

**DIRECTORATE OF FINANCE  
& EXTERNAL SERVICES**

**Head of Revenue and Housing  
Management**  
S.J. Clarkson, IRRV



**Rochford District  
Council**

**PRE-LICENSING CONDITIONS FOR PRIVATE HIRE VEHICLE DRIVERS**

- 1 A person being considered for a Private Hire Vehicle Drivers Licence shall:
  - 1.1 Pass a Rochford District Council Driving Test.
  - 1.2 Pass a Test in respect of:
    - 1.2.1 If the driver is to use a vehicle fitted with a taximeter:
      - 1.2.1.1 The Knowledge of the streets of the Rochford District.
      - 1.2.1.2 The operation of the meter.
    - 1.2.2 The appropriate Byelaws of Rochford District Council.
    - 1.2.3 The Conditions of the Licence.
  - 1.3 The Council may require a retest of any driver at any time.
  - 1.4 Be over 21 Years of age.
  - 1.5 Be vetted by the Criminal Records Bureaux. Applicants are required to complete a form for this purpose (obtainable from Rochford District Council) and return it together with the appropriate fee to Rochford District Council.
  - 1.6 Pass a Medical Examination by the Applicant's General Practitioner to the criteria laid down in "Medical Aspects of Fitness to Driver" (Group 2 Standard), and produce a medical certificate in the form prescribed by Rochford District Council.
  - 1.7 Produce a current Passport or Birth Certificate.
  - 1.8 Supply four passport size photographs.
  - 1.9 Live within the District of Rochford or an immediately adjacent District.
  - 1.10 Have held a full licence to drive a motor car for not less than one year immediately prior to making the application for Private Hire Vehicle Drivers Licence.

- 1.11 Not have been convicted of more than three Motoring Offences, which individually exceed 2 Penalty Points during the previous three years.
- 1.12 Not have been convicted of a serious Motoring Offence during the previous three years.
- 1.13 Not have been convicted of a Criminal Offence (e.g. theft) during the previous three years.
- 1.14 Not have been convicted of a serious Criminal Offence e.g. causing grievous bodily harm or sexual offence during the previous seven years.

Notes: As defined in Home Office Circular 13/92.

- 1.15 Not have received a Police Caution for a Criminal Offence within the previous twelve months.
- 2 A person being considered for a Driving Licence who had surrendered his/her Licence previously or who had not held one during the previous three months shall be treated as a person being considered for a Licence on the first occasion.
- 3 The application form together with all relevant documentation must be presented by the applicant, in person, to Rochford District Council.
- 4 Any person aggrieved by a decision of the Council to refuse to grant a licence has the right to appeal to a Magistrates' Court within 21 days of that decision.