

## NEW HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS' LICENCES



This factsheet explains what you need to do before you can get your first driver's licence.  
Please read it carefully before you buy an application pack.

### **WHAT DO I NEED TO DO TO GET A LICENCE?**

Complete the application form (application cost is £406.60 for a three year licence or £273.60 for a one year Licence. These fees include the Drugs test, DBS check (excluding Update Service fee), DVLA mandate and practical driving assessment fee.

Complete an Enhanced Disclosure application form and have your original identification documents verified, please contact Carron Barnes in order to do this on 01543 464248. You will also be required to sign up for the Disclosure and Barring Update Service, which will be at a cost of £13.00 per annum (payable directly to DBS). This will be explained to you upon your appointment.

Provide a DVLA share code to enable your entitlement to drive to be checked

Have a medical with one of the Council's approved Medical Advisors – forms are available from Reception at the Council offices – please specify to reception which Medical advisor you wish to use: Staffordshire County Council Occupational Health (£100 inclusive of all fees) (Tel: 01785 276284). CHC Medical Limited (£55.00 but additional fees may apply) (Tel: 01543 422558)  
Contact the provider direct to arrange an appointment and payment.

**Note 1:** The full costs of missed appointments will be payable prior to any licence being issued.

**Note 2:** New drivers will need to have an assessment with their own GP before their medical.

A GP form is attached to the medical questionnaire. GPs may charge for this service.

Pass the Council's knowledge test. The first test is paid for within your application pack fee. The fee for re-tests is £40. Information about the knowledge test is contained within the pack.

Contact the Licensing Unit to arrange a Practical Driving Assessment via Staffordshire County Council. Other comparative qualifications such as the Institute of Advanced Motoring (IAM) test or evidence of advanced driver training in previous employment will also be considered.

Take an unannounced drugs test. The Council will arrange for the test to take place during the application process. The fee is £26.60. Failure to do the test will result in refusal of your application.

Provide one passport sized photograph. The photo must be taken within one month of your application. If you wear spectacles for driving, your photo must show you wearing them.

Further detail on all of the above requirements can be found within the booklet entitled "Hackney Carriage/ Private Hire Driver, Vehicles & Operators Licensing Policy" (The Green Book) which is provided with this fact sheet.

If you wish to continue, packs are sold at the Civic Centre reception and cost £406.60 for a three year licence, or £273.60 for a one year licence, including the drugs test, DBS check (excluding Update Service fee) DVLA mandate fee and practical driving assessment. Payment can be made by either debit/credit cards or cheque.

**PLEASE NOTE, YOU WILL BE EXPECTED TO COMPLETE THIS WHOLE PROCESS WITHIN 3 MONTHS OF THE DATE OF PURCHASING YOUR APPLICATION PACK.**

PLEASE NOTE WE DO NOT ACCEPT CASH.

Contact Licensing Unit, Cannock Chase District Council, Civic Centre, Beecroft Road, Cannock, Staffs  
WS11 1BG T: 01543 464248 E: [licensingunit@cannockchasedc.gov.uk](mailto:licensingunit@cannockchasedc.gov.uk)

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