

## HACKNEY CARRIAGE (TAXI) AND PRIVATE HIRE VEHICLE AND DRIVER LICENSING

### VEHICLES

Owners have to obtain / provide proof of

- Fitness test
- MOT
- Insurance
- V5 Date of First Registration
- Meter Calibration Certificate (for new hackney carriages (taxis) only)

They can book an appointment date to get their vehicle licensed but must have all the paperwork ready at that appointment. These are obtained separately, so there may be cases where some material has been provided, but application cannot be made because not all the stages will be completed by the appointment date.

There are 4 situations vehicles could be in as part of the licensing process:

Situation	Service availability
Vehicles already licensed in March 2020	All vehicles holding a licence have had those updated and are still licensed for use
Vehicles in the licensing process in March 2020 where an application for an appointment to obtain a licence had been submitted.	If an application to licence a vehicle was due to be submitted or had already been made and they had passed the fitness test those have been progressed and licences issued.
	Fitness tests can be booked direct with the Broad Lane garage and are being carried out. Vehicle licences can be applied for and are being processed.
Vehicles in the licensing process in March 2020 but where an application for an appointment had not yet been made.	Fitness tests can be booked direct with the Broad Lane Garage and are being carried out. Vehicle licences can be applied for and are being processed.
New vehicles	Fitness tests can be booked and are being carried out. Vehicle licences can be applied for and are being processed.

**DRIVERS**

Drivers have to complete/submit proof of

- CSE awareness training
- Knowledge test
- DBS
- Proof of current address
- Practical driving assessment (this is different to driving licence)
- UK or EU driving licence
- Medical certificate (Group 2 standard) if of a certain age
- Right to work (licence) in the UK
- Subscription to the DBS update service (with contact details)

They can request an appointment date to apply for their licence but must have all the paperwork ready at that meeting. These are obtained separately, so there may be cases where some material has been provided, but application cannot be made because not all the stages will be completed by the appointment date.

There are 4 situations drivers could be in as part of the licensing process:

Situation	Service availability
Drivers already licensed in March 2020	Given the difficulty in obtaining Group 2 medical certificates because of pressure on the NHS existing certificates will be accepted for a further 12 months until 31 <sup>st</sup> May 2021. Group 2 medicals will be required as policy after this date. All other Certification has been accepted electronically.  All drivers holding a licence have had those renewed and are still licensed to operate.
Drivers in the licensing process in March 2020 where an appointment to provide documents and apply for a licence had already been made	These applicants are being contacted by email to ask if they want to rebook their appointment. After this time some of the documents may need updating.
Drivers in the licensing process in March 2020 but where an appointment had not been booked and the application had not yet been submitted.	Appointments to apply for licences can now be booked
New drivers looking to apply for a new licence	The booking of knowledge tests appointments will be open from 21 <sup>st</sup> June 2021  The booking of CSE awareness training appointments will be open from 21 <sup>st</sup> June 2021 and will be being carried out virtually.  The process for accepting new driver appointments will begin on the 21 <sup>st</sup> June 2021 following completion of the knowledge test, CSE awareness training and DBS checks.