

SWINDON BOROUGH COUNCIL
APPLICATION FOR HACKNEY CARRIAGE
OR PRIVATE HIRE
DRIVERS LICENCE

(from 1st May 2008)

The licensing office is located at:-
**Premier House
Station Road
SWINDON
SN1 1TZ**

The office opening hours are:

9.00 am to 4.30 pm Monday to Friday

NEW APPLICANTS CAN ONLY BE SEEN BY PRIOR APPOINTMENT

In order to apply for a Hackney Carriage or Private Hire Drivers Licence you should first apply to Swindon College, North Star (01793 498302) to arrange for an assessment of your ability to speak, read and understand English. Assessments are carried out, normally on Thursday afternoons commencing at 3.00pm, by Swindon College on behalf of Swindon Borough Council and you will be asked to prove your identity, by means of photographic evidence, on the day of your assessment. The assessment fee of £15 is payable, either in advance or on the day, to Swindon College.

Once you have passed the assessment, you should telephone 466214 or 466209 in order to make an appointment to take a test of your knowledge of licensing conditions and roads and buildings in Swindon. On the day of the test, you should take to the licensing office:

- 1) The completed licence application form.
- 2) Your ordinary UK driving licence. **If you hold a new Photocard driving licence you must produce both the Photocard and the paper counterpart which shows endorsements.**

If you do **not** hold a Photocard driving licence you should also bring:

- (a) your passport; **OR**
- (b) three passport-sized photographs, plus a recent utility account addressed to yourself at the address shown on your driving licence.
- (c) **The fee of £12, which must be paid before you undertake the test.**

You should ensure that you have read the current edition of the Hackney Carriage and Private Hire Handbook before you take the test.

YOU WILL BE NOTIFIED BY POST OF THE RESULT OF THE TEST.

Once the test has been successfully completed, you should arrange for a Medical Examination, which is required for your first application, then at the age of 47 and every three years thereafter. From the age of 65 onwards a certificate is required annually.

Once this has been completed, you should telephone either of the above numbers to arrange a further appointment for an interview. For the interview you should take to the Licensing Office:

- 1) **Three** passport sized photographs of yourself (if these have not already been provided - see 2(b) above).
- 2) The completed Medical Certificate.
- 3) You will need to provide two written references.

During the interview you will be required to complete a form to be sent to DVLA to check your drivers licence details. **This enquiry may take an average of three to four weeks to complete.**

You will also be required to complete a form to go to the Criminal Records Bureau to arrange a criminal record check. **This enquiry may take an average of six to eight weeks to complete.**

As a new applicant you will be required to undertake an assessment of your driving standard. An appointment will be arranged for this to take place at a future date.

The licence fee is £67.

The fee for the driving assessment is £35.

The fee for a Criminal Records Bureau Disclosure is £36

The sum of **£138** should therefore be paid at the time of the interview. Cheques and Postal Orders should be made payable to SWINDON BOROUGH COUNCIL and crossed. Personal cheques will not be accepted without a cheque guarantee card. **Any licence issued on payment by a cheque which is not honoured by the bank will be invalid.**

NOTES

1. **Applicants must have held a UK full driving licence for at least 36 months.** Applicants holding a licence issued by a member country of the European Economic Community must have held a full driving licence for at least 36 months from the date of their home country's entry into the EEC and **must exchange their EEC licence for a UK licence, which must show the applicant's current address, before applying.**
2. Before applying you should consult the appropriate leaflet explaining the standard required to be met by licence applicants.
3. A leaflet is available describing the driving assessment procedure.
4. A leaflet is available describing the knowledge test procedure.
5. You should also ensure you have a copy of the current edition of the Swindon Borough Council Hackney Carriage and Private Hire handbook.
6. You may not commence work until all the procedures have been completed and the necessary licence has been issued.

7. If you have previously held a Hackney Carriage Drivers Licence which expired within the last five years, your application will be dealt with as a renewal. A check for any record of convictions will, however, be carried out every three years.
8. If you have previously held a Private Hire Drivers Licence which expired within the last five years, your application will be dealt with as a renewal. A check for any record of convictions will, however, be carried out every three years.
9. Existing Private Hire drivers who wish to apply for a Hackney Carriage Drivers Licence must, if they have not done so, take and pass the Hackney Carriage knowledge test prior to the issue of a Hackney Carriage Driver's Licence.
10. **Applicants who have not been resident in the United Kingdom for a continuous five year period on the date of application must provide, at their expense, a Certificate of Good Conduct from the Embassy of the country or countries in which they have been resident.**

Revised 7 March 2008