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# **Tonbridge & Malling Borough Council**

## **Briefing notes for becoming a Licensed Driver**

### **New Drivers**

This document contains some information about what is required to become a licensed driver with Tonbridge & Malling Borough Council. Please read the information provided and contact the Licensing Team should you have any questions. In this booklet, we will take you through the steps you will need to complete to become a Licenced Private Hire, Hackney Carriage or Dual Driver.

This booklet is a guide and does not constitute legal advice. We strongly recommend that you read the Councils Taxi and Private Hire Policy before proceeding with your application.

Licensing Services Contact Details

Email: [licensing.services@tmbc.gov.uk](mailto:licensing.services@tmbc.gov.uk)

## Step 1 - What type of Driving Licence are you looking for?

### Hackney carriage

- can ply for hire while driving around the area
- can ply for hire while on a rank
- must take a passenger to any address within the licensing authority's area

### Private Hire

- Cannot ply for hire
- Cannot stand on a rank
- All private hire vehicles must be pre-booked through a private hire operator (licensed by the same authority)

### Dual Licence

- Allows you to drive both Hackney Carriage and Private Hire Vehicles

## What type of Vehicle Licence are you looking for?

### Hackney carriage

- Does not require an operator's licence
- Vehicle colour must comply with the council's policy (Silver or White only)
- will have a roof light box which is lit when available for hire
- Can only be driven by TMBC Hackney Carriage or Dual licensed drivers

### Private Hire

- Must be associated with an operator's licence and carry out pre-booked work
- Vehicle can be any colour
- Can only be driven by TMBC Private Hire or Dual licensed drivers

## Step 2 - The Knowledge Test

When applying for a Hackney Carriage Drivers Badge, Private Hire Drivers Badge or Dual Badge **you need to pass the knowledge test before you submit your application.**

To book your place, please complete the online application (link below) and pay the fee.

<https://www.tmbc.gov.uk/forms/taxi-knowledge-exam>

Once you have submitted the form and payment, you will be emailed the following –

- Options for upcoming test dates and times so you can choose the one that suits you.
- The revision material – a Map of the Borough, the knowledge test booklet detailing any premises and locations you may be asked about in the test and a link to the councils Taxi and Private Hire policy.

Tests are held monthly. Once passed, you will be emailed a certificate and invited to complete the application forms to progress your application.

If you do not pass the test, you will need to reapply and pay the fee to be allocated another place on a future test.

### **Step 3 - The Application Process**

For all applications you will be required to complete the following –

**1. Pass the Knowledge Test**

(see step 2)

**2. Application form**

Available to print out and complete on the council's website. All application forms must be submitted via email

**3. Driving Vehicle Agency (DVLA) application**

Available to print out and complete on the council's website. All application forms must be submitted via email. For this form you will need to generate a DVLA check code from the gov.uk website. Full details are on the form.

**4. Details of residency form**

Available to print out and complete on the council's website. All application forms must be submitted via email

**5. Previous convictions questionnaire**

Available to print out and complete on the council's website. All application forms must be submitted via email. On this form you will need to declare any convictions you have received in the past. Depending on the time since the conviction, it could affect your chance of being granted a licence. Full details about previous convictions can be found in the council's Taxi and Private Hire policy.

**6. Application fee**

The correct fee must be paid once all the application forms have been submitted in order to validate your application.

**7. Disclosure & Barring Service (DBS) form**

The DBS Application form can be completed by the Licensing Team follow submission of your application. Should you wish to complete your own DBS Application prior to submitted your application form to us, you need to ensure the follow –

- The Application must be an **ENHANCED DBS APPLICATION**
- The Workforce applied for must be **OTHER WORKFORCE TAXI DRIVER**
- If you subscribe to the online DBS Update Service, we can only accept this if it meets the criteria above. We will also need to see the original certificate that the update service refers to in order to establish the certificate was clear of relevant convictions when it was issued. For further information, or to discuss your online DBS certificate, please contact the Licensing Team.

## **8. Taxi Driving Assessment Pass Certificate**

This can be completed before or after you have submitted your application forms. We recommend booking the Driving Assessment with Green Penny, however other providers may be accepted but you should discuss it with a Licensing Officer before booking.

If you already hold a Private Hire, Hackney Carriage or Dual Licence with another Authority, you may be exempt from completing the test as you are already a professional driver. You will need to provide a copy of your current licence when applying.

## **9. Online Child Sexual Exploitation and Safeguarding Training Course**

This can be completed before or after you have submitted your application forms. For more information about this Drivers assessment, see Step 5

## **10. Take an online Disability equality Training Course**

This can be completed before or after you have submitted your application forms. For more information about this Drivers assessment, see Step 5

## **11. A Group 2 Medical**

Once you have submitted your application via email and made the necessary payments, you will be provided with the medical forms so you can make an appointment with a Doctor.

## **Step 4 – Identification Documents**

When submitting your application, you will be required to submit a number of ID documents. Please ensure you have all the correct documents; they are current, and all the information is up to date.

- Passport
- Residence Permit (if not a British Citizen)
- A document showing your National Insurance Number
- DVLA Driving Licence
- Document showing your current address (this must be less than 3 months old)
- If you do not have a passport, you may be required to produce your Birth Certificate and Marriage Certificate (if necessary to show a change of name from birth)

## **Step 5 – Online Training Requirements**

We would recommend submitting your application (see step 6) whilst waiting for your course dates. You can submit the training certificated prior to the licence being granted.

As part of the application process, you are required to carry out online training for two topics.

- **Child Sexual Exploitation and Safeguarding**
- **Disability equality Training**

We recommend these courses are carried out with [The Blue Lamp Trust](#), however other providers may be accepted but you should discuss it with a Licensing Officer before booking.

## **Child Sexual Exploitation and Safeguarding**

**Course Cost** - £30.00 (You must complete the Virtual Classroom Course)

**Course Length** – 2.5 Hours

The course aims to provide Hackney Carriage and Private Hire drivers with a knowledge and understanding of Safeguarding, their responsibilities and best practice protocols.

## **Disability Equality Training**

**Course Cost** - £45.00 (You must complete the Virtual Classroom Course)

**Course Length** – 3 Hours

The course aims to provide Hackney Carriage and Private Hire drivers with a knowledge and understanding of disabilities, their responsibilities and best practice protocols to provide safe and secure transport to all passengers.

Following the successful completion of both courses, you will need to send us copies of your certificates.

## **Step 6 – Submitting your application**

All applications must be submitted via email to:

[Licensing.services@tmbs.gov.uk](mailto:Licensing.services@tmbs.gov.uk)

If you can scan the forms, you should, otherwise please take photographs. They should be clear and show the whole document you are photographing, up close and in focus. We need to be able to read all the details, if the forms are not clear you will be asked to resend them.

Once your application has been checked and validated, you will be asked to make a telephone payment for the full cost of the application. Please note, there are no refunds for withdrawn or refused applications. An appointment will then be made for you to attend the Council offices so we can complete your Disclosure and Barring Service (DBS) application form and take our photograph for your badge.

Following your appointment, you will be sent the Group 2 Medical form which will contain your Name, address, date of birth and photograph. You must complete the Medical with a registered doctor and return the sign, dated and stamped form to us for our records.

Once you receive your DBS certificate in the post, you must give us the original certificate, we cannot accept photocopies or via email. When we grant your licence, it will be returned to you.

## **Step 7 – Granting your licence**

Following the receipt of your completed medical form and your DBS certificate, we will now be able to determine your application. If all the information is satisfactory, your licence will be granted, and you will be issued with an ID badge and a paper licence. If for any reason information has been received that prevents us from granting you a licence, a Licensing Officer will call to discuss this with you.

Once your application has been granted and you are in possession of your badge, you may commence work as a Licensed Driver, driving Tonbridge & Malling Licensed Vehicles.

If you would like to licence your own vehicle, please refer to the Council's current Hackney carriage and Private Hire Taxi policy for the full details and requirements. The application forms can be found on the council's website.