

## **Private Hire Vehicles**

Private Hire Vehicles may only accept pre-booked contracts, i.e., arranged by telephone or in person at the Operator's premises. They are not permitted to ply for hire and could invalidate their insurance policy if they take fares that are not booked in advance.

There are three types of Private Hire Licence:

(1) Private Hire Operator's Licence

This Licence is valid for twelve months.

(2) Private Hire Vehicle Licence

This Licence is valid for twelve months. Vehicles must be examined, as required by the Council's Licence Conditions, at the Council's [Langston Road Depot](#).

(3) Private Hire Driver's Licence

This is to the same procedure as outlined above for a Hackney Carriage Driver's Licence.

## **How to make an application**

You will need to apply for an application pack directly from the Licensing Section by email at [licensing@eppingforestdc.gov.uk](mailto:licensing@eppingforestdc.gov.uk) or alternatively by calling the Section direct on 01992 564461.. Once you receive the pack you must complete all forms in **black ink**. Once you have completed the forms you will need to return them to the Licensing Section in the pre-paid envelope enclosed.

Please note we operate an appointment system when applying for a licence on Monday-Friday 9.00am-4.00pm. Please call the Taxi Licensing Unit on 01992 564270 or 564461 to arrange an appointment.

## **Epping Forest Taxi Test**

You will be given a test on a computer package. The test consists of multiple choice questions and you will have to select A, B, C or D.

An example of a question could be "What road is St Margaret's Hospital on?"

You will need to familiarise yourself with places of interest, towns, public houses, train stations, supermarkets, hospitals etc in the district. You will not need to know a route but you will need to know the road a particular place of interest/premises is situated. You will also be asked questions on the Highway Code, equality, motorway rules and signs. You will also need to be familiar with the authority's licence conditions.

**Should you require any aids or adaptations at the test due to a disability please let the Licensing Section know so that we can make suitable arrangements.**

Useful tools for revision: The DSA Theory Test Book for Car Drivers and the Official Highway Code.

**Knowledge test fee £42.00**

**Re-test fee £21.00**

You will also be shown a short training DVD that relates to the promotion of passenger awareness.

You would be required to undergo a Criminal Record Check and Group Two Medical to make an application to be a licensed driver.

The Criminal Records Disclosure fee is £44.00 to be paid at your first appointment, we accept debit cards, cash and cheques.

When you attend the Council Offices for your appointment, it will be necessary for you to bring the appropriate documentation as listed below depending upon the type of licence that you are applying for:

(1) Hackney Carriage and Private Hire Driver's Licence

- Driving Licence paper counterpart and photo card
- Valid Passport or Birth Certificate
- 2 x recent household bills in your name
- National Insurance number
- You will need to have held a DVLA licence for 3 years
- You will also need to provide address history for the last five years.

(2) Hackney Carriage and Private Hire Vehicle Licence

- Driving Licence paper counterpart and photo card
- Valid Passport or Birth Certificate
- 2 x recent household bills in your name
- National Insurance number

(3) Private Hire Operator's Licence

- Driving Licence paper counterpart and photo card
- Valid Passport or Birth Certificate
- 2 x recent household bills in your name
- National Insurance number

**Renewal of Licences by post**

The Licensing Team offers a service to renew existing licences by post. All existing licensed drivers will receive the relevant application pack and explanatory notes in the post approximately one month before the renewal is due.