

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.taxidrivetest.co.uk

Personnel Checks (Safeguarding and Disability Awareness training)

<https://www.trybooking.co.uk/BAIK>

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.

Drop-in Enrolment—Wednesday between 10am and 12noon

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

HM Passport Office

Web: www.gov.uk/passport-advice-line; Telephone: 0300 222 0000

HM Revenue and Customs (Tax Office)

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

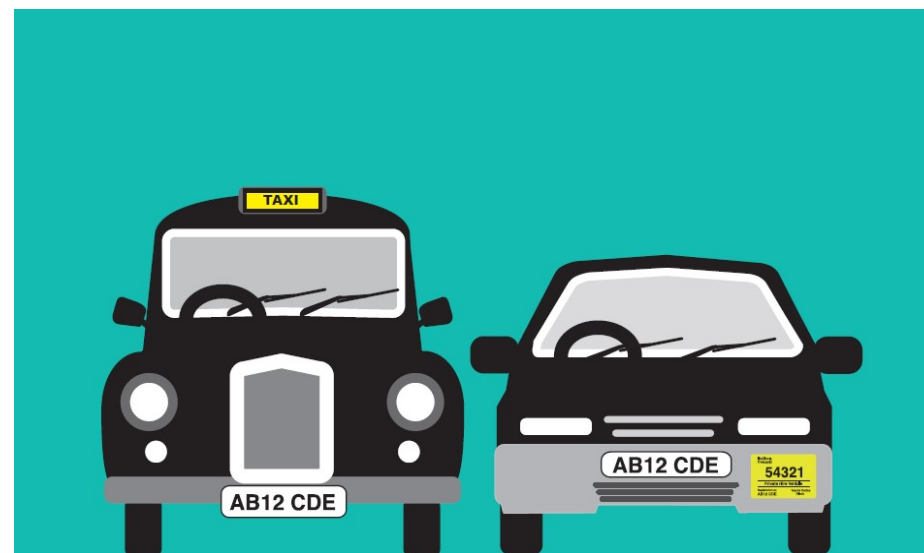
Insurance Email Address

licensing.insurance@bolton.gov.uk

Reviewed May 2023

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

A GUIDE TO BECOMING A HACKNEY CARRIAGE LICENCE DRIVER 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 a UK 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

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	£55.00
Knowledge Assessment (Bolton College) Assessment of your local area knowledge and taxi laws	£55.00
Enhanced Disclosure and Barring Service Check	£40.00
Medical Assessment This will be carried out by your GP who will determine the cost	As per GP surgery
Practical Driving Assessment	As per provider
Safeguarding and Disability Awareness training	£36.00
Licence Fee	£643.00

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 along with the application forms and guidance notes.

You must submit your application via <https://www.bolton.gov.uk/taxi-private-hire/private-hire-drivers-operators-vehicles/3?documentId=629&categoryId=20107>

For a private hire vehicle

- A payment of £168.00 for a 12 month private hire vehicle licence including your plates
- A payment of £221.00 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
- 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 from the operator.

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.

DBS Continued: When you receive the DBS certificate through the post, you have 30 days from the date on the certificate to subscribe. Failure to do this will result in a new DBS application needing to be processed at a cost of £40.00 to you. To subscribe to the update service you must use this link:

<https://secure.crbonline.gov.uk/crsc/apply?execution=e1s1> When you are subscribing to the service please ensure you consent for us to access your information.

Step 5—Application Submission

To submit your application please email licensing.Unit@bolton.gov.uk. Please provide your name and the intention to apply for a new Private Hire/ Hackney Carriage driver. Please attach the documents below as PDF documents. You will be contacted via telephone to make the fee payment once the application is accepted.

Required Documents

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

Including additional medical letter if required

- DBS certificate and confirmation you have subscribed to the update service
- College pass letter (Knowledge and Screening Assessment)
- Safeguarding and Disability Awareness pass Certificate
- Your full DVLA (British) Driving Licence and check code
- 9 Character Tax Conditionality check code
- Fee payment

Step 6—Getting your licence!

Following the submission of your documents, they 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-and-licensing/licensing-and-registers/taxi-and-private-hire/private-hire-driver-licence/downloads)

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

(If you do not have access to the internet, you can use your local library to print the documents)

I have a conviction(s)

I do not have any conviction(s)

See Step 2

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-and-licensing/licensing-and-registers/taxi-and-private-hire/private-hire-driver-licence/downloads)

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

You can also contact the Licensing Team for advice

Step 2—Medical

Part of your application includes a full medical check

I have a medical condition(s)

I do not have any medical condition(s)

See Step 3

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

Step 3—Assessments

There are a total of five 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)

Practical Driving Assessment

Knowledge Assessment

(Local area knowledge
and taxi law)

Safeguarding and Disability
Awareness training

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. Your Medical report must not be more than 4 months old.

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 passed all of the other elements

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 produce further evidence of your entitlement to remain and work in the UK.

- ◆ A full DVLA (British) Driving Licence.
- ◆ Proof of your National Insurance number.

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

- ◆ 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.

DBS Update Service

As stated in the Department of Transport Statutory Guidance, all Private Hire and Hackney Carriage drivers are now required to subscribe to the DBS Update Service. This allows the Licensing Department to access the status of the persons DBS on a quarterly basis. You must continue to renew the DBS Update Service Subscription and must 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 requires a fee of £13.00 per year. The service will contact you to remind you of the renewal date so please ensure all contact details are correct.