

HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING GUIDANCE NOTES



It is important that you make an appointment before the Council offices

Surgeries are held on:-

Fridays at Dorchester and Mondays at Weymouth - 9am-1pm and 2pm-4pm at Dorchester

Call 01305 838028.

All forms except for the DBS (previously CRB) and conditions of licence are available at www.dorsetforyou.com/387228.

Drivers

Required:-

- Completed application form.
- Disclosure & Barring Service
A Disclosure and Barring Service check is now completed online and documents verified by Licensing officers. Please contact Licensing to initiate this process using your email address.
- Completion of Safeguarding Training – contact k.rice@dorsetcc.gov.uk
<https://www.dorsetforyou.gov.uk/dpttc>
- As of 8th June 2015 the paper counterpart to the photocard driving licence will no longer be issued by DVLA.
- Immigration Check

Any new [penalty points](#) (endorsements) will only be recorded electronically, and will not be printed or written on either photocard licences or paper driving licences.

DVLA's free [View Driving Licence service](#) lets you see what details are on your licence, including what vehicles you can drive and any penalty points you may have.

ALL new drivers will be required to ensure they bring with them to their appointment the following which will enable licensing to check their driving licence details directly with DVLA:-

- *Photocard or old style paper driving licence*
- *National Insurance number*
- *Postcode*
- *Utility bill or bank statement for proof of address*

OR A code (which is only valid for 72 hours) obtained via www.gov.uk/government/news/driving-licence-changes

If the applicant is unable to provide the above details they will be required to complete a mandate and pay £6.75 which will then enable us to check their driving licence details with DVLA.

- Completed Medical form certifying that the applicant meets the Group 2 Vocational drivers standard. **The medical must be completed by your own GP** or a GP from the same surgery with access to your medical records.
- Driver Improvement Course Certificate .
- Knowledge test £32.50
- Driver fee
- Cheque or Debit/Credit Card payments accepted

Vehicles

- The vehicle must be under 8 years old at the time of the licensing. (There are occasional exemptions for limousines etc and wheelchair accessible vehicles). Vehicle technical inspections are carried out by Rampisham Garage, Rampisham Down, Dorchester DT2 0HT (01935 83611). An inspection sheet must be handed in before a plate is issued.
- All vehicles must carry a Fire Extinguisher and First Aid Kit as specified in the Council's Conditions of Licence.
- Hackney Carriages must also be fitted with a meter set **only** to the West Dorset District Council Tariffs.
- Hackney Carriages must have a VOSA MOT once 12 months old and then annually.
- Private Hire Vehicles require a VOSA MOT when 3 years old and then annually.
- The initial fee to licence a vehicle.

Operators (Private Hire only)

If you are not planning to work for an existing Operator and plan to take pre-bookings, you must also have an Operators Licence.

IF YOU HAVE ANY FURTHER QUESTIONS, CONTACT LICENSING ON (01305) 838028.



Practical Driving Course

The driver assessment is carried out by an Approved Driving Instructors (ADI) on behalf of Dorset County Council. The ADI will assess the applicant's driving ability and whether the standard of driving is acceptable.

For more information, visit <https://www.dorsetforyou.com/roadsafety/taxi-assessments>

The current fee is **£39.00** and is payable direct to the driving instructor on the day of the course.

To arrange a course contact one the following instructors of your choice:

Based	Name	Phone
Bournemouth/Christchurch	Brian Chidgey	07970 482431
Bournemouth/Christchurch	Jeff Gawler	01202 575752
Bridport	Haydn Wright	07796 287848
Bournemouth/Christchurch	Martin Shanley	07877 599540
Dorchester, Duntish	Jeff Parsons	07966 506626
Dorchester	Adam Sykes	07751 960300
Poole	Paul Gowing	07949 084908
Poole	Trevor Hurley	07758 242190
Sherborne	John Nathan	07814 663498
Weymouth and Portland	Charles Deremaux	01305 778704

Please note: The course will not take place unless the driver's licence (both parts in the case of photocard licences) is presented to the instructor prior to the commencement of the course and the vehicle used for the course is appropriately taxed, insured and roadworthy. A cancellation fee may be payable subject to the instructor's discretion.