



This guide is intended to guide prospective licensed drivers through the application process.

All information is correct at the time of amendment: April 2022.

The content and information within this document may be referred to in the event of a committee hearing.

Please take some time to read the guidelines before submitting an application.

From 4 April 2022 applicants for taxi driver, private hire driver, or private hire driver

In order to obtain Private Hire or Hackney Carriage driver's licence, you must:

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When you submit your application form you will be required to produce a current UK or EU

Private Hire test

The private hire test now consists of three elements.

There is no automatic bar to holding a licence if convicted for any specific offence. The licensing sub committee will consider all applications on their individual merits. However, the sub committees are bound by policies which are reviewed on a regular basis.

The sub committee members must ask themselves the question “Is this person a fit and proper person to be trusted to hold a licence?”

The answer is usually qualified by the second question “Would I consider it safe to allow a vulnerable person i.e. my son / daughter, grandson / granddaughter, Grandmother / Grandfather, disabled relative to be entrusted into the care of this person?”

The licensing sub committees realise that applicants may have previous convictions which would normally cause an application to fail, may have rehabilitated. Many applicants appear before the committee with offences recorded years ago when they were young. These applicants frequently make successful applications by showing that their behaviour has changed.

If you have been convicted of any of the following offences, you will need to convince a licensing sub committee that you are a ‘fit and proper to hold a licence’.

Murder, Manslaughter, Wounding with intent (sec 18 Offences Against the Persons Act), Assault with intent to resist arrest (sec 38 Offences Against the Persons Act), Riot, Affray, Possession of prohibited weapons, Possession of Firearms / ammunition / explosives, offences connected with terrorism.

If a licensed driver is disqualified from driving for any reason, current committee policy is that they should be suspended from driving a licensed vehicle for an additional 'rehabilitation period' equal to that of the court order. If they were disqualified for 12 weeks, the suspension period would be 12 weeks following the licence being returned. If the disqualification period were 12 months, the suspension period would be a further 12 months.

If you have recently been disqualified from driving, you may not be granted a licence if you have not completed the additional 'rehabilitation period'.

Birmingham City Council have information exchange protocols in place with neighbouring authorities and police forces to track the movement of licensed drivers who have had their licences refused or revoked.

If you have previously been revoked or had an application refused, this should be declared on your application form. Failure to disclose could cause you to be prosecuted for a further offence, which could adversely affect your application.

Generally any driver who has previously had their licence revoked or refused by another authority or by the traffic commissioner (in the case of PCV drivers) will need to convince the licensing sub committee they are 'fit and proper' to hold a Birmingham licence.

If you do not have an enhanced certificate that is less than 3 months old or an automatic update certificate go online to [complete your DBS application](#):

and click on [Start Application>>](#)

at the end enter ORGANISATION REFERENCE...PHTAXIDRIVERS
and ORGANISATION CODE...taxi2017

All professional drivers are required to undergo regular medical checks to ensure that they are safe to drive in what can sometimes be tiring and stressful conditions.

Birmingham City Council sets the standard as required by drivers of large goods and passenger carrying vehicles.

This is known as Group 2 test. You can check details of what the doctor will base their assessment of existing conditions on when deciding if an applicant is fit to drive on [GOV.UK website](#).

In some circumstances, the medical examiner may require the applicant to undergo extra tests and or produce documentation about their condition from a consultant. This is done at the applicant's cost and is not included in the cost of the screening medical.

Qualified doctors at the council's occupational health department conduct all medical examinations. Applicants are advised not to pay for an independent examination or certificate unless specifically requested by a council official.

More information on the medical standards is available on [GOV.UK website](#).

To book a medical, please [read the information on our website](#).

All new applicants are subject to a driving assessment, which is based on the standard DSA test. Over a period time, a driver's skill can deteriorate or the development of bad habits can cause their driving to be dangerous.

Some applicants may not have had a professional independent assessment for many years, and some who have exchanged licences from other countries may not have been subject to such a rigorous test.

Some applicants may have taken some other form of driving test with another authority, but this may not have been of the same standard. Others may have taken a DSA 'Taxi' test. A pass on this test is not accepted as the test includes some manoeuvres that are specific for driving taxis in highly congested areas.

Some applicants may have held a higher standard of licence i.e. PCV/HGV/vocational advanced driver training. These licences and tests are specific to different vehicle use or handling characteristics; the council test is aimed at ensuring you are safe to drive a small vehicle.

Please bear in mind that if you have a standard driving licence the test must be taken in a manual transmission car that is suitable for private hire use and the test includes questions on the current [Highway Code](#).

It is recommended that you should undertake an assessment by an independent driving instructor before you take your test.

More information about how to book and prepare for your test can be found [on our website](#).

The Disability Awareness Course (or DAT) is a course that has evolved over a number of years. Initially the course taught prospective drivers how to help passengers with impaired functions, mobility or reliance on wheelchairs.

As legislation changed, the introduction of the Equality Act 2010 introduced legislation to replace the various 'Discrimination Acts' that had been enacted over a number of years. The current law says that all people must be treated equally irrespective of their age, gender, sexuality, physical ability etc.

The course introduces new drivers to this legislation, breaches of which can result in expensive prosecutions of a sole trader or result in the revocation of their licence. Many new applicants from across the social/cultural spe

When you attend to collect your licence, you must produce an excerpt from the application form signed and stamped by a Birmingham private hire operator showing that you have an offer of work if not completed at the initial application stage.

Once you are sure what type of licence you need and you are confident that you can achieve all the above criteria you can attend the licensing office to purchase a folder for the hackney carriage test or download the information for private hire.

If you have any questions regarding documents or previous convictions, you should seek the advice of a senior licensing officer before you pay any money.

Once you are ready to take your knowledge test, you must phone the licensing office on 0121 303 8442 to make payment.

Private hire test appointments will be made once you have paid. The knowledge tester will contact hackney carriage applicants to make arrangements for the test.

 must arrange your other tests and courses yourself. Once you have done so, must download an application form and submit it along with all your certificates to the licensing office.

Providing all your documents are in order, you will be contacted to make your payment and an appointment arranged for you to collect your badge.

Any application which does not have the supporting documents included will be returned unprocessed.

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