

Initial test

Prior to making an application prospective drivers must undergo a basic reading, writing and arithmetic test. The cost of will be borne by the applicant. If successful, you will be able to proceed to the second stage on the day. Please telephone 01394 444802 to make an appointment. For the second stage of your application, you will need to bring the completed application form and one passport photograph and the payment – refer to fee guide.

Disclosure & Barring Service

When you come to the office we will guide you through the Disclosure & Barring Service disclosure form. When you attend you MUST bring in your DVLA driving licence and proof of documents from Group 1, 2a and 2b (see DBS - notes for applicants). One of which must confirm your current address, for example a utility bill displaying your name and address.

In addition if you have a valid passport, you MUST bring the passport with you, and if you have changed your name since birth, you MUST bring evidence of this name change – this could mean your marriage certificate or official documents recording a name change by deed poll.

If you have lived at more than one address over the last five years, please make sure you can tell us where you lived and the dates you lived there (month and year).

DVLA

You must also provide evidence of your driving record (entitlements and/or penalty points), you can do this online by accessing the DVLA's 'Share Driving Licence' service at <https://www.gov.uk/view-driving-licence>, or alternatively we can assist you with this during the second stage of your appointment. Refer to guidance enclosed.

Tax Conditionality

All new applicants for a combined hackney carriage and private hire drivers licence, a private hire drivers licence and/or private hire operator licence will be required to confirm they are aware of the content of HMRC guidance relating to tax registration obligations:

- if you're an employee, [find information on Pay As You Earn \(PAYE\)](#)
- if you're self-employed, [find information on registering for Self Assessment](#)
- if you operate through a company, [find information on Corporation Tax](#)

You will be required to sign a declaration on your application form that you have read and understood the tax registration implications.

Driving assessment

After your initial appointment a driving assessment must be completed to ensure the applicant is competent in vehicular control and is able to carry out manoeuvres smoothly and safely. Part of the assessment includes a knowledge test to demonstrate the applicant has adequate knowledge of the legislation and licensing requirements.

A hackney carriage applicant will also be required to undertake a geographical test which will involve a journey taking the shortest route.

Driving assessments should be booked directly with Mr Bob Gosden, the Council's approved driving examiner, on tel. 01473 716873. The applicant must bear the cost of the test and payment should be made directly to Mr Gosden.

Medicals

Applicant's must be medically examined by a qualified UK registered Medical Practitioner who has access to the applicant's full medical records (the cost of which must be borne by the applicant). The medical fitness standard adopted by the Council for licence holders reflects the fitness standard for the Group 2 DVLA drivers (Group 2 licence holders are permitted to drive large goods vehicles, buses and coaches). The reason for this is that, because professional drivers spend substantially longer at the wheel than private motorists, the risk of sudden illness occurring whilst driving is greater. In particular, the requirements relating to epilepsy, eyesight and diabetes are more stringent.

A medical remains valid until the age of 45. At 45 years of age a new medical certificate will be required, regardless of how long it has been since your original application. A new certificate will then be required at the age of 50 years, 55 years, 60 years and 65years. After 65 years of age, annual medical certificates are required.

Applicants who hold a valid DVLA Group 2 licence do not have to provide any other medical information.

Safeguarding Training

All new applicants will be required to undertake a two day college course The Role of a Professional Taxi and Private Hire Driver. You are required to present your pass certificate to the Licensing Team. The cost of this training must be paid by the applicant.

Right to a Licence

Licensing authorities are required to check the immigration status and right to work of all those applying for taxi, private hire driver and operator licences.

On your first appointment please supply:

- **British Citizens** – a British Passport, or a Birth Certificate and an official document showing your National Insurance Number, or a Certificate of Registration and an official document showing your National Insurance Number.
- **EU Citizens** – evidence of settlement status or pre-settlement status, for permission to remain and work in the UK.
- **Other Foreign Nationals** – evidence for permission to remain and work in the UK.

Foreign Nationals with restrictions on the right to work in the UK or with time-limited permission to work will only be issued with a licence corresponding to those dates.

Please refer to the application form or scale of fees for payment charges which must be paid during the initial and second stage of your application.

East Suffolk Council has two offices; details of both site addresses are shown below. You will need to decide which site is more convenient to carry out the application process.

**East Suffolk Council
East Suffolk House
Riduna Park, Station Road
Melton
Woodbridge, Suffolk IP12 1RT**

**East Suffolk Council
Riverside
4 Canning Road
Lowestoft
Suffolk NR33 0EQ**

Email address: licensing@eastsoffolk.gov.uk

Telephone: 01394 444802