

## **CRITERIA APPLICABLE FOR THE GRANT OF A PRIVATE HIRE OPERATOR LICENCE**

The following are the **Council's** criteria when considering applications for a Private Hire Operators Licence.

1. The **applicant shall** provide evidence that they / the partnership / the company is, of good character
2. The **applicant shall** provide evidence that they / the partnership / the company is, capable of running the business to the required standard
3. The **applicant shall** provide evidence that they / the partnership / the company is, capable of keeping records to the required standard
4. The **applicant shall** provide evidence that they / the partnership / the company is, capable of supervising drivers and proprietors, and has full understanding of the criteria, conditions and regulations relating to such licences
5. The **applicant shall** provide evidence that they / the partnership / the company has a good local knowledge
6. The **applicant shall** provide evidence that they / the partnership / the company has an awareness of the needs of disabled passengers
7. The **applicant shall** provide evidence that they / the partnership / the company has an awareness of Child Sexual Exploitation issues

In order to meet the criteria **1 – 5**, the applicant would need to provide evidence that they are a fit and proper person to hold such a licence by providing a basic Disclosure and Barring Services (DBS) report (if not already licensed as a driver with this Authority). Full details of previous employment and/or business activities, be interviewed by a **Licensing Enforcement Officer** and pass a knowledge test.

In order to meet the criteria **6 – 7**, the applicant must (if not already licensed as a driver with this Authority and has attended the courses) attend a 'Disability Awareness' course and a 'Child Sexual Exploitation' course before the Operator's licence is granted.

The following are considered relevant for carrying out an assessment of whether or not the facilities to be provided by a Private Hire Operator are adequate to meet the **Council's** standards.

- (a). Planning permission for the premises to be used as a Private Hire Operator's business
- (b). Adequate parking facilities for the number of vehicles to be maintained at the premises
- (c). Adequate telephone facilities
- (d). Suitable customer waiting area (where appropriate)

In order to meet considerations **(a)** and **(c)** above, the operator would need to provide the necessary documents as evidence. In order to meet considerations **(b)** and **(c)** above, the premises will need an inspection by a **Licensing Enforcement Officer**.

## **Knowledge Test**

New applicants must undertake a knowledge test. The test is devised so that an applicant can prove that they have sufficient knowledge of the conditions attached to Private Hire Operator, Private Hire Driver, and Vehicle licence, and legislation.

### **The test contains four sections:**

- |   |              |
|---|--------------|
| A. Attached conditions of licence PHO licence | 15 questions |
| ✓ 12 must be answered correctly to pass       |              |
| B. Legislation regarding PHO                  | 5 questions  |
| ✓ 5 must be answered correctly to pass        |              |
| C. Attached conditions of licence PHD licence | 5 questions  |
| ✓ 4 must be answered correctly to pass        |              |
| D. Attached conditions of licence PHV licence | 5 questions  |
| ✓ 4 must be answered correctly to pass        |              |

### **Please Note**

- ❖ During the knowledge test which will be conducted by a Licensing Enforcement Officer, you will be required to provide evidence of how you intend to keep the required records.