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Hackney carriage driver licence

Apply for a new Hackney carriage driver licence

If you wish to become a Hackney carriage driver you need to:

- be at least 18 years of age
- hold a current full UK driving licence and have held this for more than one year

To become a Hackney carriage driver you will need to attend and pass a Taxi general competency course at Peterborough Regional College (https://www.peterborough.ac.uk/course/FCXTAXA75-01/taxi-competency-full-day). You will also need to disclose any past offences and convictions and apply for an enhanced DBS criminal record check certificate.

Once you have successfully completed the course and obtained the enhanced DBS check you will need to apply using the online application for a licence.

Please note: if you already hold a private hire drivers licence go to Licence type change (private hire to Hackney).

You will need the following documents as you will be required to upload them during the online application process.

Please note: Do not apply until you have all the following documents ready to upload.

- Enhanced disclosure certificate - If you are a member of the disclosure update service then you can provide your current enhanced disclosure and reference number in place of the full enhanced disclosure certificate. For further information and guidance on obtaining an enhanced DBS criminal record check please download the 'How to apply for a driver's enhanced DBS check' document in the supporting documents section.
- Taxi general competency certificate from Peterborough Regional College (https://www.peterborough.ac.uk/course/FCXTAXA75-01/taxi-competency-full-day)
- Medical form signed by a medical practitioner
- Driving Assessment Pass Certificate from an approved provider
- DVLA driving licence (photo card)
- DVLA driving licence check (https://www.gov.uk/view-driving-licence) summary and code
- Passport style / size photo for ID badge
- Proof of right to work in UK for example a British passport - A list of acceptable documents has been published by the Home Office, further information can be found on GOV.UK's Right to Work checklist (https://www.gov.uk/government/publications/right-to-work-checklist)
- If not continuously resident in the UK for the last 5 years a Statement of Good Conduct will need to be uploaded. Further information can be found on GOV.UK's Record checks for overseas applicants (https://www.gov.uk/government/publications/criminal-record-checks-for-overseas-applicants)

New driver applications submitted on or before 12 August 2018 and have paid the full fee online, will be contacted by a member of the licensing team to either arrange a driving assessment test with a council officer or refund that part of the fee, so that the applicant can arrange a driving assessment test with an approved provider.

Applicants who submit an application on or after the 13 August 2018, are required to take and pass a driving assessment test with one of the council’s approved external providers, prior to submitting their application. The driving assessment test is required to
ensure your driving and local area knowledge, meet our standards.

The approved Driving Assessment test providers are listed below:

All three providers offer both Private Hire and Hackney Carriage Driving Assessment Tests and are not listed in any particular order.

Applicants are responsible for arranging, booking and paying for the test with one of the providers listed below. Pass certificates from other providers will not be accepted. You are also responsible for ensuring you read and understand, the providers test requirements and ensure you bring everything required for the test, e.g. roadworthy licensed vehicle, valid driving licence etc. The providers are duty bound to report to us, any behaviour which may affect an applicant’s ‘fit and proper’ status.

- Defensive Driver Training (https://www.mytaxitest.co.uk/)
- Green Penny (http://www.greenpenny.co.uk/taxi-assessment-booking-form/)

For more information please read the Hackney carriage policy and byelaws, Hackney carriage vehicle conditions and current taxi fees in our supporting documents.

Renew Hackney carriage driver licence

If your Hackney carriage driver licence is due to expire in the next 30 days you will need to renew your licence online.

You will need the following documents as you will be required to upload them during the application process:

- Enhanced disclosure certificate - If you are a member of the disclosure update service then you can provide your current enhanced disclosure and reference number in place of the full enhanced disclosure certificate
- DVLA driving licence (photo card)
- DVLA driving licence check (https://www.gov.uk/view-driving-licence) summary and code
- Medical form signed by a medical practitioner
- Proof of right to work in UK for example a British passport - A list of acceptable documents has been published by the Home Office, further information can be found on GOV.UK’s Right to Work checklist (https://www.gov.uk/government/publications/right-to-work-checklist)

For more information please read the Hackney carriage policy and byelaws, Hackney carriage driver conditions and current taxi fees in our supporting documents.

Hackney carriage vehicle licence
Apply for a new Hackney carriage vehicle licence

If you wish to licence a new Hackney carriage vehicle you will need to complete an online application.

Your vehicle must be less than three years old and pass a vehicle inspection at our appointed testing station. You will need to bring your vehicle inspection pass sheet with you when you collect your vehicle licence plate.

You will need the following documents as you will be required to upload them during the application process:

- Vehicle insurance certificate
- VSC Log book

For more information please read the Hackney carriage policy and byelaws, Hackney carriage vehicle conditions and current taxi fees in our supporting documents.

Renew Hackney carriage vehicle licence

If your Hackney carriage vehicle licence is due to expire in the next 30 days you will need to renew your licence online.

Your vehicle must be less than 15 years old and you will need the following documents as you will be required to upload them during the application process.

- Vehicle insurance certificate
- VSC Log book

For more information please read the Hackney carriage policy and byelaws, Hackney carriage vehicle conditions and current taxi fees in our supporting documents.

Licence type change (private hire to Hackney)

If you already hold a private hire drivers licence and wish to become a Hackney Carriage driver you will need to take and pass the Hackney Carriage driving test with one of the council’s approved external providers, then complete an application form and pay online. Please download the form, print, complete, make payment online and then send to us with a copy of your driving assessment pass certificate.
Notify us of a change

If you have recently changed address, sold your vehicle to another taxi driver or replaced your vehicle we will need to vary your licence. Please download the relevant form below, print, complete make payment online and send application form to us.


Hackney carriage byelaws

The Secretary of State has confirmed the byelaws relating to Hackney Carriages licensed by Peterborough City Council will come into force on the 26 April 2018. A copy of the byelaws in full, are available to view below.

The byelaws are also available at the Town Hall, Bridge Street, Peterborough PE1 1HF.

The byelaws regulate proprietors and drivers of Hackney Carriage vehicles. The byelaws relate to:

- Provisions regulating the manner in which the number of each hackney carriage corresponding with the number of its licence, shall be displayed
- Provision regulating how hackney carriages are to be furnished or provided
- Provisions regulating the conduct of the proprietors and drivers of hackney carriages plying with the district in their several employments, and determining whether such drivers shall wear any and what badges
- Provisions fixing the rates or fares to be paid for hackney carriages within the district and securing the due publication of such fares
- Provision securing the safe custody and re-delivery of any property accidentally left in hackney carriages, and fixing the charges to be made in respect thereof
- Penalties

For information, the byelaws were subject to a consultation process which ran from 24 August 2017 to 21 September 2017 and were adopted by Full Council on 13 December 2017.

For further information on the byelaws, please email licensing@peterborough.gov.uk or telephone 01733 747474 and ask for the licensing team.

Pay for

Please use the links below to order and pay for sundry items and services. No prior application is required. On receipt of your payment and when we have verified your entitlement, a member of our licensing team will contact you to arrange delivery/collection.

Supporting information

Documents you need to complete an application

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<th>New Vehicle Licence</th>
<th>Vehicle Licence Renewal</th>
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Supporting documents

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  Size: 161.39 KB  File format: pdf

  Size: 1.01 MB  File format: pdf

  Size: 118.93 KB  File format: pdf

  Size: 221.87 KB  File format: pdf

- How to apply for a driver’s enhanced DBS check (https://pcc-live-storage.googleapis.com/upload/www.peterborough.gov.uk/bus
  Size: 66.45 KB  File format: pdf

Contact the licensing team

If you require further information or guidance, please contact our licensing team by calling 01733 453491 or by email at licensing@peterborough.gov.uk.