


04/24

FLOW CHART OF NEW APPLICANT FOR HACKNEY CARRIAGE OR PRIVATE HIRE LICENCE

The below is a general guide, may be subject to change, and there may be exceptions or inclusions to the process depending on individual circumstances but each case is considered on its own merits. [Taxi and private hire | Crawley GOV](#)


Read the Councils Hackney Carriage and Private Hire Licensing Policy and New Applicant Guidance Notes before application to ensure you meet the requirements [Taxi and private hire | Crawley GOV](#)



Applicant to make contact with the Taxi Licensing Team via email




Taxi Licensing Service will make contact to obtain Initial application details will be taken by a Technical Officer and payment is required of the initial application fee. Applicants are advised to share any matters of note at this stage that may impact an application such as medical matters, convictions, formal investigations



Applicant to complete full application form and return to taxis@crawley.gov.uk



A 1 hour appointment will be made for an applicant to attend a face to face appointment and this will be confirmed via email



For this appointment, applicants will need to bring:

- Passport (including Visa documentation if appropriate)
- UK Driving Licence (Photographic) in applicants current residential address
- Proof of National Insurance (NI) in the form of a bill, payslip or other and/or a letter from HMRC to confirm National Insurance details . (Not an NI Card)
- Current Utility Bill for current address which is no more than 4 months old
- Proof of Right to Work
- Proof of English Language Qualification to the required standard
- Details of DBS Update Registration if already registered



A photograph of the applicant will be taken to ensure a true likeness (A photo is required for Council records and any licence issued. Information relating to the Knowledge Test will also be provided at this stage



A new Enhanced Data Barring Service (DBS) check, carried out by the Council is required if applicant is not appropriately registered with the DBS Update Service or if this has lapsed.

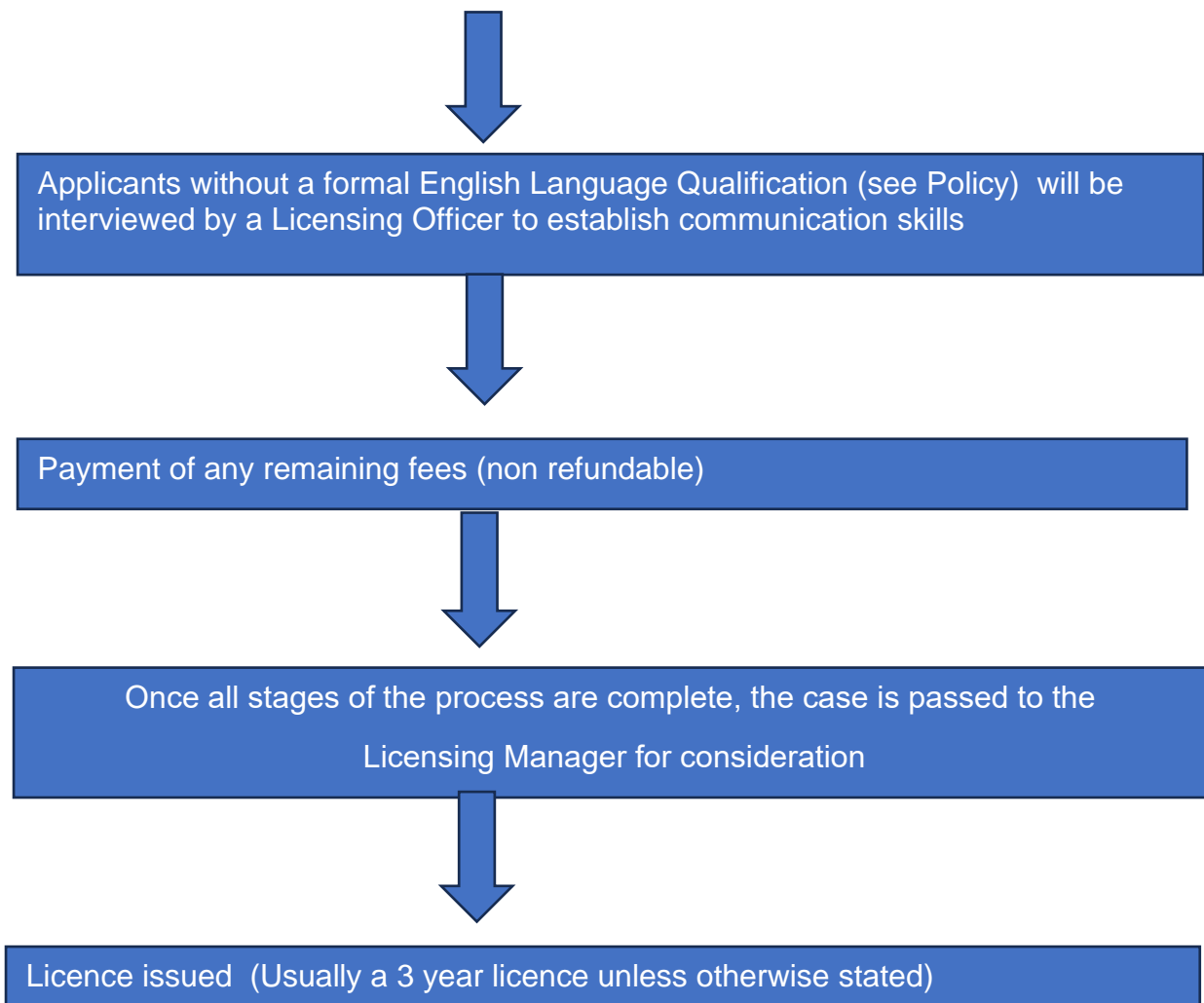


Applicants will be required to complete various data checking consents including driving licence check, history check, DBS check, National Taxi Database Check. Information may be shared inter departmentally or with other Partners as required



Applicants will need to attend the following and provide proof of passing when requested nominated courses in the following:

- Advanced Driving Test
- Safeguarding For Taxi Drivers
- Wheelchair Accessibility Training
- Disability Awareness Training
- Knowledge Test
- Group II Medical Report confirming medical fitness to this standard by applicants own GP



Additional Explanatory Notes

The above flow chart offers an overview of the licensing process and does not include all elements. Applicants are advised to read the New Applicant Guidance Notes as well as the Hackney Carriage and Private Hire Licensing Policy before making an application.

Applicants returning to the taxi trade or moving from another Authority may be exempt from parts of this process. Please advise the Taxi Licensing Service of this on application and further guidance will be given.

If there are matters of note, this may give rise to the matter being referred for further consideration by a more Senior Delegated Officer. Applicants will be informed of this as early in the process as possible.

In the case of medical matters, these will be referred to the Councils Nominated Medical Adviser for comment before a case can be considered.

The primary purpose of the hackney carriage and private hire licensing regime is public safety. The Council has a duty to ensure that all persons wishing to become a licensed driver or who are currently licensed are fit and proper to do so.