



## **Department for Environment and Community Services**

### **Trading Standards & Licensing**

Thank you for your enquiry in respect of an application for a Hackney Carriage / Private Hire Drivers Licence.

**If applicable-:**

Your Knowledge Test has been booked for

Date:.....

Time:.....

Please come to The Bungalow, Trading Standards & Licensing, Broad Lane Depot, Engine Common Lane, Yate, Bristol, BS37 7PN. Tel: 01454 868001

Please arrive promptly, any late arrivals will not be admitted to the test.

### **Process for gaining your Hackney Carriage / Private Hire Drivers Licence**

All Applicants are required to take the Knowledge Test – a description of this and some examples are enclosed.

You will be required to take the Driving Standards Agency Driving Assessment (for Hackney and Private Hire Drivers, for which the fee is paid directly to the DSA, you can book this either by phone on 0300 200 122 or via [www.direct.gov.uk](http://www.direct.gov.uk))

Once you have passed your knowledge test and DSA tests you should contact the Licensing office to make an appointment to further your application. You will need to bring with you your DSA pass certificate and you will complete the following forms:

- Application form
- Disclosure & Barring Service Form (formally Criminal Records Bureau)
- DVLA Mandate
- You will be given a Medical Examination report that you must get completed by a GP or Courtside Surgery in Yate also conduct them.

You will be required to bring the following documents with you when you attend the appointment.

- Passport or Birth Certificate
- DVLA Licence (if photocard Licence, also bring paper counterpart)
- Proof of address, dated within the last 3 months (e.g. Utility Bill, Bank Statement, Benefit Statement, Credit Card Statement)
- Proof of National Insurance Number
- Proof of right to work in the UK
- 1 passport size photo

You will be required to pay the appropriate fee:

Dual Licence - £204.30 or Hackney / Private Hire Licence - £159.20

DBS fee - £44.00

Once we have satisfactory results from your DBS, DVLA and medical check, you need a further appointment to receive your Licence and Badges, at which point you will also be required to pay a badge deposit of £45.00.

## **Knowledge Test guidance for Hackney Carriage and Private Hire Drivers**

In order to become a licensed driver with South Gloucestershire Council, you are required to sit a Knowledge Test.

A knowledge test determines whether a person has a satisfactory understanding and command of the English language to carry out the role. Licensed drivers must be able to communicate effectively with customers, police or authorised officers and other road users, understand road signage and communicate effectively with customers. Therefore the test is required to be conducted in the English language.

This will be a written test on your knowledge of the following subjects:

- Byelaws and licence conditions
- Carriage of Disabled Persons
- Conference & Meeting Centres
- Places of interest
- Pubs, clubs and licensed premises
- Hospitals & Treatment Centres
- Basic mathematics
- Schools

Questions within the above subjects maybe varied for each test. Some questions are multiple choice, others are not. Some questions will name the premises, you will be required to name and the place where it is located. You will find a list of sample questions attached to this document.

The pass marks required are: Hackney Carriage 80% & Private Hire 70%

The test will be completed under standard exam conditions.

If for some reason you require a 1 to 1 test due to medical circumstances, you must put this request in writing to the Licensing Authority with evidence of this need from your doctor.

On completion of the test, it will be marked and you will be notified by telephone of your result. The result will also be confirmed in writing. A pass certificate will be issued where applicable. The letter will explain the marks that you received in each section; this will enable you to revisit areas for improvement if you wish to retake.



If you are not happy with the result, you can request a remark. This request must be made in writing to the Licensing Team Leader, with clearly stated reasons for making the request. Please note that you will only be allowed one remark of your paper.

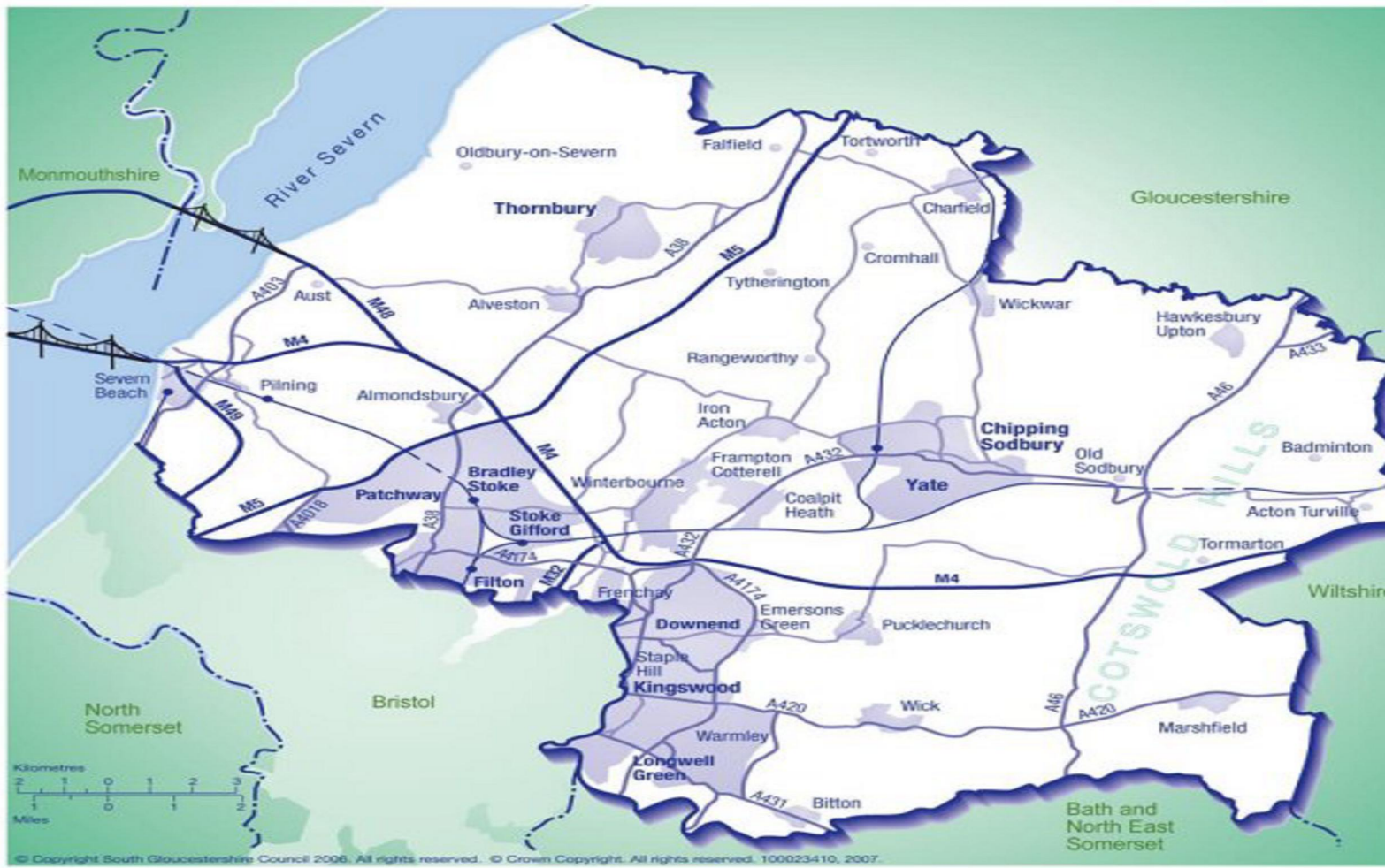
If you fail the knowledge test, you may book another test. You will only be entitled to sit 3 tests and if unsuccessful after the third attempt, you will not be permitted to retake a test for a minimum period of 6 months. This is because the Licensing Authority believes the test should be passed within 3 attempts and if not, more study time and district knowledge is required.

On the day of your test, you will be required to bring 1 form of photographic Identification with you. Acceptable forms of Identification are Passport or EU photographic Driving Licence. Failure to supply this documentation will result in you not being able to sit the test on that day.

The cost of the Knowledge test is £42 and is payable at the time of making the booking. This fee is only refundable if the applicant gives 48 hours notice of cancellation to the Council.

Information can be found on the South Gloucestershire Council website, [www.southglos.gov.uk](http://www.southglos.gov.uk) the Yellow Pages (South Glos Area) and the Phone Book (South Glos Area). The Licensing Authority will continue to monitor and update the South Gloucestershire Council website with information regarding the knowledge test.

If you have any queries regarding the knowledge test please call the Licensing Authority on 01454 868001 or email [licensing@southglos.gov.uk](mailto:licensing@southglos.gov.uk)



**Sample Knowledge Test Questions**

<b>HACKNEY CARRIAGE &amp; PRIVATE HIRE VEHICLE DRIVERS</b>  <b>Section 1 - Basic maths</b> <b>Please write your answer below the question</b>	
h Q1	At the end of a pre-booked journey the taximeter shows £11.65 The customer hands you one £10 & one £5 note. What change is the passenger due?
A	

<b>HACKNEY CARRIAGE &amp; PRIVATE HIRE VEHICLE DRIVERS</b>  <b>Section 2– Hospitals &amp; Treatment Centres</b> <b>(state the road and the place, e.g. High St, Thornbury)</b>		
Q1	Southmead Hospital (Minor Injuries)	

<b>HACKNEY CARRIAGE &amp; PRIVATE HIRE VEHICLE DRIVERS</b> <b>Section 3 - Licensed Premises</b> <b>(state the road and place, e.g. High Street, Thornbury)</b>		
Q1	The Blue Bowl	

<b>HACKNEY CARRIAGE &amp; PRIVATE HIRE VEHICLE DRIVERS</b> <b>Section 4 - Licensed Premises Multiple Choice</b> <b>(Please tick (✓) one box only)</b>		
Q1	The Bridge Inn	
<input type="checkbox"/>	(a)	Main Road, Mangotsfield
<input type="checkbox"/>	(b)	Cattybrook Road, Mangotsfield
<input type="checkbox"/>	(c)	Shortwood Hill, Mangotsfield
<input type="checkbox"/>	(d)	Bridge Road, Mangotsfield

<b>HACKNEY CARRIAGE &amp; PRIVATE HIRE VEHICLE DRIVERS</b>		
<b>Section 5- Conference Centres &amp; Meeting Venues</b> <b>(Please tick (✓) one box only)</b>		
Q1	The Hilton Hotel Conference Centre	
<input type="checkbox"/>	(a)	Woodlands Lane, Bradley Stoke
<input type="checkbox"/>	(b)	The Quadrant, Aztec West
<input type="checkbox"/>	(c)	Over Lane, Almondsbury
<input type="checkbox"/>	(d)	Savageswood Road, Bradley Stoke

<b>HACKNEY CARRIAGE &amp; PRIVATE HIRE VEHICLE DRIVERS</b>		
<b>Section 6– Places of Interest</b> <b>(state the road and the place, e.g. High St, Thornbury)</b>		
Q1	Old Down Country Park	

<b>HACKNEY CARRIAGE &amp; PRIVATE HIRE VEHICLE DRIVERS</b>		
<b>Section 9 - Schools</b> <b>(state the place only e.g. Thornbury)</b>		
Q1	Abbeywood Community School	

**Please note these are sample questions written in the format that you will be given in the test.**





## **BYELAWS FOR HACKNEY CARRIAGES**

Made under section 68 of the Town Police Clauses Act 1847, and section 171 of the Public Health Act 1875, by the "South Gloucestershire Council with respect to hackney carriages in the district of South Gloucestershire.

### **Interpretation**

1. Throughout these byelaws "the Council" means "the South Gloucestershire Council" and "the district" means "the district of South Gloucestershire".

**Provisions regulating the manner in which the number of each hackney carriage corresponding with the number of its licence, shall be displayed.**

2. The proprietor of a hackney carriage shall:-

a) cause the number of the licence granted to him in respect of the carriage to be legibly painted or marked on the outside and inside of the carriage, or on plates affixed thereto,

b) A proprietor or driver of a hackney carriage shall:-

- i. not wilfully or negligently cause or suffer any such number to be concealed from public view while the carriage is standing or plying for hire;
- ii. not cause or permit the carriage to stand or ply for hire with any such painting, marking or plate so defaced that any figure or material particular is illegible.

**Provisions regulating how hackney carriages are to be furnished or provided.**

3. The proprietor of a hackney carriage shall:-

a) provide sufficient means by which any person in the carriage may communicate with the driver;

b) cause the roof or covering to be kept water-tight;

c) provide any necessary windows and a means of opening and closing not less than one window on each side;

d) cause the seats to be properly cushioned or covered;

e) cause the floor to be provided with a proper carpet, mat, or other suitable covering;

f) cause the fittings and furniture generally to be kept in a clean condition;

- g) well maintained and in every way fit for public service;
  - h) provide means for securing luggage if the carriage is so constructed as to carry luggage;
  - i) provide an efficient fire extinguisher and first aid kit which shall be carried in such a position as to be readily available for use; and
  - j) provide at least two doors for the use of persons conveyed in such carriage and separate means of ingress and egress for the driver.
4. The proprietor of a hackney carriage shall cause the same to be provided with a taximeter so constructed, attached, and maintained as to comply with the following requirements, that is to say:-
- a) the taximeter shall be fitted with a key, flag or other device the turning of which will bring the machinery of the taximeter into action and cause the word "HIRED " to appear on the face of the taximeter;
  - b) such key, flag or other device shall be capable of being locked in such a position that the machinery of the taximeter is not in action and that no fare is recorded on the face of the taximeter;
  - c) when the machinery of the taximeter is in action there shall be recorded on the face of the taximeter in clearly legible figures a fare not exceeding the rate or fare which the proprietor or driver is entitled to demand and take for the hire of the carriage by time as well as for distance in pursuance of the tariff fixed by the Council;
  - d) the word "FARE" shall be printed on the face of the taximeter in plain letters so as clearly to apply to the fare recorded thereon;
  - e) the taximeter shall be so placed that all letters and figures on the face thereof are at all times plainly visible to any person being conveyed in the carriage, and for that purpose the letters and figures shall be capable of being suitably illuminated during any period of hiring; and
  - f) the taximeter and all the fittings thereof shall be so affixed to the carriage with seals or other appliances that it shall not be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the seals or other appliances.

**Provisions regulating the conduct of the proprietors and drivers of hackney carriages plying within the district in their several employments, and determining whether such drivers shall wear any and what badges.**

5. The driver of a hackney carriage provided with a taximeter shall:-

- a) when standing or plying for hire, keep the key, flag or other device fitted in pursuance of the byelaw in that behalf locked in the position in which no fare is recorded on the face of the taximeter;
  - b) before beginning a journey for which a fare is charged for distance and time, bring the machinery of the taximeter into action by moving the said key, flag or other device, so that the word "HIRED" is legible on the face of the taximeter and keep the machinery of the taximeter in action until the termination of the hiring; and
  - c) cause the dial of the taximeter to be kept properly illuminated throughout any part of a hiring which is between half-an-hour after sunset and half-an-hour before sunrise, and also at any other time at the request of the hirer.
6. A proprietor or driver of a hackney carriage shall not tamper with or permit any person to tamper with any taximeter with which the carriage is provided, with the fittings thereof, or with the seals affixed thereto.
  7. The driver of a hackney carriage shall, when plying for hire in any street and not actually hired:-
    - a) proceed with reasonable speed to one of the stands fixed by the Council;
    - b) if a stand, at the time of his arrival, is occupied by the full number of carriages authorised to occupy it, proceed to another stand;
    - c) on arriving at a stand not already occupied by the full number of carriages authorized to occupy it, station the carriage immediately behind the carriage or carriages on the stand and so as to face in the same direction; and
    - d) from time to time when any other carriage immediately in front is driven off or moved forward cause his carriage to be moved forward so as to fill the place previously occupied by the carriage driven off or moved forward.
  8. A proprietor or driver of a hackney carriage, when standing or plying for hire, shall not make use of the services of any other person for the purpose of importuning any person to hire such carriage.
  9. The driver of a hackney carriage shall behave in a civil and orderly manner and shall take all reasonable precautions to ensure the safety of persons conveyed in or entering or alighting from the vehicle.
  10. The proprietor or driver of a hackney carriage who has agreed or has been hired to be in attendance with the carriage at an appointed time and place shall, unless delayed or prevented by some sufficient cause, punctually attend with such carriage at such appointed time and place.

11. A proprietor or driver of a hackney carriage shall not convey or permit to be conveyed in such carriage any greater number of persons than the number of persons specified on the plate affixed to the outside of the carriage.
12. If a badge has been provided by the Council and delivered to the driver of a hackney carriage he shall, when standing or plying for hire, and when hired wear that badge in such position and manner as to be plainly visible.
13. The driver of a hackney carriage so constructed as to carry luggage shall, when requested by any person hiring or seeking to hire the carriage:-
  - a) convey a reasonable quantity of luggage;
  - b) afford reasonable assistance in loading and unloading; and
  - c) afford reasonable assistance in removing it to or from the entrance of any building, station, or place at which he may take up or set down such person.
14. The driver of a hackney carriage shall, upon the request of the hirer, provide him with a receipt of the amount paid.

**Provisions fixing the rates or fares to be paid for hackney carriages within the district, and securing the due publication of such fares**

15. The proprietor or driver of a hackney carriage shall be entitled to demand and take for the hire of the carriage the rate or fare prescribed by the Council, the rate or fare being calculated by distance and time unless the hirer express at the commencement of the hiring his desire to engage by time.

Provided always that where a hackney carriage furnished with a taximeter shall be hired by distance and time the proprietor or driver thereof shall not be entitled to demand and take a fare greater than that recorded on the face of the taximeter, save for any extra charges authorised by the Council which it may not be possible to record on the face of the taximeter.

16. The proprietor of a hackney carriage shall:-
  - a) cause a statement of the fares fixed by Council resolution to be exhibited inside the carriage, in clearly distinguishable letters and figures.
  - b) The proprietor or driver of a hackney carriage bearing a statement of fares in accordance with this byelaw shall:-
    - i. not wilfully or negligently cause or suffer the letters or figures in the statement to be concealed or rendered illegible at any time while the carriage is plying or being used for hire.



**Provisions securing the safe custody and re-delivery of any property accidentally left in hackney carriages, and fixing the charges to be made in respect thereof.**

17. The proprietor or driver of a hackney carriage shall immediately after the termination of any hiring or as soon as practicable thereafter carefully search the carriage for any property which may have been accidentally left therein.
18. The proprietor or driver of a hackney carriage shall, if any property accidentally left therein by any person who may have been conveyed in the carriage be found or handed to him:-
  - a) carry it as soon as possible and in any event within 48 hours, if not sooner claimed by or on behalf of its owner to the office of the Council, and leave it in the custody of the officer in charge of the office on his giving a receipt for it; and
  - b) be entitled to receive from any person to whom the property shall be re-delivered an amount equal to five pence in the pound of its estimated value (or the fare for the distance from the place of finding to the office of the Council, whichever be the greater) but not more the five pounds.

**Penalties**

19. Every person who shall offend against any of these byelaws shall be liable on summary conviction to a fine not exceeding Level 2 and in the case of a continuing offence to a further fine not exceeding two pounds for each day during which the offence continues after conviction therefore.

**Repeal of Byelaws**

20. The byelaws relating to hackney carriages which were made by the Northavon District Council on the Eighth day of September One thousand nine hundred and eighty-eight and which were confirmed by the Secretary of State on the eighteenth day of September One thousand nine hundred and eighty-eight and the byelaws relating to hackney carriages which were made by the Kingswood District Council on the Sixth day of October One thousand nine hundred and eighty seven and which were confirmed by the Secretary of State on the Twenty-second day of January One thousand nine hundred and eighty-eight are hereby repealed.