Report from the relevant country.

You are required to obtain a medical report from your registered GP or the Council's approved supplier, D4Drivers. The report must confirm that you meet the Group 2 medical standards of fitness to drive. The medical report form will be included in your application pack and you must return this once completed by the relevant medical professional(s).

Book online with D4Drivers: <https://d4drivers.uk/taxi-medical/>

Please note: You must ensure that you take a summary of your medical records to your appointment if you have your medical report completed by D4Drivers. Failure to do so will result in having to reschedule your appointment at an additional cost. A summary of your medical records can be obtained from your GP on request, or downloaded from the NHS app.

Step 6 Training

You are required to pass a Driving Assessment with one of the Council's approved suppliers, Blue Lamp Trust or Taxi Tests. You must provide your pass certificate via email to the Licensing Team.

Book online with Blue Lamp Trust: <https://www.bluelamptrust.org.uk/>

Book online with Taxi Tests: <http://taxidrivertests.co.uk>

You are required to pass a classroom-based Safeguarding Awareness Course with the Council's approved supplier, Blue Lamp Trust. You must provide your pass certificate via email to the Licensing Team. An e-learning certificate will not be accepted.

Book online with Blue Lamp Trust: <https://www.bluelamptrust.org.uk/>

Step 7 Licence issue

Once you have completed the above steps and provided satisfactory paperwork to the Licensing Team, you will be contacted with the outcome of your application. We aim to make a decision within 10 working days.

Where your application has been granted, you will be contacted for payment and your licence and badge will be posted to you. We will return any original documents supplied to us.

Your application must be completed (including submission of all required documentation) within six months. Failure to complete the process within this period will result in your application being refused, and a new application will be required.