

### Steps to apply for a new private hire or hackney carriage driver licence

Step	Fee	Complete ✓
<b>Licensed Area:-</b> Before beginning the licensing process, check applicants address and ensure that they state which area they will be working. Applicants that cannot satisfy the Licensing Authority requirements to “work the majority of their taxi journeys in the Tandridge area” should NOT be granted a drivers badge.		
<b>Step 1 Go to Council’s Website:</b> <a href="https://www.tandridge.gov.uk/Parking-streets-and-transport/Transport/Taxi-licensing-and-safety">https://www.tandridge.gov.uk/Parking-streets-and-transport/Transport/Taxi-licensing-and-safety</a> Read the following documents: <ul style="list-style-type: none"> <li>• <a href="#">Guidance for proprietors and drivers of Hackney carriage and private hire vehicles.</a></li> <li>• <a href="#">Policy regarding the relevance of convictions and other related information.</a></li> </ul> Applicants must satisfy the Licensing Officer that they have read and understood these documents before application commences.		
<b>Step 2 Fill in application form</b> <ul style="list-style-type: none"> <li>• Complete ‘NA1_New Driver Application Form’ email to <a href="mailto:taxilicensing@tandridge.gov.uk">taxilicensing@tandridge.gov.uk</a></li> <li>• Provide copy of passport and driving licence</li> </ul>		
<b>Step 3 Pay ‘New driver application’ Fee</b>	<b>£281.00</b>	
<b>Step 4 Knowledge Test</b> <ul style="list-style-type: none"> <li>• This will be a 40 minute multiple choice test which will comprise of 40 random questions on the local area, highway code and TDC procedures.</li> <li>• Book Test 01883 732850 and pay fee</li> </ul>	<b>£78.00 (£42.50 each retest)</b>	
<b>Step 5 Enhanced DBS</b> <ul style="list-style-type: none"> <li>• Contact <a href="mailto:taxilicensing@tandridge.gov.uk">taxilicensing@tandridge.gov.uk</a> with your email address</li> <li>• Pay fee</li> <li>• A Link will be sent to your email address, complete DBS form on-line</li> <li>• Book appointment 01883 732850 for your documents to be checked</li> </ul>	<b>£60.00</b>	
<b>Step 6 Download Medical Form (from TDC Website)</b> <ul style="list-style-type: none"> <li>• Medical Examination by YOUR GP (Doctor)</li> <li>• Completed Form to be delivered to Licensing Officer</li> </ul>	<b>Varied (Approx £100-£200)</b>	
<b>Step 7 Immigration, Passport and Right to Work Check</b> <ul style="list-style-type: none"> <li>• Produce documents to Licensing Officer</li> <li>• Work permit, visa and passport. National Insurance Number. Copy of recent Bank Statement. Driving Licence and Licence check code. Birth Certificate and or Marriage Certificate if available.</li> </ul>		
<b>Step 8 Driving Standards Agency Driving Test, with Test Centre</b> <ul style="list-style-type: none"> <li>• Book test with Blue Lamp Trust 0300 777 0157, <a href="mailto:info@bluelamprtrust.org.uk">info@bluelamprtrust.org.uk</a></li> <li>• Produce your DSA Test Certificate to Tandridge District Council, Taxi Licensing Officer</li> </ul>	<b>£87.00</b>	
<b>Step 9 Complete Online CSE Training</b> <ul style="list-style-type: none"> <li>• Go to Barnardo CSE Training <a href="https://taxielm.learnupon.com/users/sign_up">https://taxielm.learnupon.com/users/sign_up</a></li> <li>• Complete online training course and supply a copy of the certificate to the Licensing Department</li> </ul>	<b>£15.00</b>	
<b>Step 10 Recommendations / character witness</b> <ul style="list-style-type: none"> <li>• Complete recommendation section on application form</li> </ul>		
<b>Step 11 Licence Fee</b> (3 year licence for all new Applicants from Jan 2017) <ul style="list-style-type: none"> <li>• Pay Driver licence fee – Hackney carriage or private hire – see list of fees</li> <li>• 2 Passport photographs</li> </ul>	<b>See list of fees</b>	
<b>Does a vehicle also need to be licensed as a Hackney Carriage or Private Hire?</b>	<b>See list of fees</b>	

#### All fees must be paid by Debit or Credit Card (no American Express accepted)

Drivers Badges will only be issued when all forms and checks have been completed. Fees are not pro rata if you apply during a licensing year.

The Licensing Officer may apply Conditions to the Private Hire Licence as deemed necessary.

Applications for a Hackney Carriage or Private Hire Badge process can take up to 3 months to complete. This is dependent on eDBS checks, right to work checks including immigration checks (where applicable) and referees returning completed forms.