

If calling please ask for: Customer Services  
Tel: 01243 534601  
E-mail  
taxilicensing@chichester.gov.uk

Our ref: TX1(v7)

Your ref:

Dear Sir/ Madam

## **Town Police Clauses Act 1847/Local Government (Miscellaneous Provisions) Act 1976 Hackney Carriage/ Private Hire Driver's Licence Application**

Thank you for your enquiry regarding becoming a Private Hire/ Hackney Carriage Licensed Driver with this Licensing Authority: All the information you need is on our website

<https://www.chichester.gov.uk/privatehiredriverslicence/> /

<https://www.chichester.gov.uk/hackneycarriagedriverslicence/> but first you need to read and understand our Convictions Policy <https://www.chichester.gov.uk/taxidbs/>. After confirming to yourself that indeed you are eligible to apply, the first step for you is to obtain a 'Pass' in this Licensing Authority's Knowledge Test, and you may book your place for the Test by contacting Customer Services (01243 785166).

Once you have the 'Pass' in the Knowledge Test [NB. Valid for twelve (12) calendar months], the immediate next step is to obtain the D4 Medical Examination (with accompanying T14 Declaration by Medical Practitioner) from a Medical Doctor from the surgery at which you are registered, and who has full access to your medical records: Note that should it be that currently your surgery is not offering these D4 Medicals, necessarily you will have to wait until it is as no other provider is acceptable to this Licensing Authority.

Then, and within three (3) calendar months of the date of the D4 Medical Examination, you need to submit to this office your correctly and fully completed T1 Application Form together with a 'Pass' Certificate [no more than twelve (12) calendar months old] in the Driving Standards Assessment (Driving Proficiency Test), a current Enhanced Certificate from HM Government's Disclosure and Barring Service (DBS) together with confirmation of its subscription to the DBS Update Service, evidence of your right to residency in the UK (UK Passport or Right to Work Share Code), an HMRC Tax Check Share Code if a similar Licence has been held in the previous year, otherwise written confirmation that you have read and understood your Tax responsibilities as shown on the HMRC website, and the Application Fee with DVLA Driving Licence check fee too.

Note that this Licensing Authority also requires all new Applicants to attend and pass online Private Hire Driver Essential Safeguarding Training provided by West Sussex County Council (WSCC): Further note that this is a different course to the WSCC Schools Training it also offers.

We wish you well, and look forward to receiving your Application in due course.

Yours faithfully

**Chichester District Council Licensing Team**