

## Application Process for New Hackney Carriage and Private Hire Drivers

This checklist will guide you through the application process for obtaining your new Hackney Carriage and/or Private Hire Drivers Licence. If you have any questions, please do not hesitate to contact the Licensing Department on 01962 848 188 or [licensing@winchester.gov.uk](mailto:licensing@winchester.gov.uk)

### Step 1: Visit our website

Please visit our website and read the information provided about Hackney Carriage and Private Hire Drivers, including the Statement of Licensing Policy, Criminal Convictions Policy and conditions of licence. <https://www.winchester.gov.uk/licensing>  
If you have any questions about the information on our website, please get in touch with the Licensing Department before making an application.

### Step 2: Make your application

Please complete the online application form at <https://www.winchester.gov.uk/licensing>  
You will require a credit/debit card to make payment of the £117 application fee.

### Step 3: Make an appointment

Once you have completed your application form, you must contact the Licensing Department within 14 days to make an appointment to see a Licensing Officer. At the appointment, you will discuss your application with the Officer and they will ask any questions they may have about the information on your application form.  
You will need to bring the following documents to your appointment:

- Documents which prove your Right to Work in the UK
- Your DVLA driving licence
- Any other relevant certificates which may support your application

### Step 4: Knowledge Test

If you are applying to be a Hackney Carriage Driver, you will be required to complete a knowledge test. If you are applying to be a Private Hire Driver, you may need to complete a knowledge test depending on the type of work you are planning to do. This will assess your knowledge of the city centre, parish areas, basic numeracy and the Council's Statement of Licensing Policy and driver/vehicle conditions. Contact the Licensing Department to book a knowledge test. These are usually held on the last Thursday of each month. Your first test is included in the application fee, and any re-tests are £30.

### Step 5: Criminal Record Check

You are required to provide the Licensing Department with an enhanced Disclosure and Barring Service (DBS) certificate. Please obtain one of these through our approved provider, Personnel Checks: [www.personnelchecks.co.uk/taxis/winchester/](http://www.personnelchecks.co.uk/taxis/winchester/)

If you have been a resident of the UK for less than 10 years, you will also need to provide the Licensing Department with a Certificate of Good Conduct from your home country.

The process for each country is different, so we advise contacting your Embassy for advice.

If you have any criminal convictions or cautions, please refer to the Statement of Licensing Policy for guidance on whether your application will be accepted at this time. If you have ever been investigated for an offence (even if no further action was taken) you must inform the licensing authority of this.

## Step 6: Qualifications / Assessments

You are required to attend and complete a number of training / awareness courses as part of your application.

### Taxi Driving Assessment

This will assess your driving ability and ensure it meets the expected standard of a licensed driver. Please book your assessment with the Blue Lamp Trust:

<https://bluelamptrust.org.uk/taxiassessments/>

### Safeguarding Awareness Course

A classroom-based safeguarding course must be completed. E-learning courses will not be accepted. Please book your course with the Blue Lamp Trust:

<https://bluelamptrust.org.uk/safeguarding-classroom/>

### Disability Awareness Course

A classroom-based safeguarding course must be completed. Please book your course with the Blue Lamp Trust: <https://bluelamptrust.org.uk/disability-classroom-course/>

### WAV (Wheelchair Accessible Vehicle) Assessment

If you are applying to be a Hackney Carriage Driver, or a Private Hire Driver who plans to drive a wheelchair-accessible vehicle (WAV), you must undertake this assessment before we will consider licensing a wheelchair accessible vehicle for you. Please book your assessment with the Blue Lamp Trust:

[https://bluelamptrust.org.uk/wheelchair\\_assessment/](https://bluelamptrust.org.uk/wheelchair_assessment/)

## Step 7: Medical Report

You must obtain a Medical Report from a doctor who has full access to your medical records, to ensure that you meet the Group 2 medical standards of fitness to drive.

It is essential that your Medical Report is obtained **after** all other steps have been completed, as the report must be less than 28 days old at the point of granting a licence. A Medical Report over 28 days old **will be rejected** and you will need to obtain a new one. Fees will vary depending on the surgery you visit. The Medical Report form can be downloaded from our website, or please ask a Licensing Officer for a hard copy.

## Step 8: Provide documents to the licensing authority

Once you have completed all of the required steps above, you must provide the original documents to the licensing authority. This includes your training certificates, your enhanced DBS certificate and any other relevant criminal record history, and your medical report.

You may choose to post your documents, leave them at our Reception, or make an appointment to see a Licensing Officer. Once we have received your documentation, we aim to make a decision within 10 working days.