



LIVERPOOL CITY COUNCIL

THIS DOCUMENT CONTAINS IMPORTANT INFORMATION WHICH WILL ASSIST CANDIDATES IN MAKING AN APPLICATION, AND PROVIDE EXISTING DRIVERS WITH GUIDANCE

PLEASE KEEP THIS LEAFLET IN A SAFE PLACE AND REFER TO IT REGULARLY

**NOTES FOR GUIDANCE TO
APPLICANTS FOR TAXICAB AND PRIVATE HIRE DRIVER'S LICENCES' AND
GUIDANCE FOR EXISTING DRIVERS**

LICENSING SECTION

Liverpool City Council is committed to Equality of opportunity for individuals from all groups and must comply with legislation on sex, race and disability.

The Council will work to eradicate discrimination and prejudice and create equality of opportunity both in its role as a major employer and in the provision of services.

Applications for licenses are welcomed from all members of the community regardless of their age, sex, race, color, nationality, creed or religion.

**LIVERPOOL CITY COUNCIL
CENTRAL SERVICES**

LICENSING SECTION

Notes for guidance to applicants for driver's licences

1. An applicant for a taxicab or private hire driver's license has to satisfy the Council that they have a good knowledge of the City of Liverpool and surrounding area and that they are in all respects fit and proper persons to perform the tasks required of a licensed driver.

Such tasks include assisting with luggage and aiding a disabled person with and without a Wheelchair to board the taxicab and upholding the Councils Equal Opportunities

Policy in respect of all groups regardless of sex, creed, race, colour, nationality or type of disability.

2. To make an application or for help and advice, please contact Liverpool Direct who will arrange an appointment ;

Liverpool Direct Telephone: 233 3015

Applicants should make an appointment and attend personally at the Municipal Buildings Dale Street bringing with them:

- (a) a full valid current driving licence, issued at least 12 months previously. Applicants with a photocard licence must also produce the counterpart driving licence in addition to the photocard. (The licence is required at every visit to the Licensing Office) **YOUR DRIVING LICENCE MUST BE IN YOUR CURRENT ADDRESS (it is an offence to hold a driving licence if it is not in your current address) ;**
- (b) a birth certificate or passport ; and
- (c) a £35.00 booking fee, a £7.00 fee for the DVLA mandate. The fees are **NOT** refundable. A £36 Criminal Record Bureau Fee,
- (d) One passport sized photograph
- (e) Travel document with right to work in the UK including your National Insurance number

Your application may be delayed whilst Immigration checks are conducted.

An application form will be issued for completion at the appointment.

An application is only valid for 6 months, after this date all associated paperwork will be destroyed and a fresh application must be made. This includes a Criminal Records Bureau disclosure check.

Note: **APPLICANTS ARE REQUIRED TO REVEAL ALL CONVICTIONS, BOTH MOTORING AND CRIMINAL. ANY PERSON WHO DOES NOT REVEAL SUCH CONVICTIONS MAY NOT BE ISSUED A TAXICAB OR PRIVATE HIRE DRIVER'S LICENCE.**

A street knowledge test appointment receipt will be issued.

The Street Knowledge Test

1. A taxicab or private hire driver's licence permits the holder to drive for hire within the regulated District of Liverpool. The district comprises the city of Liverpool and up to four miles beyond the City's boundary.

A licence holder is expected to know the location of: -

Roads, streets, squares, clubs, hospitals, hotel, theatres, Government Buildings, British Rail Stations, the Airport terminus, police stations, law courts, cemeteries, crematoria, places of worship, museums, art galleries, parks, sports and leisure centres, places of learning, historic buildings, etc.

And to be able to give the routes between these places.

2. Such knowledge is gained by visiting and travelling over the routes and not simply by the study of maps. However, these are necessary in order to plan the route to be taken which should always be the shortest, not necessarily the quickest, and all traffic regulations must be compiled with. No recommendation is made as to particular maps or atlases or reference books to be used, but maps should not be less than four inches to the mile in order that sufficient detail is given.
3. The street Knowledge Test is held at:-

**The Ground Floor Reception Rooms
Millennium House
Victoria Street
Liverpool L1**

On some occasions the test may be conducted at an alternative location. Please check the date of your street knowledge test as failure to attend incurs a £35 charge.

Your initial street knowledge test booking must be made at the time of your application appointment. Please note your appointment date below:

YOUR APPOINTMENT HAS BEEN SET FOR _____

Candidates should attend promptly at 9.00am on the day of their appointment **with their D.V.L.A. driving licence and a pen**. The appointment fee will be forfeited should the candidate fail to give at least 48 hours notice (Tuesday before 5pm) of their inability to attend the test and a further booking fee will be required before another appointment is arranged.

4. The test is a written one, comprising route questions where a candidate is required to name all the streets or roads taken from a start point to a destination. Lists of places are also given where the candidate must name the street or road on which they are situated.
 - (a) The test consists of eight sections, one for the main buildings, one for the main surrounding authorities and six covering a separate area of the city of Liverpool.
 - (b) Each route section requires candidates to answer two questions from the syllabus and both must be answered correctly to pass that section.
 - (c) When a candidate passes any four sections at one test then those sections will be accredited and the candidate will not have to answer those sections at any future test.
 - (d) The candidate must pass all sections before a final pass is achieved.

The syllabus of questions which are those used in the test are included at the end of this booklet.

5. Answering the questions:
 - (a) Read through the entire paper carefully before starting to answer any questions.
 - (b) Answer only those questions indicated in the box at the top of the question paper.
 - (c) Describe a route by listing the name of each road or street between the two places, including the start destination and finishing point, there is no need to indicate the direction of travel.
 - (d) Use the back of the question papers to draw maps to aid memory, these will not be marked.
6. The test is conducted under strict examination conditions, no paper other than the question paper is allowed on the desks; other papers must be left at the rear of the room. No conversation is allowed during the test. **DO NOT CHEAT**. Any person suspected of cheating will be automatically failed and will not be allowed to re-sit the test for at least six months.

7. There is no limit to the number of times an applicant may attempt to pass the test. Results are available from the Liverpool Direct by telephone on 233 3015 on the morning following the test. Marked question papers will not be returned to candidates.
8. If you believe you have passed the test but have been informed that you have failed you can request that the paper be re-examined by the Senior Enforcement Officer and by a Senior Licensing Officer. If you are still not satisfied you have the right to request an appearance before the Licensing Committee; members of which will examine your test paper. If you are still not satisfied you may appeal to the magistrates' court against the Council's refusal to grant a Licence.
9. **A Licence must be obtained within 6 months of passing the test or an applicant will be required to sit a further test.**
10. Please note that all applications to become a licensed taxicab or private hire driver are **only valid for a period of 6 months from application if you have not continually sat a street knowledge test within this time.** After this period they will be deemed withdrawn and all associated paperwork destroyed.
11. **Please note that any licensed taxicab or private hire driver who has not worked for a period of two year as a licensed driver will be required to re take the street knowledge test, and have a current criminal records bureau disclosure with this authority, prior to a new licence being issued. This will preclude the licensing of a driver who has permitted a licence to expire by two years or any driver who has left licences with the Licensing Unit for two years.**
12. If you have any criminal convictions within the last 5 years or have 5 or more convictions you will be required to appear before the Licensing Committee for a decision to be made in connection with a licence been granted.
Please note: You must have successfully of passed the Street Knowledge Test before the Licensing Committee can consider your application.

Medical Examination

After passing the street knowledge test, an applicant must ask for a Medical Examination letter, which should be taken to a medical practitioner of your own choice. The cost of private medical assessments will vary.

All new applicants must have a medical examination prior to licensing and the medical certificate forwarded to Licensing Unit, Municipal Buildings, Dale Street.

A licence will not be granted until the medical certificate has been received by the Licensing Unit and processed. Therefore a further appointment will be required at a later date to be granted a licence. If the medical certificate has not been received by the Licensing Unit a licence will not be granted. DO NOT HAND IN THE MEDICAL TO THE ONE STOP SHOP.

The City Council on the advice of the DVLA and Royal Commission on Accident Prevention have adopted the group 2 standard of medical fitness in respect of applications for taxicab and private hire drivers licences. All applicants aged **45 50 55** and **60** are required to have a medical examination with an annual medical being required to applicants aged **65 or over**.

If you have suffered from any of the following medical disorders your application could be effected and you should seek advice directly from the Licensing Unit before proceeding with the application: -

NEUROLOGICAL DISORDERS Epilepsy, blackouts, narcolepsy and sleep disorders, Multiple Sclerosis/Parkinsons disease, cerebrovascular disease

DIABETES IDD and NIDD

PSYCHIATRIC DISORDERS Neuroses, psychosis, dementia.

ALCOHOL MISUSE AND DEPENDENCY Drink/Drive offender. Seizures associated with.

RENAL DISORDERS

RESPIRATORY DISORDERS Sleep apnoea syndrome, cough syncope.

MISCELLANEOUS CONDITIONS Aids syndrome, Age (Elderly Driver), short stature.

VISUAL DISORDERS Poor vision, lack of peripheral vision, monocular vision.

If you are suffering from any of the above, advice can be obtained from the Licensing Unit. If you are a disabled person the unit will also provide you with a practical disabled drivers assessment.

CRIMINAL RECORDS BUREAU CHECK PROCEDURE

The Criminal Records Bureau will vet your application in order to enable a licence to be issued. The Criminal Records Bureau has been charged with the duty to provide vetting confirmation.

You will be requested by the licensing unit to complete a Criminal Records Disclosure Application form.

Liverpool City Council Licensing Unit adheres to the Criminal Records Bureau Code of Practice. Copies of all codes of practice relating to the handling, processing and use of disclosure certificates are available on request.

You should complete the disclosure form and return to the **Licensing Office** for countersignature by making an appointment through Liverpool Direct Tel: **233 3015**. The form, after verification and document checks, will be forwarded to the Criminal Records Bureau.

When the Criminal Records Bureau have processed your application they will forward a certificate of disclosure to you directly and send a copy certificate to the Licensing Section. **A licence will not be granted until the Licensing Unit are in receipt of their copy of the disclosure. A licence will be granted subject to the content of the disclosure and all other licensing criteria being completed.**

You should make an appointment through Liverpool Direct Tel: 0151 233 3015, to be issued with your taxi/private hire drivers licence when all licensing requirements have been fulfilled.

There is a £36 CRB fee which is payable at the Licensing Office in addition to the Street Knowledge test fee of £35, and fee of £5.00 for the DVLA mandate. (Total initial payment is therefore £76) Please note that additional medical and final licence fees will apply.

Criminal Records Bureau Disclosure's are only valid for a period of 6 months from date of issue by the CRB, for all new drivers' applications.

We will only accept CRB disclosures from other authorities, issued for a taxicab/private hire drivers licence. We will not accept disclosures from any other employment.

Note: If any driver has a criminal convictions that requires their attendance at the Licensing Committee, please be aware that you must have successfully of passed the Street Knowledge Test before the Licensing Committee can consider your application.

A licence will only be granted once the Licensing Unit have received back their copy of the disclosure from the Criminal Records Bureau. A licence cannot be issued on the basis of the applicants copy of the disclosure.

If you should require further information in relation to CRB matters please contact The Licensing Unit by ringing the above telephone numbers.

DRIVER AND VEHICLE LICENSING AGENCY

It is a requirement of the application process that **ALL APPLICANTS** complete and pay for a DVLA mandate to be completed at the time of application. This mandate will be sent off to DVLA, Swansea for verification of your driving licence and any endorsements that may be attached to such a licence.

A licence will only be granted by the Licensing Unit once we have successfully received a completed verification from the DVLA and subject to all other licensing criteria.

The charge for this is £5.00 which must be paid for at the time of your appointment.

Applicants should disclose on the form provided ALL CONVICTIONS. The Rehabilitation of Offenders Act, 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 2002 requires that applicants must disclose all convictions, no matter when they were imposed. For the sake of clarity if a sentence has been imposed by a court, that sentence must be revealed, without exemption on your application. Advice on the Act can be obtained from the Licensing Office, from NACRO, any Citizens Advice Bureau or your local law centre.

Note: The time required to process CRB applications will vary. Applications will be delayed if the information requested by the CRB is incomplete or inaccurate.

The Rehabilitation of Offenders Act, FOR AN APPLICATION FOR A TAXICAB OR PRIVATE HIRE DRIVERS LICENCE **DOES NOT APPLY TO:**

- (a) a sentence of imprisonment for life;
- (b) a sentence of imprisonment or corrective training a sentence of preventative detention;

- (c) a sentence of detention during Her Majesty's pleasure for life, or for a term exceeding thirty months, passed under section 57 of the (young offenders convicted of grave crimes), or

A sentence of cashiering, discharge with ignominy or dismissal with disgrace from Her Majesty's service

A sentence of dismissal from Her Majesty's Service

Any sentence of detention in respect of a conviction in service disciplinary proceedings

A fine or any other sentence

An order of absolute discharge

The general policy with regard to convictions is attached. Liverpool City Council will consider applicants for taxicab and private hire driver's licences having regard to the guidelines.

If your record of convictions or circumstances requires that your application should be considered by the Licensing Committee you will be advised of the procedure which will enable your attendance before the Licensing Committee

EACH CASE WILL BE DEALT WITH ON ITS OWN MERITS.

An applicant with a current criminal conviction will not be permanently barred from obtaining a Licence, but is generally expected to be **free from convictions for a period of 5 to 7 years** (depending on the nature of their particular offences) before a Licence will be issued, subject to the following exceptions:

- (i) **an applicant who has five or more convictions of whatever nature imposed at any time will generally not be granted a licence to drive private hire vehicles or taxis.**
- (ii) **an applicant who has been convicted of one or more sexual offences at any time will generally not be granted a taxicab or private hire drivers licence.**

Nonetheless each applicant with a criminal conviction will be considered on his/her individual merits by the Taxis Licensing Panel who will decide whether the applicant is a fit and proper person to hold a licence. In certain cases, the Panel may consider it appropriate to

grant a Licence before the relevant period has elapsed, for instance where an offence is isolated and the circumstances of its commission are such that the Panel consider it is not relevant to the applicant's suitability as a private hire/taxi driver. Alternatively, the Panel may consider that, notwithstanding the applicant being free of convictions for the relevant period, it would still be inappropriate to grant a licence.

The overriding consideration of the Panel will always be to protect the public.

Failure to Disclose a Conviction

It is an absolute requirement for:

- Any person completing an application for the first time or renewing a current licence to disclose ALL convictions (including driving offences and all spent convictions) in the relevant box on the application form. You **MUST** disclose these convictions whether or not a Criminal Records Disclosure is to be obtained.
- Any current licensed driver who is convicted of an offence (including a driving offence) to advise the Head of Licensing in writing within a period of seven days from the date of conviction

Any person who fails to disclose their convictions may subsequently have their application refused or their licence suspended or revoked.

Particular Types of Offences

(A) Minor Traffic Offences

Convictions for minor traffic offences, where less than seven penalty points are endorsed on the Licence should not prevent a person from proceeding with an application. If sufficient points have been accrued to require a period of disqualification from driving, then an applicant would generally not be granted a Licence for a period of twelve months from the restoration of their DVLA driving Licence.

(B) Major Traffic Offences

A person will generally not be granted a taxicab or private hire driver's licence for a period of one year after a 'live' endorsement has been acquired on a DVLA driving licence where seven or more penalty points have been imposed in respect of any single offence.

(C) Driving under the Influence of Alcohol/Drugs

A serious view is taken of convictions of driving or being in charge of a motor vehicle whilst under the influence of drink or drugs. A person will generally not be granted a private hire/taxi driver's licence for a period of two years after the restoration of their DVLA licence following completion of any disqualification period which might have applied to that person following a conviction of driving or being in charge of a vehicle while under the influence of drink or drugs. More than one conviction for any such offence would generally prevent a person from holding a driver's licence for a period of three years after the restoration of their DVLA licence following completion of any disqualification period which may have applied. Such an applicant would also be required to pass a medical examination and if the applicant was found to be an alcoholic or drug addict, a period of five years should elapse after treatment is complete before an application is considered.

(D) Possession or Supply of Drugs

An applicant with a conviction for a drug related offence is generally expected to show a period of five years free of convictions or, if a term of imprisonment was imposed, five years free of convictions from the end of the term of imprisonment (meaning the date when the offender would have been released from custody had he/she served the full term of imprisonment imposed by the Court) whichever is the latter. The relevant period rises to seven years after detoxification treatment has been completed if the applicant is an addict.

(E) Sexual / Indecency Offences

Applicants with one or more convictions at any time for indecent exposure, indecent assault, importuning or any sexual offence, will generally not be granted a taxicab or private hire drivers licence.

If notification is received that a licensed driver is the subject of ongoing police investigations regarding an offence of a sexual nature or is charged with such an offence this will result in an immediate and automatic review of the licence by the Taxicab and Private Hire Licensing Sub-Committee.

(F) Offences involving Violence

A licence will generally not be granted to any applicant convicted of an offence involving violence, for a period of five years from date of conviction or, if a term of imprisonment was imposed, five years free of convictions from the end of the term of imprisonment (meaning the date when the offender would have been released from custody had he/she served the full term of imprisonment imposed by the Court) whichever is the latter.

(G) Offences involving Dishonesty

A licence will generally not be granted to any applicant convicted of an offence involving dishonesty for a period of five years from date of conviction or, if a term of imprisonment was imposed, five years free of convictions from the end of the term of imprisonment (meaning the date when the offender would have been released from custody had he/she served the full term of imprisonment imposed by the Court) whichever is the latter.

(H) Taxi Related Offences

Any Conviction which results from an offence committed by any person while working as a taxicab or private hire proprietor, driver or operator is regarded as extremely serious and may lead to a licence being suspended or revoked. Such convictions include any offence against the Town Police Clauses Act 1847, the Local Government (Miscellaneous Provisions) Act 1976, The Race Relations Act, Sex Discrimination Act or Disability Act or any breach of the requirements of relevant local bylaws. The following examples afford a general guide to Taxicab and Private Hire licence holders:-

- **Proprietor Offences:-** Any person has more than one such current conviction in connection with a licensed vehicle may have their proprietors licence revoked.
- **Driver Offences:-** Any person who has more than one such current conviction in respect of the operation of a Taxicab/Private Hire vehicle may be subject to a licence suspension of one month. Where there is a repetition of such offences the licence may be revoked. Where a driver is required to explain their behavior, when in possession of a licensed vehicle to the Taxis Licensing Panel, and that behavior is determined to be inappropriate or unreasonable, the licence held by that driver, may be suspended for a period not exceeding one month. Where there is a repetition of such incidents the licence may be revoked.
- **Operator Offences:-** Any person who has more than one such conviction in respect of the operation of a private hire vehicle or driver may be subject to a licence suspension of one month. Where there is a repetition of such incidents the licence may be revoked.

LIVERPOOL CITY COUNCIL

Street Knowledge Test Syllabus

SECTION A CITY TO NEIGHBOURING AUTHORITIES

1. Adelphi Hotel, Ranelagh Place to Bebington Oval, New Chester Road
2. Lime Street Station, Lord Nelson Street to Merchant Taylors School, College Road
3. John Moores, Byrom Street to Whiston Hospital, Dragon Lane
4. Albert Dock, Wapping to Tranmere Rovers Football Club, Prenton Road
5. Cream, Wolstenholme Square to Municipal Buildings, Archway Road
6. Royal Liverpool Hospital, Prescot Street to Marine Park, New Brighton
7. Feathers Hotel, Mount Pleasant to Bootle Town Hall, Oriel Road
8. Crown Court, Derby Square to Kirby Station, Glovers Brow

SECTION B CITY/NORTH

1. X in the City, Lime Street to The Chaser, Longmoor Lane
2. Granada Studios, Albert Dock to Walton Church, Walton Village
3. Liverpool Town Hall, High Street to Fazakerley Hospital, Lower Lane
4. YMCA, Mount Pleasant to LFC, Anfield Road
5. Radio Merseyside, Paradise Street to Broadway Shops, Broadway

6. Municipal Annexe, Dale Street to Asda, Utting Avenue
7. Blue Coat Chambers, School Lane to Everton Valley
8. Harry Ramsdens, Sefton Street to Driving Test centre, Parthenon Drive

SECTION C NORTH/EAST

1. Sefton Arms, Warbreck Moor to West Derby Village, Town Row
2. Norris Green Park, Lorenzo Drive to Eaton Road Police Station
3. Vernon Sangster, Prior Road to lower Lane Police Station
4. TA Barracks, Townsend Avenue to Jolly Miller, Queens Drive
5. Tai Pan Restaurant Gt Howard Street to Peter Lloyd Sports Centre, Millbank
6. Broadgreen Hospital, Thomas Drive to Gt Homer Street Market
7. Kwiksave, County Road to Jewish Cemetery, Thomas Drive
8. Kirkdale Station, Melrose Road to Gardeners Broadgreen Road

SECTION D EAST/SOUTH

1. Newsham Park, Gardeners Drive to Calderstones Park, Menlove Avenue
2. Fruit & Veg Market, Edge Lane to Allerton Golf Course, Menlove Avenue
3. St Mary's Church, West Derby Village to Sudley Gallery, Mossley Hill Rd
4. The Casino, West Derby Road to Garston Station, Woolton Road
5. Gardners Arms, Broadgreen Road to Dovedale Towers Penny Lane
6. NALGO, Alder Road to Allerton Cemetery, Woolton Road
7. Childwall Fiveways to Derby Mills, Muirhead Avenue East
8. Mossley Hill station, Rose Lane to Alder Hey Hospital, Eaton Road

SECTION E CITY/SOUTH

1. Marriot Hotel, St Johns Lane to Liverpool Cricket Club, Aigburth Road
2. Metropolitan Cathedral, Hope Street to Britannia PH, Riverside Road
3. Licensing Office, Victoria Street to Speke Airport
4. Merseytravel, Hatton Gardens to The Kingsman PH, Aigburth Road
5. The Royal Hospital Prescott Street to Marantos Lark Lane
6. Granada Studios, Albert Dock to University Sports Ground
7. Empire Theatre, Lime Street to TESCO Mather Avenue
8. Woolton Cinema Mason Street Y.M.C.A., Mount Pleasant

SECTION F NORTH/SOUTH

1. Speke Airport to The Chaser PH, Longmoor Lane
2. Dingle Lane, Dingle to Crown Hotel, East Lancashire Road
3. Kirkdale Station Melrose Rd to Belle Vale Shopping Centre Childwall
4. Royal British Legion Wood Lane, Netherley to Fazakerley Hospital Lower Lane
5. Allerton Police Station Allerton Road to Broadway Bridge, Broadway
6. Sainsburys, Woolton Road to Walton Hospital, Rice Lane

7. Garston Station Woolton Road to Walton Hospital, Rice Lane
8. Penny Lane Sports Ground to Sefton Arms, Warbreck Moor

SECTION G CITY /EAST

1. Empire Theatre, Lime Street to Showcase Cinema, East Lancashire Rd
2. YMCA , Mount Pleasant to Broadgreen Hospital, Thomas Drive
3. The Moat House, Paradise Street to Childwall Five Ways Hotel
4. Liverpool Anglican Cathedral to Sainsburys, East Prescott Road
5. Lewis's, Ranelagh Street to Bankfield College, Bankfield Road
6. Magistrates Court, Dale Street to Newsham Park Gates, Sheil Road
7. Granada Studios, Albert Dock to Alder Hey Hospital, Alder Road
8. Whitechapel to Derby Mills P.H. Muirhead Ave East