DUAL DRIVERS LICENCE APPLICATION (HACKNEY CARRIAGE AND
PRIVATE HIRE LICENCE COMBINED)

If you wish to apply for a Dual (Hackney Carriage and Private Hire) Driver’s Licence, the first step is to sit and pass the Hackney Carriage Knowledge test.

To sit this test, please complete the application form (which can be found at www.newport.gov.uk/taxi) and send (or bring) it into the Information Station, Queensway with the following:-

- £65.00 Hackney Carriage Knowledge Test fee

Please note that the above fee is the same for new and current Newport City Council Private Hire Drivers.

After submitting the application form, you will be placed onto a waiting list and once the test has been arranged you will be sent notification of the date and time of the test.

Please note that we currently have a number of applicants who are waiting to sit the test, but we will aim for you to sit the test within 4-6 weeks of you submitting the application.

The test consists of nine sections for new applicants and five sections for current NCC PH Drivers

New applicants and Current NCC Private Hire Drivers -

1. Private Hire & Hackney Carriage Licensing Legislation Questions*
2. Highway Code Questions
3. Child/Vulnerable People Questions (CSE)
4. Locations – 8 multiple choice questions
5. Knowledge Section – The applicant is required to learn 15 routes within the Newport area. You must be able to write down the shortest routes between the two locations. You should be able to name the roads, and direction, you travel along, identifying any major features on the route such as roundabouts and one-way streets.

New applicants only -

6. Listening & Understanding – 5 multiple choice questions
7. Best possible answers – 5 multiple choice questions
8. Numeracy – 5 multiple choice questions
9. A – Z Section
Please note, that to be entitled to sit the test you must -

- Have held a British Drivers Licence (or a EEA Licence) for a minimum of 12 months;
- Be legally entitled to work within the UK;
- Inform us if you have been diagnosed with a medical condition;
- Inform us you have any criminal and/or a motoring conviction;

Please also be aware that if you have not resided in the UK for more than 5 years you will be required to obtain a Certificate of Good Conduct from the relevant Embassy or Embassies.

Please note, if you do hold an EEA Licence, you will be required to convert it to a full UK Licence after you pass the test.

Once you have passed the test the procedure to start your application can commence. Please read on for a brief breakdown of the procedure:

1. Hackney Carriage Driver application form needs to be completed and sent into the Licensing Department

2. Invited in for an appointment with an Officer, who will deal with the application. The relevant licence fee will be required and payment options discussed.

3. An enhanced Disclosure & Barring Service (DBS) Check & a DVLA mandate check will be required (price for each are set by DBS and the DVLA)#

4. Completed Medical Certificate from your own GP or a GP that has had regard to your medical records (price is at discretion of the doctor)#

5. 2 References from someone who has known you for more than 3 years (this can not be a family member, a private hire operator nor a current licensed driver)+

6. If all documentation is satisfactory, you will be issued with a Dual Licence (Both Private Hire & Hackney Carriage) that will require renewal every 3 years.

NB – Please be aware that payment will be taken at the appointment stage and not when the application form is submitted.

For a full list of fees please visit www.newport.gov.uk/licensing

*Information regarding PH/HC Licensing Law can be found on the council’s Hackney Carriage and Private Hire Policy, which can be viewed on the website.

# May not be necessary for current Private Hire Drivers. Please contact the Licensing Department for further information

+ Not necessary for current Private Hire Drivers