

APPLICATION FOR DUAL DRIVER LICENCE

DRIVER KNOWLEDGE TEST (STAGE 1)

Thank you for your interest in applying for a dual hackney carriage and private hire driver licence issued by NFDC. Prior to making a formal application (Stage 2) all applicants must produce the necessary documents and pass the Council's Driver Knowledge Test (DKT).

The following documents are included in this pack for your assistance:

- Requirements for applicants,
- Policy relating to the relevance of convictions,
- Important information,
- Licence Conditions to be observed by all NFDC licensed drivers,
- The law on seatbelts - a brief synopsis,
- National Anti Fraud Network (NAFN) - National register of revocations and refusals (NR3S) advice,
- Document list to evidence of your Right to Work in the UK,
- DKT information including example test questions,
- DKT booking form.

If you are satisfied you can meet the requirements to apply for a NFDC driver licence, please complete the DKT booking form.

Details on how to submit your application can be found on page 3 of the booking form.

Booking conditions apply and if any part of the booking form is incorrect or incomplete, it may be rejected and returned to you. The booking fee is non-refundable.

When your DKT booking form is accepted you will be allocated a test date and time by email. This may take up to four weeks to be allocated and there may be a waiting period of up to 3 months to sit a test. You will then be required to confirm that you are able to attend on this date. You have the opportunity of changing the date without charge if you contact Licensing Services at least **two** clear working days before the booked test. If you wish to withdraw your application, then the fee is non-refundable.

Please visit our website for more information and some revision material provided for the test - <https://newforest.gov.uk/article/1284/Taxi-driver-licence>

After passing the DKT, you must apply for a driver's licence within a **6-month period**. Should you fail the DKT three times, you will have to wait a period of 12 months from the date of your last test before you can re-apply.

On passing the Council's DKT you will be provided with an information pack (Stage 2) to apply for a driver licence.

Regards

Licensing Services

Email: DriverTest@nfdc.gov.uk



New Forest

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Driver licences: requirements

Before applying for a taxi driver's licence the applicant **must**:-

1. Be at least 21 years of age. Applicants who are 70 years of age or above are required to undertake a driving assessment. This will be at the applicant's own expense.
2. Be a holder of a full DVLA licence (not provisional) for at least 2 years prior to the date of application. It is a legal requirement for the holder of a DVLA driver licence to provide the DVLA with their current address. Failure to do so may result in a fine of up to £1,000 fine. If your DVLA licence shows an incorrect name or address you must apply to the DVLA immediately to have the details changed. The NFDC driver application will not progress if the details on your DVLA driver licence are incorrect.
3. Register a non-UK driving licence with the DVLA.
4. Be able to produce evidence of eligibility of their Right to Work in the UK.
5. Produce original evidence of 'Good Conduct' for any country (other than the UK) that an applicant has lived in during the past 5 years for a **British Citizen**, including a certified English translation.
6. Produce original evidence of 'Good Conduct' for all the countries (other than the UK) a **non-British citizen** has lived, including a certified English translation.
7. **Pass the Council's Drivers Knowledge Test (DKT).**

You need to complete the enclosed DKT booking form and pay the fee. When this is received you will be allocated an appointment on the next available testing day. The application pack contains relevant guidance notes and a sample of the type of questions asked. Also contained within the application pack is information on the relevance of convictions policy, driver licence conditions and seat belt regulations which you need to fully understand. Questions on these documents, the Highway Code and knowledge of the local area will all form parts of the test. The test will be conducted in the English language.

Should you have any literacy or language problems please contact Licensing Services for further advice before submitting your booking form.

The fee for the test is non-refundable.

Please visit our website for additional information - <https://newforest.gov.uk/article/1284/Taxi-driver-licence>

A successful pass of the driver's knowledge test is only valid for a period of 6 months and applicants are only able to take 3 tests in total in a rolling calendar year.



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NEW FOREST DISTRICT COUNCIL CONVICTIONS POLICY

Applicants for driver licences are required to disclose all convictions, cautions, final warnings and reprimands whether they are spent or not, unless they are protected under the Rehabilitation of Offenders Act (Exceptions) Order 1975. This includes motoring offences.

The information you give will be treated in confidence, and in line with our Privacy Policy. It will only be taken into account in relation to your application.

The disclosure of a criminal record or other information does not necessarily prevent an applicant from obtaining a licence unless the Council considers that the applicant is not a fit and proper person. In making this decision the Council will consider the nature of the offence(s), caution, warning or reprimand, the period since conviction(s), at what age the offences were committed and any other relevant factors. The latest guidance from the Institute of Licensing (IOL) will also be taken into account. However, the overriding consideration will be the protection of the public.

It is therefore advisable that if you have any information to declare that you seek advice from us before submitting your application. Please therefore email licensing@nfdc.gov.uk and include details of your conviction/offence, dates and any sentence or penalty received.



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Local Government (Miscellaneous Provisions) Act 1976

Town Police Clauses Act 1847

Road Traffic Act 1991

IMPORTANT INFORMATION

Dual driver licences are valid for three years from the date they were issued. Licence holders are permitted to drive NFDC licensed private hire vehicles and NFDC licensed hackney carriages.

If you give false information or leave out any correct information, we may refuse your licence and this could lead to prosecution. The local authority is entitled to make further enquiries relating to your application, if appropriate.

Under the terms of the NFDC dual driver licence, a NFDC licensed driver is **ONLY** permitted to drive private hire vehicles or hackney carriages which are also licensed with NFDC.

An NFDC licensed driver cannot take private hire bookings unless he/she is also an NFDC licensed operator.

If an NFDC licensed driver wants to operate his own vehicle as a Taxi (Hackney Carriage) said vehicle must be licensed with New Forest District Council as a Hackney Carriage.

Applicants applying for a new Hackney Carriage plate should be aware that all new applications for Hackney Carriage vehicles must be wheelchair accessible.

An NFDC licensed driver can only take private hire work from a NFDC licensed operator. It is illegal to do otherwise

NFDC licensed hackney carriages can only use Taxi Ranks within the New Forest District Council area. A driver of a private hire vehicle is prohibited from using all taxi ranks.

NFDC do not “dual licence” vehicles. This means that the vehicle licensed with NFDC must NOT be licensed with another Council.

DEFINITIONS

- a) A **private hire vehicle** is a vehicle that can carry passengers for hire or reward, but only if being pre-booked through a licensed private hire operator. It is not allowed to stand on a taxi rank or be hailed in the street.
- b) A **hackney carriage** is a vehicle that can stand at designated taxi ranks in the new Forest District or ply for hire (flagged down by a customer) in the streets of the District.

Conditions attached to all NFDC dual driver licences

1. In these conditions:
'Authorised Officer' means any officer of the Council authorised in writing by the Head of Public Health and Community Safety for the purposes of these Conditions.
'The Council' means the New Forest District Council.
'Wireless Telegraphy' has the meaning assigned to it in Section 19 of the Wireless Telegraphy Act 1949.
'Road' means any highway and any other road to which the public has access, and includes bridges over which a road passes.
2. The Licensee shall observe and perform the following Conditions:-
 - 2.1 The Licensee shall not assign or in any way part with the benefit of the Licence, which is personal to the Licensee.
3. The Licensee shall:-
 - 3.1 Afford all reasonable assistance with passengers' luggage.
 - 3.2 At all times be clean and respectable in his dress and person and behave in a civil and orderly manner.
 - 3.3 Take all reasonable steps to ensure the safety of passengers conveyed in, entering or alighting from the vehicle driven by him.
 - 3.4 Not without the express consent of the hirer whilst he is being conveyed in the vehicle drink or eat in the vehicle.
 - 3.5 Not without the express consent of the hirer whilst he is being conveyed in the vehicle play any radio or sound reproducing instrument or equipment in the vehicle other than for the purpose of sending or receiving messages in connection with the operation of the vehicle.
 - 3.6 At no time cause or permit the noise emitted by any radio or other previously mentioned equipment in the vehicle which he is driving to be a source of nuisance or annoyance to any person whether inside or outside the vehicle.
4. The Licensee shall not:-
 - 4.1 Convey or permit to be conveyed in the vehicle a greater number of persons than that prescribed in the licence for the vehicle.
 - 4.2 Allow there to be conveyed in the front seat of the vehicle:
 - (a) more than one child below the age of ten years; or
 - (b) more than one person above that age.
 - 4.3 Without the consent of the hirer of a vehicle convey or permit to be conveyed any other person in that vehicle.
5. Lost Property:-
 - 5.1 The Licensee shall immediately after the termination of any hiring of a licensed vehicle, or as soon as practicable thereafter, carefully search the vehicle for any property which may have been accidentally left there; and
 - 5.2 If any property accidentally left in a licensed vehicle by any person who may have been conveyed therein is found by or handed to the Licensee, take the same to any Police Station.
6. The Licensee shall if requested by the hirer of a licensed vehicle provide him with a written receipt for the fare paid.

7. The Licensee of a licensed vehicle shall, if he is aware that the vehicle has been hired to be in attendance at an appointed time and place or he has otherwise been instructed by the operator or proprietor of the vehicle to be in attendance at an appointed time and place, punctually attend at that appointed time and place, unless delayed or prevented by sufficient cause.
8. The Licensee shall at all times when driving a licensed vehicle carry with him a copy of these conditions and shall make it available for inspection by the hirer or any other passenger on request.
9. If the Licensee is permitted or employed to drive a licensed vehicle of which the proprietor is someone other than himself, he shall before commencing to drive that vehicle deposit this licence with that proprietor for retention by him until such time as the driver ceases to be permitted or employed to drive the vehicle or any other vehicle of his.
10. The Licensee shall notify the Council in writing of any change of his address during the period of the licence within seven days of such change taking place.
11. The Licensee shall, when driving a licensed vehicle wear in a conspicuous position the driver's identity licence badge issued to the Licensee by the Council bearing the number corresponding with the number assigned to the Licensee in the register kept by the Council for that purpose. The identity licence badge which is provided by the Council, must be returned to the Council immediately the driver ceases to be licensed by the Council.
12. The driver's identity licence badge referred to in Condition 11 shall remain the property of the Council and if the driver's licence is not renewed, or is otherwise revoked or suspended such badge shall be returned by the Licensee to the Council within seven days of a notice by the Assistant Director of Environmental Health Services requesting the Licensee so to do.
13. The Licensee shall at the request of any authorised officer of the Council or any police officer produce for inspection his driver's licence either forthwith or before the expiration of 5 days beginning with the day following the date of request:-
 - (a) in the case of a request of an authorised officer, at the Council Offices, Lyndhurst;
 - (b) in the case of a request of a police officer at any Police Station within the Council's area.
14. The Licensee shall within seven days disclose to the Council in writing details of any conviction, police caution, or fixed penalties, imposed or issued on him during the period of the licence.

Additional licence conditions when driving a Hackney Carriage Vehicle

15. The driver of a Hackney Carriage Vehicle shall:-
 - 15.1 If the taximeter is fitted with a flag or device bearing the words 'FOR HIRE':-
 - (a) when standing or plying for hire keep such flag or other device locked in the position in which the words are horizontal and legible;
 - (b) as soon as the carriage is hired by distance, and before commencing the journey, bring the machinery of the taximeter in action by moving the flag or other device so that the words are not conveniently legible and keep the machinery of the taximeter in action until the termination of the hiring;
 - 15.2 If the taximeter is not fitted with a flag or other device bearing the words 'FOR HIRE':-

- (a) when standing or plying for hire keep the taximeter locked in the position in which no fare is recorded on the face of the taximeter and operate the sign provided in pursuance of byelaw 5 so that the words 'FOR HIRE' are clearly and conveniently legible by persons outside the carriage;
 - (b) as soon as the carriage is hired whether by distance or by time operate the said sign so that the words 'FOR HIRE' are not conveniently legible by persons outside the carriage;
 - (c) as soon as the carriage is hired by distance, and before commencing the journey, bring the machinery of the taximeter into action by moving the key or other device fitted for the purpose so that the word 'HIRED' is legible on the face of the taximeter and keep the machinery of the taximeter in action until the termination of the hiring.
- 15.3 Cause the dial of the taximeter to be kept properly illuminated throughout any part of the hiring which is during the hours of darkness as defined for the purposes of the Road Traffic Act 1972, and also at any other time at the request of the hirer.

16. The Licensee shall not demand from any hirer of a Hackney Carriage vehicle a fare in excess of that shown on the taximeter and there has been no previous agreement as to the fare.

Additional licence conditions when driving a Private Hire Vehicle

17. The Licensee shall observe and perform the following Conditions:-
- 17.1 The Licensee shall not while driving or in charge of a Private Hire Vehicle:-
- (a) offer that vehicle for immediate hire while the Licensee of that vehicle is on a road or other public place provided that merely parking that vehicle on a road or other public place shall not of itself be deemed to be a breach of this condition, or
 - (b) accept an offer for the immediate hire of that vehicle while the Licensee of that vehicle is on a road or other public place except where such offer is first communicated to the Licensee by telephone or by apparatus for wireless telegraphy fitted to that vehicle.
18. The Licensee shall not demand from any hirer of a Private Hire Vehicle a fare in excess of any previously agreed for that hiring between the hirer and the operator or, if the vehicle is fitted with a taximeter and there has been no previous agreement as to the fare, the fare shown on the face of the taximeter.
19. The Licensee shall not while driving or in charge of a Private Hire licensed vehicle:-
- (a) tout or solicit on a road or other public place any person to hire or be carried for hire in any Private Hire licensed vehicle, or
 - (b) cause or procure any other person to tout or solicit on a road or other public place any person to hire or be carried for hire in any Private Hire licensed vehicle.

Additional licence conditions that apply to all licensed drivers when driving a Wheelchair Accessible Vehicle (WAV)

All new and existing drivers in charge of wheelchair accessible vehicles (Private Hire Vehicle or Hackney Carriage Vehicle) are required to undertake a minimum competency certificate from a recognised training provider which has been approved by the Council.

Please Note: Where any reference has been made in these conditions to gender the masculine shall include the feminine and neuter genders and vice versa.

Seatbelts

In law:

- You must wear a seat belt in cars and goods vehicles where one is fitted. There are very few exceptions to this. The driver is liable to prosecution if a child under 14 years does not wear a seat belt or child restraint.
- You must not carry an unrestrained child in the front seat of any vehicle.
- Children up to 135cms in height must use the appropriate child restraint when travelling in any car, van or goods vehicle - there are very few exceptions.
- A child may use an adult belt when they reach 135cm or the age of 12.
- In buses and coaches with seat belts fitted, passengers aged 14 years and above must use them. Passengers on vehicles used for public fare-paying passengers on 30mph roads are exempt.
- There are some other exemptions – see below

The law is summarised in the table below.

	Front seat	Rear seat	Who is responsible
Driver	Seat belt must be worn		Driver
Child under 3 years of age	Correct child restraint must be used	Correct child restraint must be used. If one is not available in a taxi, may travel unrestrained	Driver
Child from 3rd birthday up to 135cms in height (approx 4'5") (or 12th birthday, whichever they reach first)	Correct child restraint must be used	Correct child restraint must be used where seat belts fitted. Must use adult belt in rear seat if correct child restraint not available: - in a taxi/private hire vehicle; or - for a short distance in an unexpected necessity; or - if two occupied child restraints prevent fitting of a third	Driver
Child 12 or 13, or over 135cms (approx 4ft 5ins) in height	Adult seat belt must be worn if available	Adult seat belt must be worn if available	Driver
Adult passengers	Seat belt must be worn if available	Seat belt must be worn if available	Passenger

Further notes and exemptions

For more information go to: <https://www.gov.uk/seat-belts-law>

The driver of the vehicle is responsible for ensuring that children under 14 years use the seat belts or child restraints available (except in a taxi with a fixed partition)

In addition, the revised regulations also say that rear facing baby seats MUST NOT be used in a seat protected by a frontal air-bag unless the air-bag has been de-activated manually or automatically.

* Children under 3 years **MUST** use the child restraint appropriate for their weight in all cars, vans and other goods vehicles, with the single exception for the rear of taxis. They cannot travel otherwise. This means for example that they may not travel in cars, vans or goods vehicles which do not have seat belts installed.

** Examples. A 7 year old who is 140cms tall is over the height for a child restraint and may use an adult seat-belt. A 12 year old who is 130cms tall is over the age threshold and therefore may use an adult seat-belt.

*** If no seat-belts are fitted in the front, then children under 135cms in height (who are also under 12 years of age) cannot travel in the front.

In **buses and coaches (including mini-buses)**, seated passengers aged 14 years and above will have to use seat-belts where they are fitted. Regulations requiring children 3 years to 13 years to use seat-belts (or child restraints if they are available) in these vehicles will be brought forward as soon as practicable. The regulations will not include any obligation for anyone to provide child restraints in these vehicles. Bus and coach (including mini-bus) operators need to notify their passengers that seat-belt wearing is compulsory.

Some exemptions

Three exceptions allow children 3 years to 135 cms in height to travel in the rear and use an adult belt:

- In a licensed taxi/private hire vehicle, if the right child restraint is not available; or
- For unexpected necessity over a short distance, if the right child restraint is not available; or
- Where two occupied child seats in the rear prevent the fitment of a third child seat.

Children under 3 years may travel in the rear of a taxi unrestrained if no child restraint is available.

Drivers of hackney carriages: When you do not have to wear a seat belt?

If you are the driver of a licensed Hackney Carriage which is being used for seeking hire, or answering a call for hire, or carrying a passenger for hire, you will only be exempt if you display the plate showing your vehicle is licensed as a Hackney Carriage.

Drivers of private hire vehicles: When you do not have to wear a seat belt?

If you are the driver of a licensed Private Hire vehicle which is being used to carry a passenger for hire, you will only be exempt if you display or carry the plate showing that your vehicle is licensed as a Private Hire car vehicle.

NAFN NR3S ADVICE TO DRIVER APPLICANTS and LICENCE HOLDERS

This licensing authority provides information to the National Register of Taxi Licence Refusals, Revocations and Suspensions (NR3S), a mechanism for licensing authorities to share details of individuals who have had a Hackney Carriage Driver or Private Hire Driver licence revoked, or an application for one refused. This is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the licensing authority – that is, assessing whether an individual is a fit and proper person to hold a Hackney Carriage/Private Hire/Dual driver's licence.

Therefore:

- ✓ Where such a licence is revoked, or an application for one refused, the authority will automatically record this decision on NR3S.
- ✓ All applications for a new licence or licence renewal will automatically be checked on NR3S. If a search of the NR3S database indicates a match with an applicant, the authority will seek further information about the entry on the register from the authority which recorded it.
- ✓ Any information received as a result of an NR3S search will only be used in respect of the specific licence application and will not be retained beyond the determination of that application.

The information recorded on the NR3S Register itself will be limited to:

- ✓ name
- ✓ date of birth
- ✓ address and contact details
- ✓ national insurance number
- ✓ driving licence number
- ✓ decision taken
- ✓ date of decision
- ✓ date decision effective
- ✓ Information will be retained on NR3S for a period of 11 years.

This is a mandatory part of applying for, or being granted, a dual driver licence with this Authority. The policy on the approach it will take to requests by other authorities for further information about entries on NR3S, and about the use it will make of any further information provided to it can be read at www.newforest.gov.uk/privacy

Information will be processed in accordance with the Data Protection Act (DPA) and General Data Protection Regulation (GDPR). Any searches, provision or receipt of information of or under NR3S are necessary to the authority's statutory licensing functions of ensuring that all drivers are fit and proper to hold the applicable licence. It is not intended that any NR3S data will be transferred out of the United Kingdom.

If you wish to raise any issue related to the data protection legislation, including by relying on any of the rights afforded to data subjects under the GDPR, you can do so to the authority's Data Protection Officer at www.newforest.gov.uk. This includes submitting a subject access request.

You always have the right to make a complaint to the Information Commissioner's Office (ICO). Advice on how to raise a concern about handling of data can be found on the ICO's website: <https://ico.org.uk/make-a-complaint/>

If you are refused a licence then your application details will be entered on the NAFN NR3S National Register of Revocations, Refusals and suspensions, where they will be stored for eleven years.

Evidence of Right to Work in UK

Your right to work in the UK will be checked as part of your driver licence application. This is usually done when you attend for your Driver Knowledge Test.

Your application will not be considered valid until all the necessary information and original document(s) have been produced.

Right to work checks could include licensing services checking your immigration status with the Home Office. We may otherwise share information with the Home Office.

You must provide an **original** document or document combination from the following lists.

The **original** document must be checked in your presence. The document(s) will be copied, and the copy retained by us. The original document will be returned to you.

If you are a **British Citizen**, you must still provide evidence of your right to work in the UK. Please refer to List A (1, 8 or 10).

Provide an online share code

You can share your details of your right to work in the UK by creating a share code through the GOV.UK website.

Visit www.gov.uk/view-right-to-work and follow the instructions to create the code.

Provide this share code with your Stage 2 application.

This share code is only valid for 30 days so do not delay in submitting your application to us once it has been created.

IMPORTANT - Not all immigration status' can be checked online.

If you cannot provide a share code, then you must provide an original document or document combination from the following lists.

The **original** document must be checked in your presence. The document(s) will be copied, and the copy retained by us. The original document will be returned to you.

List A

Providing documents from this list will be suitable for a person who has no immigration restrictions on their right to a licence in the UK. Once you have undertaken the necessary check once in respect of an application made on or after 1 December 2016, providing we retain a copy, you will not have to repeat the check when you subsequently apply to renew or extend your licence.

1. A passport (**current or expired**) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card (**current or expired**) showing that the holder is a national of the Republic of Ireland.
3. A **current** document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.
4. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
5. A **current** passport endorsed to show that the holder is exempt from immigration control is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
6. A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
7. A birth or adoption certificate issued in the UK, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
8. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
9. A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List B (Group 1)

Providing documents from this list will be suitable for a person who has a temporary right to be in the UK.

If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstances the check will be repeated each time you apply to renew or extend your licence.

If, during this period, you are disqualified from holding a licence because you have not complied with the UK's immigration laws, **your licence will lapse and you must return it to the licensing authority. Failure to do so is a criminal offence.**

1. A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A **current** document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time-limited period and to do the type of work in question.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4. A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008, on or before 30 June 2021.
5. A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.
6. A **current** immigration status document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List B (Group 2)

Documents from this list should only be provided if you cannot provide documents from List A, or List B (Group 1).

These documents only allow us to issue a temporary licence for six months.

If, during this period, you are disqualified from holding a licence because you have not complied with the UK's immigration laws, **your licence will lapse and you must return it to the licensing authority. Failure to do so is a criminal offence.**

1. 1.A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
2. A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 on or before 30 June 2021 **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
3. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
4. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

Extract from the Home Office Employer right to work checks supporting guidance 18 June 2021.

DRIVER KNOWLEDGE TEST

Please read carefully before booking your test date

The hackney carriage and private hire vehicle driver knowledge test is designed as a general test for driver licence applicants to ensure a working knowledge of the New Forest District Council area and the hackney carriage and private hire trade.

- There are two sections to the driver knowledge test, as follows and all questions are in a multiple-choice format.

Written Test (45 minutes)

Section 1 Hackney carriage and private hire regulations and the law – 15 questions.

Section 2 General driving and Highway Code - 15 questions.
English and numeracy - 10 questions, and
Geographical knowledge of the New Forest District - 15 questions.

- You must get at least 80% of questions correct in **both** sections. If you get less than 80% on either section, you will fail the test.
- There will be a number of applicants taking the test at the same time and the test will take place under exam conditions. You must not talk or confer with other applicants. No personal reference books or notes are allowed into the room at the time of the test and mobile phones must be turned off during the test. All test papers must be returned to the officer at the end of the session.
- You will be sent an email with the results of the test within 7 days. Please do not contact us as we are unable to provide results over the phone.

Examples of test questions

Section 1- Hackney carriage and private hire regulations and the law

Example question 1

A medical is required annually for NFDC licensed drivers from what age?

- a) 50 b) 65 c) 70 d) every year for all

Example question 2

How many passengers are you permitted to carry in a private hire vehicle?

- a) Four b) Five
c) Eight d) The number of passengers printed on the licence and plate

Section 2- General driving, the Highway Code, English and numeracy and geographical knowledge of the New Forest

Example question 1

If a police officer orders your car to stop and he finds that you have a faulty tyre, who is responsible?

- a) You, the driver b) Whoever services the car
c) The previous owner d) Whoever issued the current MOT

Example question 2



What is the meaning of this road sign?

- a) Road deviates to left b) Zebra crossing ahead
c) Road deviates to right d) Risk of poor visibility

Geographical knowledge of the New Forest District questions are based on road names where supermarkets, railway stations, Police stations and main medical centres are found, the location of public houses and hotels, market days in the main towns and locations of tourist attractions.

Example question 3

From which road is Appletree Court accessed?

- a) Southampton Road b) New Road
c) Beaulieu Road d) Old Road

Example question 4

Leaving Ringwood on the Salisbury Road will take you to which public house?

- a) Fisherman's Haunt b) The Fish Inn
c) The Old Beams Inn d) The Original White Hart

**DRIVER KNOWLEDGE TEST (STAGE 1)
BOOKING FORM
HACKNEY CARRIAGE & PRIVATE HIRE VEHICLES**

ALL sections must be answered or your form may be returned to you. Please write clearly.

Section 1

First Name(s)		Title e.g. Mr, Mrs	
Last Name			
Full address including postcode			
Email Address			
Contact telephone number(s)			
Date of Birth			
Place of Birth			
National Insurance Number			

Section 2

Are you a British Citizen?	YES** / NO*
If you answered 'NO' please state your Nationality	
<p>*If you answered 'NO'</p> <p>If you are not a British Citizen, then you must provide original evidence of 'Good Conduct' for all countries (other than the UK) where you have lived, with this booking form. A certified English translation should also be provided.</p> <p>Your application will not be progressed if this is not provided.</p> <p>If you moved to the UK before you were 11 years of age then please email us your details, including your Date of Birth and the date you moved to the UK, before making an application and we will advise further.</p> <p>If you cannot obtain evidence of 'Good Conduct' for asylum reasons then please email us your details before making an application and we will advise further. Please include the country you cannot obtain evidence from and the period you lived there.</p>	
<p>**If you answered 'YES'</p> <p>If you are a British Citizen who has lived outside of the UK in the last 5 years, you must provide original evidence of 'Good Conduct' for the countries you have lived within that time (other than the UK), with this booking form. A certified English translation should also be included.</p>	
<p>For information on obtaining evidence of 'Good Conduct' please visit: www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants</p>	

Section 3

Have you previously held or do you now hold a Private Hire Hackney Carriage Driver Licence with NFDC, or any other Authority?		YES / NO
If you answered 'YES' please provide details		
Licence number	Issuing Council	Date held (from and to)

Have you ever been refused a Private Hire / Hackney Carriage Driver Licence or had one revoked from NFDC, or any other Authority?		YES / NO
If you answered 'YES' please provide details		
Name of Authority	Date decision made	
Please note that every applicant will be checked against the National Anti Fraud Network (NAFN) 'National Register of Refusals, Revocations and Suspensions' (NR3S).		

Section 4

Have you ever been convicted of any motoring or criminal offence in the UK or another country?		YES / NO	
If you answered 'YES' please provide details			
You must include any <u>cautions</u> , <u>penalty points</u> , and/or <u>convictions</u> received as well as any <u>pending</u> actions.			
All offences must be declared.			
If you make a false statement your application may be refused. You will also be liable to prosecution.			
Date	Offence	Court	Sentence/points

Section 5

Please list all countries (including the UK) you have lived since Birth, (excluding time spend in the HM forces).		
Date from (MM/YY) Include from BIRTH	Date to (MM/YY) or state 'current day'	Country

Please continue on a separate sheet if necessary

Section 6

Which NFDC licensed Private Hire Operator or Hackney Carriage operator do you intend to obtain your work from?	
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Section 7

Booking Conditions

1. The fee is non-refundable.
2. A test date will not be allocated until **ALL** required documents and the fee are received. This includes a **fully** completed booking form **and** a certificate(s) of Good Conduct (if required – see section 2).
3. Once I receive a test date and time, I undertake to give **two clear working days' notice of cancellation**, this includes a request to change the date of the test, or the fee will be forfeited.
4. The test can only be re-taken by completing a re-booking form and payment of the fee.
5. I understand that if I fail the test three times, I will have to wait a period of 12 months, from the date of the last test, before I can re-apply.
6. I agree that if I fail to submit a driver application within 6 months of a successful test, I will be required to pass a further test before my application can progress.

Privacy Policy

The information you provide on this form will be held in accordance with the Data Protection Act 2018, and other statutory requirements. It will not be used for any purpose that is not compatible with the purpose for which it was collected. New Forest District Council is under a duty to protect the public funds it administers, and to this end may share information collected internally and with other councils and government agencies including other bodies responsible for auditing or administering public funds, for the prevention and detection of fraud.

Our full Privacy Notice is available at: www.newforest.gov.uk/privacy

Declaration

- I understand that the information supplied will form part of my application for the grant of a dual driver licence, and
- I hereby declare that to the best of my knowledge and belief the answers given on this form are true, and
- I have understood and agree to the Booking Conditions.

Signed	Date
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Please return this fully completed form, payment of £37.00, and original evidence of 'Good Conduct' (if required – see Section 2):

By email to licensing@nfdc.gov.uk and provide a contact phone number for a card payment. *If evidence of 'Good Conduct' is required as part of your application (see Section 2) then you cannot submit this by email as the **original** document is required.*

In person to any of our Information Offices and make payment by cash or card.

By post to Licensing Services, Appletree Court, Beaulieu Road, Lyndhurst, SO43 7PA enclosing a cheque payable to 'New Forest District Council' (NOT CASH) or provide a contact phone number for a card payment.

Please visit www.newforest.gov.uk/article/1284/Taxi-driver-licence for further information about the Driver Knowledge Test, including some revision material.

Please note that we will communicate with you primarily by email if there are any issues with your form or to provide you with booking information. You may need to check your junk/spam email folder.