Dear Sir/Madam

Initial Application for Hackney/Private Hire Drivers Licences

If you have any previous criminal convictions recorded against you, or you have been disqualified from driving in the past, please ensure you speak to the Licensing officer before proceeding with your application.

All new applicants must complete the following stages.

1. Provide evidence of being a fit and proper person by undertaking a criminal conviction enquiry with the Disclosure and Barring Service (D.B.S).

   You will need to make an appointment to see the Licensing Officer on (01444) 477335 in order to complete a D.B.S enhanced disclosure application form and a DVLA authorisation form.

   Please ensure you bring to the appointment evidence of all addresses you have lived at in the preceding 5 years a current Passport, your DVLA Drivers Licence your Birth Certificate, a document showing your National Insurance Number (National Insurance Number Card or Inland Revenue form or correspondence) plus at least two utility bills (Gas, Electricity, etc) which show your current address and are no more than 3 months old).

   Only original documents will be accepted.

   Your fee is also required at this stage-see http://www.midsussex.gov.uk/planning-licensing-building-control/licensing/taxi-licensing/

   All payments should be by debit/credit card or cheque/postal order (made payable to Mid Sussex District Council).

2. All applicants who have been resident in the United Kingdom for less than 5 years must obtain a Certificate of Good Behaviour from the Police in the County, District or Province of the country (ies) that they have lived in prior to moving to the United Kingdom.

   The Certificate(s) must be translated into English and must be certified by the Embassy of the Country (ies) concerned.

3. Any applicant who is resident in the United Kingdom under the terms of a Student Visa can be licensed but is not permitted to be self employed and is restricted to working 20 hours a week. You will be required to produce evidence that you are properly employed before any licence is issued.

4. Provide evidence of your Driver licence history by obtaining a DVLA Check Code. This can be obtained from www.gov.uk/view-driving-licence by entering your driver number and National Insurance Number. Please note the check code is case sensitive.

5. Provide details of two persons willing to give character references. Please return this completed form to the office as soon as possible.
6. Pass an English Language Proficiency Test or provide evidence of a pass of a relevant English Language Qualification.

7. Pass a knowledge test of the Mid Sussex District Council area. This test is held once a month. **The knowledge test must be booked in advance and payment made at the time of booking.** It is recommended that you obtain a street map of the Mid Sussex District Council area, make use of the internet and the Taxi Licensing policy on our website.

8. Passing a D.O.T. approved medical by your own doctor. It can take up to four weeks to obtain an appointment with some GP’s so it is advisable to take this into consideration.

9. Passing a Driving Standards Agency (DSA) or Third Party DSA equivalent standard driving test. If you will be driving a wheel chair accessible vehicle then you must also pass the wheel chair element of the test.

10. Provide evidence of a right to work (see Notes below).

**Please note that the D.B.S. and reference checks will only be valid for six months from the date of issue**

**Notes**

A copy of the D.B.S. check will not be forwarded directly to the Taxi Licensing office, you will receive the certificate. This will need to be passed onto the Licensing Officer.

Please keep the completed medical form until you have passed the knowledge test. Do not send it into this office but retain it until the final stage.

The appropriate driving licence application form will be issued after successfully completing the knowledge test.

This should be completed and submitted along with your medical form, DBS certificate, valid photocard D.V.L.A. driving licence (showing your current address) your DSA Pass Certificate, and one photograph of passport size.

**Right to Work Checks**

With effect from 1st December 2016 the Council has a legal duty not to issue operator or private hire or taxi driver licences to people disqualified by their immigration status from holding them. This has been introduced by the Government in order to prevent illegal working in the private hire vehicle and taxi sector.

The Immigration Act 2016 states that for all Operator and Taxi/Private Hire driver licence applications made (sent) on or after 1 December 2016, the Licensing Authority must comply with the legal requirement not to issue a licence to someone who is disqualified from holding the licence by reason of their immigration status.

The Licensing Authority must discharge this duty by requiring the applicant to submit one of a number of prescribed documents which show that the applicant has permission to be in the UK and undertake work as an operator or PHV or taxi driver.

The check must be performed when the applicant first applies for a licence or first applies to renew or extend their licence on or after 1 December 2016.

For those who have time-limited permission to be in the UK, the Council must repeat the check at each subsequent application to renew or extend the licence until such time as the applicant demonstrates that they are entitled to remain indefinitely in the UK.
Therefore, we must conduct ‘right to a licence’ checks on all applicants for operator or PHV or taxi driver licences. This means we will ask ALL applicants for such licences to provide us with one of the original documents/comboination of documents set out at Annex A.

To ensure that we do not discriminate against anyone, we will treat all licence applicants in the same way when they first apply or renew their licence on or after 1 December 2016 during the licence application process. This demonstrates a fair, transparent and consistent application process. No assumptions will be made about a person’s right to work in the UK or their immigration status on the basis of their nationality, ethnic or national origin, accent, the colour of their skin, or the length of time they have been resident in the UK.

The list of documents is set out at Annex A. You must provide the original document(s), as indicated in the published guidance, so that the check can take place. The document(s) will be copied and the copy retained by the licensing authority. The original document will be returned to you.

**Annex A**

Lists of acceptable documents for right to a licence checks
The lists of documents are based on those prescribed to show evidence of a right to work.

**List A: No immigration restrictions on 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, you will not have to repeat the check when you subsequently apply to renew or extend your licence.

1. A passport showing the holder, or a person named in the passport as the child of 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 national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland
3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland
4. A Permanent Residence Card issued by the Home Office to the family member of a national a European Economic Area country or Switzerland
5. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6. 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.
7. 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
8. A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder’s parents or adoptive parents, 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 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.
10. 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.

When all of the above stages have been completed contact the Taxi Licensing office to establish if your references have been received.
SUPPLEMENTARY INFORMATION FORM FOR THE GRANT OF A HACKNEY CARRIAGE OR PRIVATE HIRE DRIVERS LICENCE

Information is requested in accordance with Section 57 of the Local Government (Miscellaneous Provisions) Act 1976

Name

Date of Birth

National Insurance Number

Address

Have you ever been previously licensed as a Hackney or Private Hire driver? If so state which Authority

Yes/No - ……………………………………………………………………………………………………………

How long have you lived at this address?

How long have you lived in the United Kingdom?

If granted a drivers licence will you be self-employed?

National Register of Taxi Licence Refusals and Revocations.

The licensing authority provides information to the National Register of Taxi Licence Refusals and Revocations (NR3). This allows licensing authorities to share details of individuals who have had a hackney carriage or private hire licence revoked. All applications for a new licence or licence renewal will automatically be checked on NR3. Any information received as a result of an NR3 search will only be used in respect of the specific license application and will not be retained beyond the determination of that application.

You are advised that the provision of misleading or untruthful information in connection with your application for the grant of a Hackney Carriage or Private Hire Drivers Licence is a criminal offence in accordance with Section 57 of the Local Government (Miscellaneous Provisions) Act 1976

Please complete this form and bring it with you when you come in to see the licensing officer. (without this form your application cannot be processed)

Print name

Sign

Date
Required additional information for application
(character reference)

1. I…………………………………………………………………………………………………Name in full
   of……………………………………………………………………………………………………
   Tel No……………………………………….Date of Birth…………………………………………

Hereby apply to Mid Sussex District Council for a licence authorising me to act as a driver of a Hackney
Carriage and/or Private Hire Vehicle

2. I am/am not a Proprietor.

3. If granted I will be employed by………………………………………………………………………
   of…………………………………………………………………………………………………………

4. State the name and address of a person (not a relative) of professional or similar standing who
   has known you personally for at least two years and who is a Commonwealth or Irish Citizen and
   who are resident in the UK. (MP, Doctor, Minister of Religion, Local Councillor, Bank Officer, Civil
   Servant, Police Officer, Teacher, Lawyer, etc).

5. State the name and address of a householder (not a relative) in the Mid Sussex area who has
   known you for at least 2 years and who has agreed to give you a character reference in support
   of this application.  (They must  be listed on the electoral register and not a driver, proprietor or
   operator licensed with Mid Sussex District Council).

6. Have you ever suffered or been treated for any physical condition which may or may become
   likely to affect your fitness to drive a hackney carriage or private hire vehicle?
   Yes/No. Give details if yes………………………………………………………………………

7. Are there any prosecutions pending against you?  If so please state alleged offence and date of
   court hearing.

Caution
Section 57(3) of the Local Government (Miscellaneous Provisions) Act 1976 provides that if any person knowingly or recklessly makes a false statement or omits any material particular in giving information under this section that person shall be guilty of an offence.
You must declare any unspent conviction even though it has been declared on any previous application or on the D.B.S Disclosure Form.
The information you provide on this form will be retained by the Council.
The Council can be required by law to pass on personal information to other government agencies such as the Police, HMRC, UK Border Agency, and the Benefits Agency.

National Register of Taxi Licence Refusals and Revocations.

The licensing authority provides information to the National Register of Taxi Licence Refusals and Revocations (NR3). This allows licensing authorities to share details of individuals who have had a hackney carriage or private hire licence revoked. All applications for a new licence or licence renewal will automatically be checked on NR3. Any information received as a result of an NR3 search will only be used in respect of the specific license application and will not be retained beyond the determination of that application.

Signed………………………………………………………………………………………………… Date…………………………………………
Notes on Medical Fitness

For the guidance of persons applying to renew licences to drive Hackney Carriages or Private Hire Vehicles.

1. The Council requires any applicant for a licence to drive Hackney Carriages or Private Hire Vehicles to produce a medical certificate as to his fitness to act in this capacity on first application, then at age 45 years, then every 5 years to age 65, and then annually thereafter. Additionally certificates are called for when a driver's fitness is in question.

2. It is essential that when an application is made, each applicant answers the questions to his or her fitness fully and truthfully. It is an offence, without reasonable cause, to fail to give information or make a false statement knowing it to be false. The maximum penalty for this offence is £100 and there could be grounds for refusing to issue or renew the licence or for revocation or suspension of same.

3. When making an application you must disclose any condition, treatment or disability you have ever had which comes under any of the following headings:

- **Heart**
  Any heart attack, treatment for any heart disease or pain, heart surgery including fitting a pacemaker or treatment for raised blood pressure.

- **Diabetes Mellitus**
  If you are being treated for diabetes give details and in particular whether or not you have insulin injections.

- **Epilepsy**
  If you have had an epileptic attack of any form, including attacks during your sleep you must give details.

- **Nervous System and Brain**
  Give details of any progressive disorder of the nervous system such as Parkinson’s disease or multiple sclerosis, any stroke, brain surgery, unexplained loss of consciousness or persisting symptoms following a head injury.

- **Psychiatric Illness**
  You must state if you have ever been treated for any psychiatric or mental illness. Also give details of any treatment for alcoholism or drug addiction.

- **Vision**
  You must declare any defect of vision and in particular any condition which has been treated other than by the prescribing of corrective lenses by an ordinary optician.

- **Control Of Muscles and Limbs**
  You must declare any absence or loss of limbs or limb functions and any physical disability which may or may become likely to affect your ability to discharge your duties as a hackney carriage or private hire vehicle driver. This includes any condition which may impair your ability to control the vehicle or to give reasonable assistance with passenger’s luggage.

- **Other Conditions**
  If there is any other medical condition which may affect your ability to carry out your duties you should give details.

4. These procedures may result in some drivers who had previously been certified as fit being unable to continue as a hackney carriage or private hire driver. If a medical report indicates that this may be the case, the applicant should, in the first instance, discuss this with the doctor carrying out the examination.

If after this he/she is treated as unfit and does not agree with the decision, he/she should write to the Licensing Team explaining why he/she should be considered fit and providing all the relevant medical evidence available.
Medical examination associated with an application for a licence to drive a hackney carriage or private hire vehicle

Notes

For the Applicant

1. Please complete Part A of this document and take it to your own family Medical Practitioner. You will be responsible for making any necessary appointment.
2. Any fee charged is payable direct by you to the Medical Practitioner.

For the Medical Practitioner

1. A medical report will only be accepted from the applicant's own Medical Practice.
2. Any fee should be charged direct to the applicant.
3. When completing this medical report please have regard to the 'Notes for Guidance' (Current Edition) published by the British Medical Association for doctors conducting these examinations, supplemented if necessary by the booklet 'Medical Aspects of Fitness to Drive', published by the Medical Commission for Accident Prevention.
4. Please complete Part B and tick the answers that apply. Use the margin if you want to add anything or write "see note attached" and use a separate sheet of paper.

Part A - Information about the applicant (See Notes 1 and 2)

1. Full Name (Block Capitals)

2. Address

Postcode

3. Date of Birth ________(Day)_______(Month)__________(Year)_____

4. If you have been registered with the Medical Practitioner carrying out the examination for less than two years give the name and address of the Practitioner you were previously registered with.

Name

Address

I hereby consent to the Authorised Officer to the Licensing Authority receiving reports from my doctors and specialists about my medical condition.

Please sign in the presence of the Medical Practitioner who signs the report (Part B)

Applicant's Signature ___________________________ Date: ___________________
### Part B – Medical Report (See Notes 3 To 6)

#### 1. Cardiovascular

- a) Is there any history of cardiac infarction (coronary thrombosis) any persisting anginal pain, or any current need of treatment for anginal pain? □ □
- b) Is there any other evidence, including ECG of ischaemic heart disease? □ □
- c) Is there any history or evidence of arrhythmia (excluding extrasystoles which disappear on effort)? □ □
- d) Is the blood pressure 200/110 or over? □ □
- e) Is hypertension treated by medication other than a diuretic or beta blocker? □ □
- f) Is a cardiac pace maker fitted? □ □
- g) Is there a history of current intermittent claudication? □ □
- h) Is there a history of open heart or vascular surgery? □ □

#### 2. Endocrine System

Is the applicant a diabetic treated by insulin injection? □ □

#### 3. Epilepsy

Has the applicant suffered any attack of epilepsy since attaining the age of 5 years? □ □

#### 4. Nervous System

- a) Is there any progressive disorder of the nervous system? □ □
- b) Is there any history of one or more transient ischemic attacks or cerebrovascular accidents? □ □
- c) Is there a history of a severe head injury or major craniotomy? □ □
- d) Is there any hearing defect to the extent of preventing communication by telephone? □ □

#### 5. Psychiatric illness

- a) Is there a history of psychosis? □ □
- b) Is there abuse of alcohol or drugs? □ □
- c) Has the applicant suffered from any mental disorder requiring psychotropic medication during the last 6 months? □ □
6. **Vision**

*(If you do not have the equipment to carry out these checks then you should refer the applicant to an ophthalmic specialist or optician.)*

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>NOTES</th>
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</thead>
<tbody>
<tr>
<td>a)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Has the applicant had a cataract removed?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>2</td>
<td>Does the applicant fail to meet the standard of 3/60 (Snellen) without correction in both eyes separately?</td>
<td>□</td>
<td>□</td>
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<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td>b)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Is the visual acuity, using corrective lenses if necessary :-</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td>Less than 6/12 in worse eye and 6/9 in the better eye?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>2</td>
<td>If ‘Yes’, is it less than 6/36 and 6/12 respectively?</td>
<td>□</td>
<td>□</td>
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<tr>
<td>c)</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Has the applicant monocular vision?</td>
<td>□</td>
<td>□</td>
<td></td>
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<td></td>
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<tr>
<td>d)</td>
<td></td>
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<tr>
<td>Is there insuperable diplopia or a pathological field defect?</td>
<td>□</td>
<td>□</td>
<td></td>
</tr>
</tbody>
</table>

7. **Musculoskeletal System**

Has the applicant any deformity, loss of members, or physical disability (with special attention paid to the condition of the arms, legs, hands and joints) which is likely to interfere with the efficient discharge of his or her duties as a vocational driver? □ □

8. **Other conditions**

Does the applicant suffer from any disease or disability not mentioned above which is likely to interfere with the efficient discharge of his or her duties as a driver or to cause driving by him or her on a vocational licence to be a source of danger to the public? □ □

9. I can confirm that this applicant is a registered patient with this practice and having regard to their medical records:

- In my opinion the applicant is MEDICALLY FIT to drive a hackney carriage and/or a private hire Vehicle. □
- In my opinion the applicant is NOT MEDICALLY FIT to drive a hackney carriage and/or a private hire Vehicle. □

Signed

Registered Medical Practitioner

Address

Please return the completed form to:-
Taxi Licensing Officer
Licensing Team
Mid Sussex District Council
Oaklands, Oaklands Road
Haywards Heath
West Sussex RH16 1SS
Mid Sussex District Council

Taxi Licensing – Knowledge Test

It is the responsibility of the Licensing Authority for Hackney Carriages and Private Hire Vehicles to determine whether applicants for driving licences are fit and proper persons. Part of this process is establishing whether the applicant has sufficient knowledge of the area, knowledge of licencing conditions, basic numeracy and basic customer service to provide a reasonable and reliable service to the fare paying public. Each applicant must pass a knowledge test set by Mid Sussex District Council, the pass rate being 75%. Exams are held once per month. The cost of the exam is £30.00 for each attempt, payable at the time of booking in advance by cheque or card. Cash will not be accepted.

Each test will comprise of two sections. The first section consists of twenty short questions regarding locations throughout the District. You are strongly recommended to study before taking this test. The applicant will be expected to identify in the exam the location of a particular place by giving the road name or road number and the town or village it is situated in, e.g. London Road, East Grinstead or A22 East Grinstead. The applicant must also have knowledge of all the A roads within the area which should include the direction in which they run and the names of the towns and villages that they run through.

The second section of the test consists of 12 multiple choice questions which will check the applicants’ knowledge of licensing conditions, legislation applicable to Taxi and Private hire vehicles, basic numeracy and basic customer service.

An example of these questions would be:

Which of these, if any, can park on a taxi rank?
A. any licensed taxi,
B. any licensed taxi or private hire vehicle,
C only a taxi licensed by the local licensing authority,
D. no vehicles.

A candidate must achieve a pass rate of 75% in both sections of the exam to be successful. The exam length is 45 minutes.

All applicants are required to bring along photo ID, either Passport or Photo-card Driving licence so their identity can be verified prior to taking the exam to ensure that the test is not taken on their behalf by a third party.

To aid study, applicants are advised to research the area of Mid Sussex District Council and are advised to make use of street maps and the internet, paying particular attention to public buildings, sport facilities, educational establishments and business premises.

The licensing conditions for Hackney and Private Hire Vehicle and Drivers can be found on the Mid Sussex District Council website in the Taxi Licensing section and the Taxi and Private Hire Policy.

A list of possible locations that should be studied by the applicant is given below.
To make study for the questions in the first section of the exam easier the area has been divided into three areas

**North**

**Central**

**South**

The subjects are as follows:-

**North Area**

<table>
<thead>
<tr>
<th>North Area</th>
<th>Central Area</th>
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</thead>
<tbody>
<tr>
<td>The Ark</td>
<td>Heath Recreation Ground</td>
</tr>
<tr>
<td>Alexander House Hotel</td>
<td>Haywards Heath Police Station</td>
</tr>
<tr>
<td>Bluebell Railway</td>
<td>M.S.D.C. Offices</td>
</tr>
<tr>
<td>Charlwood Business Park</td>
<td>Victoria Park</td>
</tr>
<tr>
<td>Copthorne Hotel</td>
<td>The Orchards Shopping Centre</td>
</tr>
<tr>
<td>Queen Victoria Hospital</td>
<td>Sainsbury’s Superstore H.H.</td>
</tr>
<tr>
<td>East Grinstead Railway Station</td>
<td>Tesco Express H.H.</td>
</tr>
<tr>
<td>East Grinstead Football Club</td>
<td>Haywards Heath Railway Station</td>
</tr>
<tr>
<td>East Grinstead Town Council</td>
<td>Nuffield Health Hospital</td>
</tr>
<tr>
<td>Gravetye Manor</td>
<td>Beech Hurst Gardens</td>
</tr>
<tr>
<td>Highley Manor Hotel</td>
<td>Warden Park Primary Academy</td>
</tr>
<tr>
<td>Imberhorne Upper School</td>
<td>St. Josephs Catholic School</td>
</tr>
<tr>
<td>Kingscote Station</td>
<td>Hurstwood Park Hospital</td>
</tr>
<tr>
<td>Kings Centre</td>
<td>Haywards Heath Town Hall</td>
</tr>
<tr>
<td>Waitrose Store East Grinstead</td>
<td>Haywards Heath Library</td>
</tr>
<tr>
<td>Tulleys Farm</td>
<td>Farne Close School</td>
</tr>
<tr>
<td>St. Wilfreds Church</td>
<td>Lindfield Medical Centre</td>
</tr>
<tr>
<td>Dolphin Leisure Centre</td>
<td>The Birch Hotel</td>
</tr>
<tr>
<td>Franklands Village</td>
<td>Haywards Heath Football Club</td>
</tr>
<tr>
<td>St. Wilfreds School</td>
<td>Haywards Heath Library</td>
</tr>
<tr>
<td>Warden Park Academy</td>
<td>Borde Hill</td>
</tr>
<tr>
<td>United Services Club H.H.</td>
<td>Haywards Heath Golf Club</td>
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<tr>
<td>Haywards Heath Rugby Club</td>
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<tr>
<td>Farne Close School</td>
<td></td>
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<tr>
<td>Lindfield Medical Centre</td>
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<tr>
<td>The Birch Hotel</td>
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<td>Haywards Heath Football Club</td>
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<tr>
<td>Haywards Heath Library</td>
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<tr>
<td>Borde Hill</td>
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<tr>
<td>Haywards Heath Golf Club</td>
<td></td>
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</tbody>
</table>
South Area

Oakmeeds School  Braybon Business Park
Victoria Industrial Estate  Burgess Hill Railway Station
The Martlets Shopping Centre  Burgess Hill Police Station
St. Johns Church  London Meed School
Triangle Leisure Centre  Burgess Hill Town Council Office
Wivelsfield Railway Station  Waitrose Store Burgess Hill
Hickstead Showground  Worlds End
Devils Dyke  Jack and Jill Windmills
Tesco Superstore Burgess Hill  British Legion Hassocks
British Legion Burgess Hill  The Dene Hospital
International Bible Training Institute  Burgess Hill Clinic
St Pauls Catholic College  St. Andrews Church
Burgess Hill Football Club  Hickstead Hotel
B.H. Post Office Sorting Office  Downlands School
Travel Lodge Hickstead  Wickwoods Country Club
Abbotsford School  West End Farm
Orion Cinema  Burgess Hill Library
Singing Hills Golf Club  Woodland Meed School
Burgess Hill Rugby Club  St. Johns Park
Washbrooks Farm
DSA DRIVING ASSESSMENT

All new drivers must complete successfully a taxi driving assessment to an equivalent standard required by the Driving Standards Agency (DSA). These assessments show that their driving skills are at a nationally acceptable level.

Before you are issued with a Hackney Carriage or Private Hire Driver’s Licence you must pass an assessment. It is recommended that you familiarise yourself with the contents of the assessment and we recommend that you take professional instruction prior to taking the assessment.

An additional assessment is required for drivers of wheelchair accessible vehicles.

The assessment is intended to fulfil one of the requirements of the Council taxi licensing procedures. The assessment will be carried out in accordance with the criteria drawn up by DSA which can be provided on request.

There are a number of companies and private individuals authorised to conduct Taxi Driver assessments. In order to establish consistency for all applicants, the Council will only accept assessments to a standard set by the DSA and conducted by assessors who are DSA authorised.

The Council reserve the right to make such enquiries as necessary in order to satisfy themselves about the competence of the examiner and the standard of the test conducted.

Therefore, applicants will be required to provide details of their test and examiner to the Council. Currently the following providers are verified to conduct assessments to the required standard

1. JB Driving Solutions
   www.jbdrivingsolutions.com
   john@jbdrivingsolutions.com
   John Bignell 07411 164806

2. The Blue Lamp Trust
   www.bluelamptrust.org.uk

3. Mann Fleet Solutions
   07921 777667

4. Sussex Taxi Training
   Mark Raines 07710 379634
English Language Proficiency Test

**New Applicants**

1. All new applicants for a Hackney or Private Hire Drivers Licence will be required to undergo a proficiency test to demonstrate their ability to communicate effectively in the English Language.

2. The test will be conducted in a form approved by Mid Sussex District Council. The test will be the Versant test through Talentlens. It is approximately 15 minutes long and will be taken at the Council Offices by telephone.
   The cost of the test is £53.00 which is payable in advance.
   A pass is an overall score of 55/80 or higher.

3. An outline of the test requirements can be found below

**Exemptions**

This test will apply to all applicants, including those who may be expected to speak English as a first language by virtue of their country of birth.

However, it is proposed to exempt a candidate from any adopted English test requirement if they can demonstrate that they have previously passed a relevant English language qualification at a suitable level, such as:

- a GCSE, GCE O-level or GCE A-level issued by a recognised examining body in the UK (grade C or higher)
- an NVQ, City & Guilds, or similar vocational qualification (level 2 or higher) issued by a recognised examining body in the UK
- an equivalent qualification to either of the above, issued by a recognised examining body in an English-speaking country other than the UK
- a TOEFL, IELTS or ESOL qualification at CEFR level B2 (or equivalent)
Versant™

Measure English speaking skills quickly, accurately and reliably

Applicants who will have frequent contact with customers
Timed - 15 minutes

Versant™ is a completely automated test of spoken English that enables you to ensure applicants and employees have the level of spoken English language skills necessary for a given job.

Competency Areas: Sentence Mastery, Vocabulary, Fluency, Pronunciation

The score report comprises an overall score and 4 diagnostic sub-scores:

1. **Pronunciation.**

2. **Fluency.** This reflects the rhythm, phrasing and timing evident in constructing, reading and repeating sentences.

3. **Sentence Mastery.** This reflects the ability to understand, recall and produce English phrases and clauses in complete sentences.

4. **Vocabulary.** This reflects the ability to understand common everyday words spoken in sentence context and to produce such words as needed.

Use Versant to screen applicants for these types of positions:

- Call Centre Representatives
- Customer Service
- Technical Support
- Sales
- Cashiers

Use: Selection

Available in UK English

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**Zoom in on:**

- Assess an individual’s spoken English language skills objectively
- A test of spoken (UK) English with fair and bias-free contents
- Convenient, easy to use and by telephone
- Volume discounts available – call 020 7010 2861 for more information and to take a demo test
Versant tests can be conveniently administered over the telephone. Instructions for the test are spoken over the testing system in an examiner voice and are also printed on the test paper during telephone administration. Test items are presented in the native speaker voice, distinct from the examiner voice.

Depending on your preference, Versant tests can be supervised at your site by your staff or test takers can access and complete the test from a remote location. We offer a password-protected web system that can be used to select tests and prepare the necessary instructions for administering the tests.

**Telephone Testing**

Telephone administration is supported by a test paper that includes general instructions and an introduction to the test procedures, plus instructions and information that are specific and unique to the test. Included in this unique information is the phone number to call, the Test Identification Number, the written instructions, item examples, and the printed sentences for the Reading section. When the test taker calls into the Versant testing system, the system will ask the test taker to use the telephone keypad to enter the Test Identification Number on the test paper. This identification number keeps the test taker’s information secure.

An examiner voice speaks all the instructions for the test. The spoken instructions for each section are also printed on the test paper to help ensure that test takers understand the instructions. Test takers directly answer the test questions in English into the phone going through all parts of the test until they complete the test and hang up.

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