

Contact: Taxi Licensing Team
Tel: 01444 477335
Email: taxilicensing@midsussex.gov.uk

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

<https://www.midsussex.gov.uk/business-licensing/taxi-licensing/>

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

All licensed drivers will be required to evidence continuous registration with the DBS update service to enable the licensing authority to routinely check for new information every six months. The Update Service allows the applicant to pay a subscription fee direct to the Disclosure and Barring Service, in return for ongoing monitoring of the official records for information relating to the applicant. Subscribers will be able to give employers and licensing authorities permission to carry out a status check, in order to verify whether an original DBS certificate remains valid, even if it is several years later.

2. All applicants who have been resident outside the United Kingdom for **more than 3 months** at any time from the age of 18 must obtain a **Certificate of Good Behaviour** from the Police in each of the County, District or Province of the Country (ies) that they have lived in during this period 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 and Post Code. 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.

The appropriate driving licence application form will be issued after successfully completing all of the required steps.

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.

Safeguarding Training

With the introduction and adoption of the Statutory Standards for Taxi and Private Hire Drivers by Mid Sussex District Council Safeguarding Awareness Training is now mandatory for all licensed drivers. It is expected that all new applicants will have successfully completed this training prior to applying for their first licence. Safeguarding Awareness training is provided by West Sussex County Council and the course will be held online and is booked directly with West Sussex County Council. All drivers will successfully pass the assessment module. This is not an exam, simply a way of ensuring that each driver has carefully considered important safeguarding knowledge.

The link to register and book the course is:

<https://www.eventbrite.co.uk/d/online/essential-safeguarding-for-taxi-drivers/>

- Select a suitable date and time for your training webinar.
- Click on "Check Out for £20" – This will take you to a checkout page.
- On the checkout page, please confirm your booking, providing name and email address.

- You will receive an email confirmation from Eventbrite, together with your ticket and the Microsoft Teams link you will need to attend the webinar on your selected date.

Each session is scheduled to last approximately 2 hours. When you have completed both the webinar and the assessment module, you will be sent confirmation of this by West Sussex County Council. This will be your certificate and proof of successful completion.

Send this confirmation certificate to the licensing team as evidence of attendance and successful completion of the Safeguarding training.

Disability Awareness Training

With the introduction and adoption of the Statutory Standards for Taxi and Private Hire Drivers and the update of the Taxi and Private Hire Policy by Mid Sussex District Council Disability Awareness Training is now mandatory for all licensed drivers.

It is expected that all new applicants will have successfully completed this training prior to applying for their first licence.

The training is provided by the Blue Lamp Trust. The course is held online and is booked directly with Blue Lamp Trust.

The link to book the course is <https://www.bluelamptrust.org.uk/disability-classroom-course/>

There is a link to the booking process. These sessions are provided directly by the Blue Lamp Trust and further course dates are frequently added.

The sessions last 3 hours and there is a fee of £40.

Applicants who have already undertaken Disability Awareness Training which may have been obtained as part of the Level 2 NVQ Certificate in Road Passenger Driving (Taxi and Private Hire) or a comparable qualification, or training provided as part of school contract work or undertaken with an alternate licensing authority. Applicants who can provide evidence of participation in these alternative courses will be exempt for this additional training requirement. This evidence will need be in the form of the course completion certificate.

Tax Conditionality Check Code

The Finance Act 2021 introduced additional checks as part of applications to renew licences for taxi and private hire drivers, private hire vehicle (PHV) operators and scrap metal dealers in England and Wales. From 4 April 2022, these licence applicants must complete a 'tax check' and licensing bodies must confirm that an applicant has completed the check.

From the 4th April 2022 Licence applicants must complete a 'tax check' and licensing bodies must confirm that an applicant has completed the check.

The licence holder will be able to complete this tax check on GOV.UK through their Government Gateway account.

The licence holder will have to set Government Gateway account if they do not already have one.

Once the licence holder has completed the tax check, they will get a code. This code must be passed to the Licencing Authority, **an application cannot be proceeded with until the tax check is complete, a licence due for renewal will be suspended until such checks are complete.**

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 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/combination 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, 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. An Immigration status share code.
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.

List B: is anybody on a visa with a time limit, which now includes all EU nationals with pre-settled status.

Right To Work Code

A right to work check is a Home Office process to establish that each List B employee or casual worker has the right to work in the UK before they start their employment.

From 1 July 2021, employers must check that these employees now hold either settled or pre-settled status.

The Home Office categorises employees into List A and List B.

A List B employee is anybody on a visa with a time limit, which now includes all EU nationals with pre-settled status.

To get a code follow this link : <https://www.gov.uk/prove-right-to-work>

The code lasts for 30 days and **must** be provided to the Licencing officer before a licence issued.



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

Full Name:

National Insurance Number: Date of Birth:

Current 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? Years months

How long have you lived in the United Kingdom? Years months

Have you been resident in the UK **continuously** since the age of 18 Yes/No

If you have lived outside the UK from the age of 18 for a period of more than 3 months please list all of the Countries and relevant dates below.

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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



**Town Police Clauses Act 1847
Local Government (Miscellaneous Provisions) Act 1976**

**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. 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).

.....
.....

3. 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).

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.....

4. 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.....
.....

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

.....
.....

6. DVLA Check code: PLEASE NOTE THE CODE IS CASE SENSITIVE.

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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)

		YES	NO	NOTES
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?	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Is there any other evidence, including ECG of ischaemic heart disease?	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Is there any history or evidence of arrhythmia (excluding extrasystoles which disappear on effort)?	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Is the blood pressure 200/110 or over?	<input type="checkbox"/>	<input type="checkbox"/>	
e)	Is hypertension treated by medication other than a diuretic or beta blocker?	<input type="checkbox"/>	<input type="checkbox"/>	
f)	Is a cardiac pace maker fitted?	<input type="checkbox"/>	<input type="checkbox"/>	
g)	Is there a history of current intermittent claudication?	<input type="checkbox"/>	<input type="checkbox"/>	
h)	Is there a history of open heart or vascular surgery?	<input type="checkbox"/>	<input type="checkbox"/>	
<hr/>				
2.	Endocrine System			
	Is the applicant a diabetic treated by insulin injection?	<input type="checkbox"/>	<input type="checkbox"/>	
<hr/>				
3.	Epilepsy			
	Has the applicant suffered any attack of epilepsy since attaining the age of 5 years?	<input type="checkbox"/>	<input type="checkbox"/>	
<hr/>				
4.	Nervous System			
a)	Is there any progressive disorder of the nervous system?	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Is there any history of one or more transient ischaemic attacks or cerebrovascular accidents?	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Is there a history of a severe head injury or major craniotomy?	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Is there any hearing defect to the extent of preventing communication by telephone?	<input type="checkbox"/>	<input type="checkbox"/>	
<hr/>				
5.	Psychiatric illness			
a)	Is there a history of psychosis?	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Is there abuse of alcohol or drugs?	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Has the applicant suffered from any mental disorder requiring psychotropic medication during the last 6 months?	<input type="checkbox"/>	<input type="checkbox"/>	

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

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?	<input type="checkbox"/>	<input type="checkbox"/>	
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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?	<input type="checkbox"/>	<input type="checkbox"/>	
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- | | | | |
|----|---------------------------------------------------------------------------------------------------------------------------|--------------------------|--|
| 9. | I can confirm that this applicant is a registered patient with this practice and having regard to their medical records:- | <input type="checkbox"/> | |
| | In my opinion the applicant is MEDICALLY FIT to drive a hackney carriage and/or a private hire Vehicle. | <input type="checkbox"/> | |
| | In my opinion the applicant is NOT MEDICALLY FIT to drive a hackney carriage and/or a private hire Vehicle. | <input type="checkbox"/> | |

Signed

Name

Registered Medical Practitioner

Date

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

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. The Blue Lamp Trust
www.bluelamptrust.org.uk
2. Sussex Taxi Training
Kevin Dunham 07787 515964
3. Mann Fleet Solutions
www.mannfleettaxitesting.co.uk
07921 777667
4. Drive Tech
01256 495731, (option 1)
www.drivetech.co.uk/global-business-fleet-solutions/training-product/taxi-test/

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 £36.00 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

The Ark
Alexander House Hotel
Bluebell Railway
Charlwood Business Park
Cophorne Hotel
Queen Victoria Hospital
East Grinstead Railway Station
East Grinstead Football Club
East Grinstead Town Council
Gravetye Manor
Highley Manor Hotel
Imberhorne Upper School
Kingscote Station
Kings Centre
Waitrose Store East Grinstead
Tulleys Farm
Saint Hill Manor
Ravenswood Hotel
Wakehurst Place
Sainsbury's East Grinstead
Queens Walk Shopping Centre
South of England Showground

The Atrium
Birches Industrial Estate
Blacklands Farm Activity Centre
Chequer Mead
Deers Leap Park
East Grinstead Library
East Grinstead main Post Office
East Grinstead Hockey Club
The Crowne Plaza (Felbridge) Hotel
High Beeches Gardens
Imberhorne Business Park
Imberhorne Lower School
Standen
Sackville College
Sackville School
St. Swithins Church
The Priest House
Worth Abbey
Nymans Gardens
Cophorne Golf Club
Wetherspoons East Grinstead
Ardingly College

Central Area

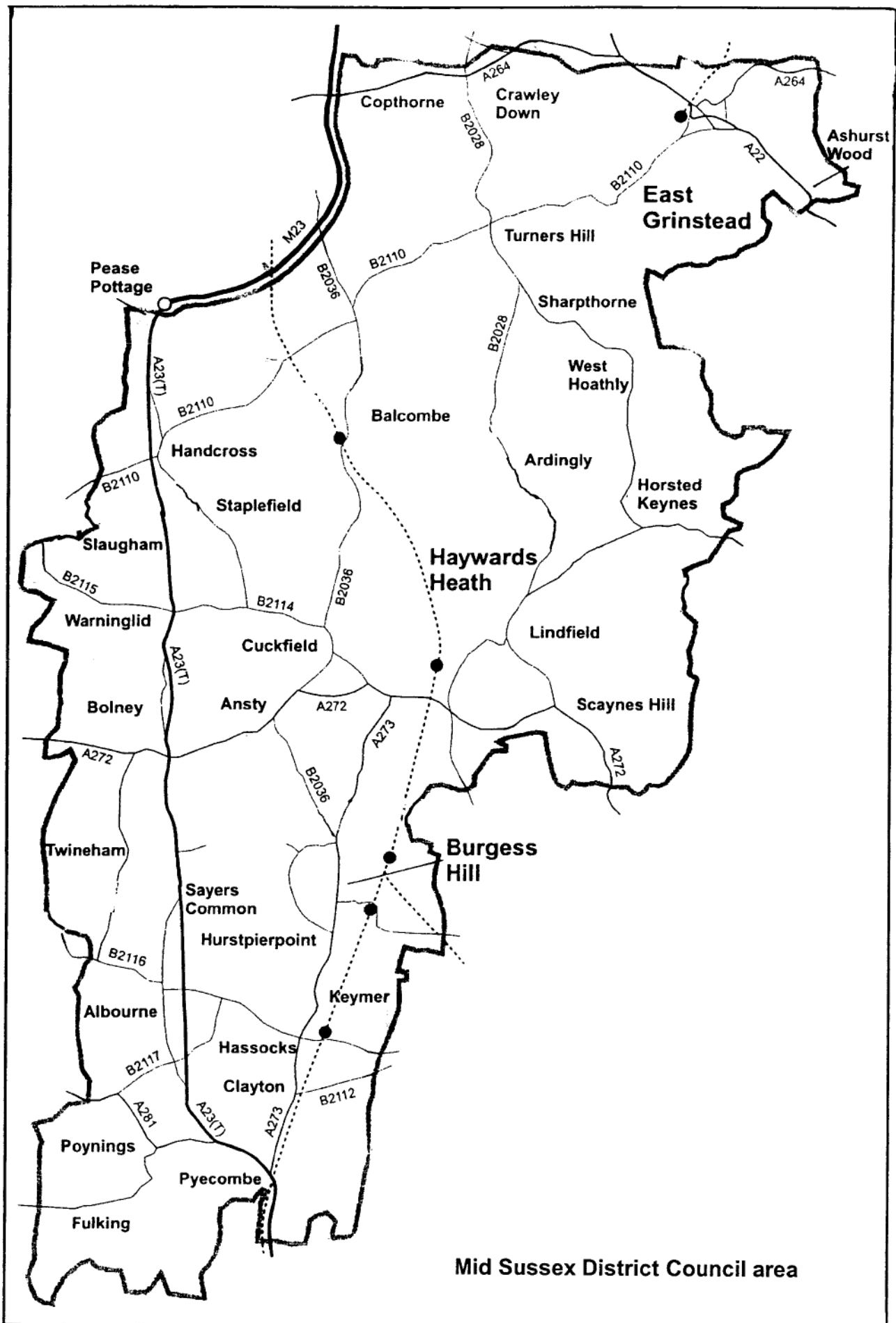
Princess Royal Hospital
Oathall Community College
Haywards Heath Town Hall
Harlands Primary School
Haywards Heath Health Centre
St. Wilfreds Church
Dolphin Leisure Centre
Franklands Village
St. Wilfreds School
Warden Park Academy
United Services Club H.H.
Haywards Heath Rugby Club
Farney Close School
Lindfield Medical Centre
The Birch Hotel
Haywards Heath Football Club
Haywards Heath Library
Borde Hill
Haywards Heath Golf Club

Heath Recreation Ground
Haywards Heath Police Station
M.S.D.C. Offices
Victoria Park
The Orchards Shopping Centre
St. Pauls Church
Clair Hall
Sainsbury's Superstore H.H.
Tesco Express H.H.
Haywards Heath Railway Station
Nuffield Health Hospital
Cuckfield Primary School
Beech Hurst Gardens
Warden Park Primary Academy
Ockenden Manor
St. Josephs Catholic School
Hurstwood Park Hospital
Haywards Heath Town Hall
King Edward Hall

South Area

Oakmeeds School
Victoria Industrial Estate
The Martlets Shopping Centre
St. Johns Church
Triangle Leisure Centre
Wivelsfield Railway Station
Hickstead Showground
Devils Dyke
Tesco Superstore Burgess Hill
British Legion Burgess Hill
International Bible Training Institute
St Pauls Catholic College
Burgess Hill Football Club
B.H. Post Office Sorting Office
Travel Lodge Hickstead
Abbotsford School
Orion Cinema
Singing Hills Golf Club
Burgess Hill Rugby Club
Washbrooks Farm

Braybon Business Park
Burgess Hill Railway Station
Burgess Hill Police Station
London Meed School
Burgess Hill Town Council Office
Waitrose Store Burgess Hill
Worlds End
Jack and Jill Windmills
British Legion Hassocks
The Dene Hospital
Burgess Hill Clinic
St. Andrews Church
Hickstead Hotel
Downlands School
Wickwoods Country Club
West End Farm
Burgess Hill Library
Woodland Meed School
St. Johns Park



Mid Sussex District Council area

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 £57 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)