

**PROCEDURE IN RELATION TO OBTAINING A HACKNEY  
CARRIAGE/PRIVATE HIRE DRIVING LICENCE**

The Licensing Section has adopted the following procedure for all callers who express an interest in obtaining a Hackney Carriage/Private Hire driver licence.

**Please note:- If you have any driving disqualifications or other serious driving offences or criminal convictions recorded against you, it may affect your application and you may need to be referred to the Licensing Committee for a decision.** If this applies to you, the matter can be discussed confidentially with a Licensing Officer.

1. Before you make a formal application you will be asked to sit a Basic English test. This test consists of sections on listening skills, best answers, basic mathematics and a basic knowledge of the geography of the Vale of Glamorgan. The time allowed for this test is fifteen minutes.
2. You must have held a full car driving licence for at least one year before being considered for a licence.
3. You must be at least 21 years of age.
4. To sit the Basic English test you will have to make an appointment. This can be done by ringing 01446 709105.
5. When you come to the Civic Offices to sit the test, please be on time. If you are late you may have to come back to sit the test at a later date.
6. The officer dealing with you will need to see your DVLA driving licence (both parts of a photo card licence) which must state your current residential address.
7. You will also be required to bring with you 1 passport size photograph of yourself.
8. If you pass the test, you will be given a pack to enable you to make an application. The pack contains full instructions for the next stage.  
**Please note: You will be required to make your application within 3 months of sitting the Basic English Test.**
9. Should you be unfortunate enough to fail the test a member of the section will advise you on the availability of adult literary courses.

**PLEASE NOTE:**

**From Committee, held on 25<sup>th</sup> May 2005**

Applicants for the grant or renewal of Hackney Carriage/Private Hire drivers licences or a Private Hire Operators licence, who require a CRB (Criminal Records Bureau) check and have lived abroad within the past 5 years are

required to produce with their application a certificate of good conduct. This must be obtained either from the embassy or from the police in every area in which they have resided outside of the United Kingdom. The certificate must confirm that during their residency in that area they did not commit any criminal offences. Or any offences that have been committed are to be listed on the certificate. All certificates must show the dates of residency and sufficient certificates are required to prove a continuous history.

Any required certificate, which is not in English, must be accompanied by a certified full translation into English.

If you would like any further information regarding the Basic English test please ring 01446 709105 and ask for Licensing.

**Once application is accepted your CRB will be sent away for approval.**  
**After receiving your CRB you must pass your knowledge test within one month**