Dear Sir or Madam,

Applications for Hackney Carriage Driver or Private Hire Driver Licences.

As a new applicant for a licence to drive a hackney carriage or private hire vehicle your attention is drawn to the changes in policy and conditions approved by the city council’s Licensing Committee on 26 August 2009. In order to make an application, you must fulfil each of the following:

1. Prior to application you must either complete basic skills assessments in numeracy and literacy, or enrol for a BTec in Road Transport Passenger Driving, or have passed this qualification. In any event the BTec qualification must be obtained within six months of the issue of your licence.

2. You must undertake a driving skills assessment. To do this you will need to contact the driving organisation listed overleaf, who will arrange to carry out your test.

3. When these things have been satisfactorily completed, you should contact the licensing office at the Civic Centre to:
   a. make a licence application
   b. Book a knowledge test

4. You will be able to take the hackney or private hire driver test. When you pass then we will:
   a. make a criminal record check (BDS)
   b. make a driving history check
   c. Ask you to obtain a medical report from your own doctor certifying your fitness to drive a hackney carriage or private hire vehicle.

5. You will be required to obtain Safeguarding Training from an approved provider and produce a certificate prior to the issue of any licence

If you are successful and your licence is issued, you must produce your BTec qualification within the six month timescale or your licence will expire and not be re-issued.

Please note that failure to pass on each of the above points will render the application void.

Please read the reverse of this letter carefully. If you have any problems please contact us on the above telephone number.

Yours faithfully,

Phil Bates
for Head of Transactions & Universal Services
Training providers for basic skills assessment
BTEc in Road Passenger Transport Driving
Safeguarding Training Providers

Please note that Southampton City Council does not recommend or endorse any particular BTEC provider:

**BASIC SKILLS/BTEC**

1. **BFLUENT SCHOOL OF ENGLISH**
   - Phone: 023 8067 8500
   - Email: info@bfluent.co.uk
   - Internet: www.bfluent.co.uk

2. **BROCKENHURST COLLEGE**
   - Phone: 01590 625 555
   - Email: businessservices@brock.ac.uk
   - Internet: www.brock.ac.uk

3. **PRIVATE HIRE ACADEMY**
   - Phone: 023 9234 5798
   - Email: intro@phac.co.uk
   - Internet: www.privatehireacademy.co.uk

4. **N-GAGED TRAINING & RECRUITMENT**
   - Phone: 08000 433 623
   - Email: mail@n-gaged.co.uk
   - Internet: www.n-gaged.co.uk

5. **UPTON TRAINING**
   - Phone: 07368 468 596
   - Email: info@uptontraining.co.uk
   - Internet: www.uptontraining.co.uk

6. **VALUE GROUP TRAINING SERVICES**
   - Phone: 01722 333 333
   - Email: info@salisbury-valuecars.co.uk
   - Internet: www.valuecarstraining.co.uk
DRIVING ASSESSMENTS

The Blue Lamp Trust
Online:  https://www.bluelamtrust.org.uk/Driver_Training/taxi_driver_assessment.php
Website:  www.bluelamtrust.org.uk
Phone:  0333 700 0157

The fee for this test is £87.00. A vehicle with appropriate insurance must be provided by the applicant to take the driving assessment. Bookings must be made online. The vehicle may have manual or automatic transmission.

APPROVED SAFEGUARDING TRAINING PROVIDERS

1. The Blue Lamp Trust
   Phone:  0333 700 0157
   Website:  www.thebluelamtrust.org.uk
   Book:  https://www.bluelamtrust.org.uk/safeguarding/
   Cost:  £25

2. Personnel Checks
   Phone:  01254 355 679
   Website:  www.personnelchecks.co.uk
   Book:  https://www.trybooking.co.uk/NJX
   Cost  £25