

ENFORCEMENT & REGULATORY SERVICES

# **DARTFORD**

## BOROUGH COUNCIL

**Hackney Carriage and  
Private Hire Driver's Licence**

# **Information Pack**

**ISSUE NO. HCPH(1/2018)**



## **ENFORCEMENT & REGULATORY SERVICES**

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## ENFORCEMENT & REGULATORY SERVICES

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## **ENFORCEMENT & REGULATORY SERVICES**

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## GENERAL INFORMATION

This information pack is designed to supply information and guidance to members of the public who wish to become a Hackney Carriage or Private Hire Driver licensed by Dartford Borough Council (“DBC”).

### ***What is the difference between Hackney Carriage and Private Hire?***

<b>Hackney Carriage</b>	<b>Private Hire</b>
<p>Applicable licences needed:</p> <ul style="list-style-type: none"> <li>➤ Driver</li> <li>➤ Vehicle</li> </ul> <p>(both must be licensed by the same licensing authority and are not interchangeable with private hire licenses)</p>	<p>Applicable licences needed:</p> <ul style="list-style-type: none"> <li>➤ Operator</li> <li>➤ Driver</li> <li>➤ Vehicle</li> </ul> <p>(all must be licensed by the same licensing authority and are not interchangeable with hackney carriage licences)</p>
<p>A hackney carriage is a public transport vehicle with no more than 8 passenger seats, that is licensed to ply for hire in the Borough of Dartford only</p>	<p>A private hire vehicle is a public transport vehicle with no more than 8 passenger seats, that is licensed to operate as a private hire vehicle</p>
<p>Does not need an Operator licence to accept pre-arranged bookings</p> <p>Can pick up pre-arranged bookings within and outside of Dartford boundaries.</p> <p>Can stand/wait on ranks situated in Dartford Borough only.</p> <p>Can be hailed on streets with Dartford boundary only (<i>otherwise known as ‘ply for hire’</i>).</p>	<p>All work must be pre-booked via a licensed Operator.</p> <p>The Operator’s address must be in the Borough of Dartford.</p> <p>May <b><i>not</i></b> ply for hire in streets.</p>
<p>The Fare Tariff set by the Licensing Authority governs the maximum fare – all fares for journeys within and outside the Borough may be negotiated with the hirer, but the fare charged cannot be higher than the Fare Tariff for Dartford if pickup and destination are within the Dartford Borough.</p>	<p>Operator sets fare and other fare related criteria, such as a waiting fee</p>
<p>Illegal to charge more than one Fare Tariff. Drivers can be prosecuted by the licensing authority/police for overcharging offences</p>	<p>Overcharging is a breach of Condition</p>
<p>Must display the appropriate licence plate at all times</p>	<p>Must display the appropriate licence plate at all times unless an exemption has been given i.e. stretch limo and/or executive vehicles used for chauffeur work</p>
<p>Must wear a badge with the licence number on person so as to be visible to passengers</p>	<p>Must wear a badge with the licence number on person so as to be visible to passengers</p>

## **THE KNOWLEDGE TEST PROCESS**

All licensed Hackney Carriage and Private Hire drivers operating in the Borough of Dartford are required to have passed the DBC "Knowledge Test" before they can apply for a licence. The test examines the applicant's knowledge of the Borough's streets and key locations. There is no restriction on the number of times you can take the test.

The Information Pack is regularly updated. **You should ensure you have the most up-to-date Information Pack by checking the Issue No. on the front sheet prior to any test.** Information Packs are available from the website or by collection from the Licensing Section at the Civic Centre. **It is your responsibility to ensure you have the correct Information Pack.**

### ***How do I apply for a place on the Knowledge Test?***

The knowledge test is a multiple choice test that is taken on a computer. The test consists of a series of two modules and you are required to score a minimum pass mark in each module. If you fail to obtain the required pass mark in any individual module then you will fail the test. You must obtain the required pass mark in **both** modules.

The Knowledge Test must be pre-booked with the Vehicle Licensing Officer. Appointments for booking the knowledge test are on a first come first served basis and you should telephone on the number below to arrange a suitable appointment. Please note that any cancelled or missed appointment will incur a cancellation charge except in exceptional circumstances. Ordinarily, a cancellation charge will be incurred unless the appointment is cancelled 48 hours prior to the test date.

At the appointment you will need to present the completed application form which can be found at the end of this pack along with the following documents:

- "Right to work" document(s):
  - ❖ a valid passport (with a visa permit showing your right to work if not a British citizen); OR
  - ❖ a valid passport of an EU member state or identification card; OR
  - ❖ if a British citizen but not born in the UK, your naturalisation certificate from the Home Office and your passport.
- Driving licence
- Payment (all application/test fees are non-refundable).

Once you have presented the above documents to the satisfaction of the Vehicle Licensing Officer you will then be eligible to sit the test immediately and should be prepared to take the test at this appointment.

**PARKING:** You should **not** park at the Civic Centre as the visitor car park only allows a one hour stay which is insufficient time to take the test. You should therefore use one of the public car parks situated around the Town Centre.

## THE KNOWLEDGE TESTS STRUCTURE

The knowledge test is a multiple choice test that is taken on a computer. The questions require the applicant to select the shortest route between two places anywhere within the boundaries of Dartford Borough from four possible answers.

### PRIVATE HIRE KNOWLEDGE TEST

This is a single test consisting of numeracy and routes and locations:

The question base consists of location and destination routes covering the whole of the Borough. The route should be known using accessible, purpose built roads.

The Pass Mark is 24/30

**Numeracy:** This section tests the applicant's numeric skills, through a number of questions which are of direct relevance to the work of taxi and private hire drivers - for example, calculating change or likely journey times.

#### **Example question:**

At the end of a journey, the meter installed in your vehicle displays a fare of £8.80. The customer pays you with a £20 note. How much change must you give them?

**Answer:** £11.20

The Pass Mark is 4/5

The time allowed for the test is 50 minutes.

### HACKNEY CARRIAGE KNOWLEDGE TEST

This is a two part test, which is taken on separate occasions, consisting of numeracy and routes and locations. There will be a four week period between tests.

The question base consists of location and destination routes covering the whole of the Borough. A number of routes will start from each of the taxi ranks within Dartford. The Greenhithe rank starting point will be bus stop 1 until the rank is in place. The test will also consist of 2 questions from ranks in Dartford ending at destinations in neighbouring boroughs. The route should be known using accessible, purpose built roads.

There will be two routes which will start within Dartford and end in one of the neighbouring Boroughs. The destinations for these routes are detailed at the end of this pack.

The Pass Mark is 31/35

**Numeracy:** This section tests the applicant's numeric skills, through a number of questions which are of direct relevance to the work of taxi and private hire drivers - for example, calculating change or likely journey times.

#### **Example question:**

At the end of a journey, the meter installed in your vehicle displays a fare of £8.80. The customer pays you with a £20 note. How much change must you give them?

**Answer:** £11.20

The Pass Mark is 4/5

The time allowed for the test is 60 minutes.

## Locations

This section of the test will require knowledge of the location of specific premises within the Borough. The types of premises will be:

- Schools
- Sports Facilities
- Leisure Facilities - Night Clubs / Public Houses / Restaurants
- Important Buildings – offices, town halls, police stations
- Hotels
- Tourist Attractions
- Parish Council Buildings

## TEST CONDITIONS

All tests will be conducted under conditions of strict silence. All mobile phones must be turned off. **No maps, atlases, sat nav systems, calculators or notes** of any kind are to be brought into the examination room. Any that are will be confiscated for the duration of the test. Any applicants caught cheating will be immediately expelled, forfeiting the test fee and will be barred from retaking the Knowledge Test at a future date.

Please arrive **15 minutes before** your test time and register at reception where you will be met by a member of the Licensing Team. **If you arrive after your test time you will not be permitted to sit the test.**

If you leave the room during the test you will not be allowed to return and your test will be marked up to the point of your exit or failure.

If you fail a test you will be allowed to re-sit it after a period of four weeks has elapsed, subject to the submission of another application and payment of the test fee. There is no limit on the number of times you may re-sit the test.

## EQUALITY POLICY

If an applicant has a disability that will cause them difficulty with taking the Knowledge Test they should advise the Licensing Authority when booking their appointment for the test. You will need to provide proof of your condition, e.g. a letter from your consultant or the hospital that diagnosed the condition prior to your test appointment.



## **BECOMING A DRIVER**

When you have passed the knowledge test you will be sent a letter with details of the DVSA test and other Guidance Notes on the application procedure. Once you have passed the DVSA test and completed the online registration for the Disclosure and Barring Service Certificate (“DBS”), you may then contact the Licensing Section to make an appointment to apply for validation of your DBS application. Please do not contact the Licensing Section until you have passed the DVSA test and online DBS registration. When you attend the DBS appointment you will sit further training modules and provide further documentation to support your application (see information below).

### **DRIVER APPLICATION CRITERIA:**

There are certain criteria which must be met to become a Hackney Carriage or Private Hire Licensed Driver:

- a. Medically fit – you will be required to undergo a medical with either your own doctor or one that has access to your medical records (see Medical information).
- b. You will need to be assessed as a “fit and proper person” i.e. of good character and temperament. This will be required to be supported by an enhanced disclosure and barring check (see DBS information), a DVLA check (see Driving Licence Information) and two written personal references
- c. You will have held a full driving licence for a motorcar for at least 36 months on application to become a driver (see Driving Licence information).
- d. Certificate of Driving Ability (see Driving Ability information).
- e. Certificate of English Proficiency (see English Proficiency information)
- f. You will be required to attend a DBC approved Disability Awareness course (at the driver’s expense) or produce evidence of attending the same within the last 2 years to get an exemption from taking the course.
- g. You will be required to undertake the DBC training modules for Safeguarding, Prevent and Legislation (see Training Module information).
- h. You will need to have passed the appropriate knowledge test within the last 12 months.

### **MEDICAL**

The DBC medical form must be completed by your own doctor or a doctor with access to your full medical records, to fully assure the Licensing Authority that you are medically fit to drive a licensed vehicle. The appropriate medical form will be given to you once you at your DBS appointment. The medical form contains a statement of fitness that must be completed and certified by the examining doctor and stamped showing the doctor’s practice details. The applicant is responsible for arranging the medical at their own expense. The medical form must be fully completed and produced during the application process; you cannot be licensed until this form is returned. We will not accept medicals from other Authorities that are over three months old and do not contain a Statement of Fitness signed by the doctor.

### **FIT and PROPER including DISCLOSURE AND BARRING SERVICE (DBS)**

**The Statement of Policy concerning relevant criminal convictions is as follows:**

When submitting an application for a licence to drive a hackney carriage or private hire vehicle, you are required to declare all convictions or cautions you may have or previously have had. All Hackney Carriage and Private Hire Drivers are exempt from the Protection of the Rehabilitation of Offenders Act 1974. This is referred to under Statutory Instrument

No.441, The Rehabilitation of Offenders Act 1974 (Exemptions) (Amendments) Order 2002. The information you give will only be taken into account in relation to your application and will be treated in confidence.

You are hereby advised that the Licensing Authority is empowered in law to check with the Disclosure and Barring Service (DBS) for the existence and content of any criminal record held in the name of the applicant. Information received from the DBS will be kept in strict confidence while the licensing process takes its course and will be retained for no longer than necessary.

The disclosure of a criminal record or other information will not debar you from gaining a licence unless the Authority considers that the conviction renders you unsuitable. In making this decision the Authority will consider the nature of the offence, when it was committed, your age at the time and any other relevant factors. The Dartford Borough Council Taxi Licensing Policy, which can be found on the Dartford.gov.uk website, contains the minimum periods expected to be free of conviction before a licence application would be considered acceptable. These periods of time relate to single sentences and maybe insufficient where more than one offence has occurred. Periods free of conviction start once any disqualification or imprisonment period has been completed.

The Council will have regard to the provisions of the Human Rights Act 1998 when considering the application, including the following rights and freedom:

- Article 2 - The right of life and the prohibition of arbitrary deprivation of life.
- Article 6 - The right of a fair trial.
- Article 8 - The right of respect for private and family life, home and correspondence.
- Article 10 - Freedom of expression, including the right to receive and impart information and ideas without interference.
- Article 11 - Freedom of assembly and association, including the right to form and join trade unions.
- Article 14 - The prohibition of discrimination on any ground such as sex, race, colour, language, religion, opinion, national or social origin, and association with a national minority, property, birth or other status.

A Disclosure and Barring Service check is applied for through Dartford Borough Council via an outside agency. The fee for this, for which the applicant is responsible, is set by the agency, and is payable through Dartford Borough Council. Further information on obtaining a disclosure will be provided once you have passed the knowledge test. If you would like to find out what effect a conviction, caution or reprimand might have on your chances of an application for a licence succeeding, you should refer to Dartford Borough Council's Hackney Carriage and Private Hire Policy which can be found online.

Please note you will not be able to apply for a disclosure with Dartford Borough Council until you have passed the Knowledge Test as the disclosure is only valid for 3 months from receipt and tests.

If you have not been a resident in the UK for the last 5 years then a certificate of good conduct must also be provided together with a copy which has been officially transcribed into the English language and certified by an appropriate embassy official. You will need to provide a certificate for each country of residence during the declared 5 year period.

## DRIVING LICENCE INFORMATION:

- ❖ **United Kingdom/Great Britain** - a UK applicant for a Driver's Licence must by law, have held a full ordinary GB driving licence (issued by the DVLA) for at least thirty six (36) months preceding the date of the application<sup>1</sup>.
- ❖ **European Economic Area (EEA)** - full and valid 'Community driving licences', count towards the thirty six (36) month qualification period referred to above.
- ❖ **Northern Ireland** - full and valid driving licences count towards the thirty six (36) month qualification period referred to above.
- ❖ **Gibraltar, British Forces Germany and a 'designated country'<sup>2</sup>** – full and valid driving licences count towards the thirty six (36) month qualification period referred to above. However, the Licensing Authority will not consider an application for a Driver's Licence, unless the applicant has exchanged their issuing country's driving licence for a full ordinary GB driving licence (issued by the DVLA).
- ❖ **Jersey, Guernsey, Isle of Man** - full and valid driving licences count towards the thirty six (36) month qualification period referred to above. However, the Licensing Authority will not consider an application for a Driver's Licence, unless the applicant has exchanged their issuing country's driving licence for a full ordinary GB driving licence (issued by the DVLA).
- ❖ **Other Countries** – applicants must have held a full ordinary GB driving licence (issued by the DVLA) for at least thirty six (36) months preceding the date of the application for a Driver's Licence.

The onus is on applicants to make enquires through the GOV.UK website or DVLA, about their right to drive in Great Britain and/or whether they qualify for an exchange of their licence, for a GB driving licence.

A check is also made on the driving history at the application stage with the DVLA. Driving offences (past and present) will be taken into account on assessing whether the applicant is considered fit and proper.

## DRIVING ABILITY

All new drivers will be required to successfully complete the Taxi Assessment of Driving Ability. This is an advanced driving assessment, during which a professional driving examiner will mark your driving ability and style, as well as your ability to perform various manoeuvres common to taxi driving, including identifying safe stopping points at which to pick up or set down passengers. You will also be asked a number of driving theory questions, including some on the law around taxis and private hire vehicles.

On passing the test, you will be awarded a certificate. Some insurers may offer discounts on taxi and motor insurance products to holders of the certificate.

Further details on this test will be provided upon passing the Knowledge Test. A fee will be payable directly to the Assessor for the assessment.

## ENGLISH PROFICIENCY

Any person applying for the first time to the Licensing Authority for a Driver's Licence must provide proof of their oral competency in the English language. All applicants will be required to undertake an assessment of their communication skills. Applicants who can

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<sup>1</sup>Ss51 &59 Local Government (Miscellaneous Provisions) Act 1976

<sup>2</sup>Andorra, Australia, Barbados, British Virgin Islands, Canada, Faroe Islands, Falkland Islands, Gibraltar, Hong Kong, Japan, Monaco, New Zealand, Republic of Korea, Singapore, South Africa, Switzerland, Zimbabwe

demonstrate (by producing the original certificate and/or examination transcript) that they have previously passed a relevant English-language qualification at a suitable level, which was assessed by a recognised and accredited qualification awarding body, will not be required to take the speaking and listening assessment. Because of the number available, it is not possible to provide an exhaustive list of all the qualifications that will be accepted - however, typical examples may include:

- GCSE or GCE O-level (grade C or higher) or Scottish Intermediate 2
- GCE A-level or Scottish Higher
- NVQ, BTEC, City & Guilds or similar vocational qualification (level 2 or higher)
- Higher education award (degree, HND, HNC, etc)
- qualification equivalent to any of the above, issued by a recognised examining body in an English-speaking country other than the UK
- a TOEFL, IELTS or ESOL qualification at CEFR level B2 or higher (or equivalent)

In all cases, the licensing officer's decision as to whether to accept a qualification not listed above will be final. If an applicant does not hold one of these qualifications, or cannot produce acceptable evidence of the qualification, they will be required to undertake the speaking and listening assessment.

The assessment consists of a 20-minute exercise, taken by telephone from the council's offices, during which candidate will be tested on various aspects of their speaking and listening ability. A fee will be payable for the assessment to the provider. The assessment is provided by a specialist education and testing company, and consists of 5 sections:

1. Reading several sentences from a printed list in the order instructed
2. Repeating back sentences that are read to you over the phone
3. Answering simple questions asked over the phone
4. Constructing sentences from fragments read to you over the phone (sentences divided into 3 or 4 parts)
5. Answering open questions asked over the phone (speaking for up to 30 seconds per question)

The test is entirely automated, and questions will be asked by a variety of voices. All of the questions will relate to normal life and your day-to-day activities, there are no trick questions, although some will require you to think and compose an answer in a short space of time. You will also be graded separately on sentence usage, vocabulary, fluency and pronunciation, all of which will contribute to the overall score.

At the end of the test, results are obtained immediately via the test body website. You will be shown the automated report (on screen) with a score indicating your overall ability. For licensing purposes, we will require candidates to score at least **56 out of 80**. This indicates a good overall ability in use of the English language, where candidates will be able to speak fluently on a range of everyday topics, and be able to give and understand most instructions. There is no restriction on the number of times you can take the assessment. Every attempt requires payment.

#### **DISABILITY AWARENESS:**

Dartford Borough Council requires all new drivers to undertake a Disability Awareness course. When you have passed the knowledge test you will receive information with details of the next available course. If you have attended a BTEC/NVQ course in Transporting Passengers by Taxi and Private Hire Vehicle within the last two years you may be exempt from attending a further course and you should speak to the Vehicle Licensing Officer. If you would prefer to take a BTEC/NVQ course, the Vehicle Licensing Officer may be able to

assist with contact details for BTEC/NVQ courses being run in the Dartford area. The applicant is responsible for any fee.

## TRAINING MODULES

The Council's Hackney / Private Hire policy 2017, placed a requirement was on all Drivers/Operators to undertake **compulsory** training on the important subjects of Safeguarding, 'Prevent' (Terrorism) and Policy.

In order to achieve this objective, Kent Fire and Rescue Service (KFRS) have offered the Council the excellent opportunity to facilitate this training at their bespoke training facility situated in Rochester.

This would be a full day's training, consisting of Safeguarding and Prevent in the morning followed by the opportunity to undertake KFRS specialised road safety training in the afternoon. This presents a unique opportunity to engage in an interactive and enjoyable session aimed specifically at you as a professional driver.

Once you have become a licensed driver you will receive an invite to attend the Council's Driver Training Day at Rochester. This training must be undertaken within 6 months of obtaining your licence or your licence will be revoked.

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Once you have read the information pack, if you wish to speak to the Vehicle Licensing Officer to discuss applying for a place on the Knowledge Test or on any other matter related to hackney carriage and private hire licensing, you should telephone the Licensing Section using the details below, **outside** of the normal appointment hours listed below:

**Contact Officer:      Licensing Officer (Vehicles)      Telephone:      01322 343340**

Appointment hours:

	Monday	09.00 to 12.00
<b>DO NOT RING</b>	Tuesday	13.00 to 15.00
<b>DURING THESE</b>	Wednesday	09:00 to 12:00
<b>HOURS</b>	Thursday	09.00 to 12.00
	Friday	09.00 to 12.00

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## PRESENTING YOUR ANSWERS FOR THE KNOWLEDGE TEST

### Answers for Route Questions

To show that you have thoroughly learned the Borough, the questions will be laid out as if you were actually driving the route. Where a question asks for a route from one road to another, the chosen exit point from the start road to the chosen entrance point to the finish road must give the shortest possible route between the two roads.

The following abbreviations have been used in the test answers. This list will be available on the day of the test, if you require a copy you should ask for one before the test begins.

FEATURE	ABBREVIATION
Approach	App
Avenue	Ave
Close	Clo
Comply with	CW
Court	Ct
Crescent	Cres
Drive	Dr
East	E
Field	Fld
Forward	Fwd
Gardens	Gdns
Green	Grn
Grove	Gro
Hospital	Hosp
House	Hse
Junction	Jnct
Lane	La
Leave by	LB

FEATURE	ABBREVIATION
Left	L
Market	Mkt
North	N
One Way System	1WS
Park	Pk
Post Office	PO
Right	R
Road	Rd
Roundabout	O
Saint	St
Set down on	SD
South	S
Station	Stn
Street	St
View	Vw
Walk	Wik
Way	Wy
West	W

Please note the use of “**X2**” to indicate the route passes through 2 roundabouts on the same road.

An example of how the answers will look is given below.

*LB Arundel Rd; Left Chatsworth Rd; Left Burnham Cres; Left Burnham Rd; CWOLB Bob Dunn Way; CWX3OLB Clipper Blvd ; CWX2OLB Crossways Blvd; Left Charles St (ASDA slip rd); CWO enter car park to SDL ASDA Store*

# **KNOWLEDGE TEST ROUTE PACK**

## **LOCATIONS**

### **FOR BOTH PRIVATE HIRE AND HACKNEY CARRIAGE**

1. In which road is Dartford Cricket Club
2. In which road is Dartford Bus Depot
3. In which road is the Sewage works
4. In which road is the Eden Palace Restaurant
5. In which road is Pizza Hut Restaurant, Dartford
6. In which road is Longfield Carvery
7. In which road is the Gala Bingo
8. In which road is Dartford town Post Office
9. In which road is Next Generation Health Club
10. In which road is Dartford Golf Club
11. Where is the Miskin Theatre located
12. In which road is the Mick Jagger Centre
13. In which road is the Fairfield Leisure Centre
14. In which road is the Express Holiday Inn
15. In which road is the Entrance to Rowhill Grange Hotel and Utopia Spa
16. In which road is the Premier Inn & Beefeater Inn
17. In which road is the Campanile Hotel
18. In which road is Dartford West Health Centre
19. In which road is Dartford East Health Centre
20. In which road is Little Brook Hospital
21. In which road is Wilmington Manor Nursing Home
22. In which road is the Broad Oak Manor Nursing Home
23. In which road is the Dartford Masonic Club
24. In which road is the County Court
25. In which road is Dartford Library

26. In which road is the Bexley Park Sports & Social Club
27. In which road in Dartford is the Sikh Temple
28. In which road is the Temple Hill Community Centre
29. In which road is the Tree Estate Community Centre
30. In which road is Greenhithe Community Centre
31. In which road is Temple Hill County Primary School
32. In which road is Barn End Centre Special Needs School
33. In which road is Dartford Grammar School for Girls
34. In which road is The Leigh Technology Academy
35. In which road is the Bird In Hand Public House
36. In which road is the Oddfellows Arms Public House
37. In which road is the entrance to the Civic Centre
38. In which road is The Malt Shovel Public House
39. In which road is the Orange Tree
40. In which road is the Fox & Hounds Dartford
41. In which road is Spring Lodge Day Nursery Dartford
42. In which road is Wilmington Parish Council Office
43. In which road is Swan Valley Community School
44. In which road is Mead Veterinary Centre
45. In which road is The Pilgrims Veterinary Clinic
46. In which road is the North Kent Police station
47. In which road is the ASDA Superstore
48. In which road is Halfords Dartford



**KNOWLEDGE TEST ROUTE PACK**  
**FOR BOTH PRIVATE HIRE AND HACKNEY CARRIAGE**  
**DESTINATION TO DESTINATION ROUTES**

**(must be learnt in both directions)**

- 1 Dartford Railway Station to Ruskin Grove
- 2 Dartford Social Club to Ross Road
- 3 Archery House to Stanley Road
- 4 Greenhithe Railway Station to Premier Inn Beefeater
- 5 Darent Valley A & E to the Terraces
- 6 The Plough Public House, Wilmington to Mallard Close
- 7 Arundel Road to ASDA, Greenhithe
- 8 The Royal Victoria & Bull Hotel to Fiddlers close
- 9 The Rose Public House to Marcus Road
- 10 Gladstone Road to Bramble Avenue
- 11 School Lane, Bean to Watling Street Cemetary
- 12 Longfield Railway Station to Ladywood Road
- 13 Penney Close to Shenley Road
- 14 Waltham Close to Kingsley Avenue
- 15 The Bracton Centre to Lawrence Hill Gardens
- 16 The Ivy Leaf Public House to Bayly Road
- 17 Chestnut Road to Market Street
- 18 Charles Street to Davanden Kennels & Cat Motel
- 19 Leonard Avenue to Darent Valley A&E
- 20 Swanscombe Railway Station to Maritime Close
- 21 Devon Road to Wood Lane
- 22 Bluewater Park to Longfield Railway Station
- 23 Childs Crescent to Market Street
- 24 Bevis Close to Gore Road
- 25 Pier Hotel Public House to Carrington Road
- 26 Cugley Road to Walsingham Community Home
- 27 Cedar Drive to Stonewood
- 28 Dartford Football Club to Rising Sun Harvester Restaurant
- 29 Baldwyns Road to Twins Restaurant, Copperfield's Walk
- 30 Dartford Post Office to Mill Road
- 31 Milestone Road to Port Avenue
- 32 Park Road (Swanscombe) to Dartford Railway Station
- 33 Hilton Hotel to Bluewater Park
- 34 Sun Road to Fawkham Avenue
- 35 Fleetdown Community Centre to Greenfield Road
- 36 Hasted Close to The Merrychest Café

- 37 Maple Road to Moss Way
- 38 Gerdview Drive to Watermill Way
- 39 The Chequers Public House to Sedley
- 40 McDonalds Spital Street to Constance Grove
- 41 Moss Way to The County Court
- 42 Page Close to Church Road Swanscombe
- 43 Farningham Road Railway Station to Express Holiday Inn
- 44 Shopping Parade Car park Temple Hill Square to Smugglers Walk
- 45 Railway Tavern, Public House, Longfield to Stanhope Road
- 46 Hardwick Crescent to Sandpit Road
- 47 Ebbsfleet International Railway Station (pick up point) to Cornwall Road
- 48 Beechcare Nursing Home to St Mary's Church. Longfield
- 49 Pentstemon Drive to Darent Valley Hospital
- 50 Sayer Close to Knockhall General Store
- 51 Poplars Close to Longfield Academy
- 52 The Mick Jagger Centre to Hunters Close
- 53 Ross Road to Cycle King
- 54 Wodehouse Road to Mead Veterinary Centre
- 55 Mannock Road to Dartford Railway Station
- 56 Gloxinia Road to Morland Avenue
- 57 Millstone Close to Travelodge
- 58 Radzon Close to Princes Park
- 59 Carmichael Avenue to Langlands Drive
- 60 Pinewood Place to Prioress Crescent

## **HACKNEY CARRIAGE – OUT OF BOROUGH ROUTES**

As the test is multiple choice routes Hackney Carriage rank routes within the Borough are not provided. Applicants are advised to learn the Borough of Dartford by driving around the Borough, using Google Maps and local A-Z's.

From Dartford to out of Borough Destination

(no reverse needed)

St Mary's Road, Swanley
Downbank Avenue, Barnehurst
Lesney Park Road, Northumberland Heath
Midhurst Hill, Bexleyheath
Grace Avenue, Bexleyheath
Love Lane, Bexley
Guru Nanak Marg Temple, Gravesend
Premier Inn, Gravesend
Pear Tree Close, Swanley
Mid Kent Golf Course, Gravesend
Crayford Railway Station, Crayford
Hollytree Avenue, Swanley

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**APPLICATION TO TAKE THE DARTFORD BOROUGH COUNCIL  
HACKNEY CARRIAGE OR PRIVATE HIRE DRIVERS KNOWLEDGE TEST**

ALL SECTIONS OF THIS FORM MUST BE COMPLETED FULLY

<b>Title:</b>	<b>Surname:</b>	<b>First Name(s):</b>	
<b>Address (including Post Code):</b>			<i>Passport sized photograph of the applicant to be affixed here.</i>
<b>Home Phone Number:</b>		<b>Mobile Phone Number:</b>	
<b>Email:</b>		<b>Preferred Name Used (if not First Name):</b>	
<b>Date of Birth:</b>		<b>Nationality:</b>	
<b>State which document(s) are you providing as proof of your entitlement to work in the United Kingdom:</b>			
<b>DVLA Driving Licence Number &amp; Date DVLA Test Passed:</b>			
<b>Test Applied For:</b> <i>(delete as appropriate)</i>	<b>Private Hire</b>	<b>Hackney Carriage Part 1</b>	<b>Hackney Carriage Part 2</b>
<b>Test Appointment Date:</b>			
<b>Have you ever worked as a Private Hire / Hackney Carriage Driver Before?</b>			<b>YES / NO</b>
<b>If you have answered Yes to the question above, please state below which type of licence you held, the dates you held it, your licence number(s) and which Local Authority you were licensed by:</b>			

**Data Protection Act 1998 Notification Clause**

The information you have provided on this form will be used to **support your application for the Hackney Carriage or Private Hire Driver's Knowledge Test**. It will be held securely and used in connection with **the grant of the Hackney Carriage and/or Private Hire Driver's License**.

All or part of the information provided may be disclosed or supplied to external organisations or bodies e.g. Courts, Bailiffs, Department of Works and Pensions, Inland Revenue and any other charging authority that are legally entitled to the information and may also be disclosed to the Council's external auditors for the following purposes;

- the prevention or detection of crime;
- the apprehension or prosecution of offenders;
- the assessment or collection of any tax or duty in any case where failure to disclose would be likely to prejudice any of those matters;
- data matching initiatives with other statutory bodies for the purposes of fraud prevention and detection.

The Council may check information provided by you or information about you provided by a third party against other information held by the Council. The Council may also obtain information from third parties or provide information to them to check the accuracy of information supplied by you to the Council.

I hereby declare that the answers I have given are true in every respect and if I have given false information I will be barred from applying to take any future Knowledge Test at Dartford Borough Council. I have read the Information Pack and understand the conditions for qualifying for a Hackney Carriage or Private Hire Driver's licence. I agree to pay the fee payable and understand that it is not refundable and non-transferable. I understand that if I do not attend the test on the agreed day at the appropriate time I will forfeit the test fee. I understand that the test may be subject to cancellation or delay at short notice.

I am aware that the Council will create and maintain computer and paper records on me and that these records will be processed in accordance with the Data Protection Act 1998 and may be used for the purposes detailed above, both internally within the Council and to external organisations/bodies in line with the information above.

**Signed:**

**Date:**

**FOR OFFICIAL USE ONLY**

<b>Documents to be Checked:</b>	<b>Officer Signature</b>
<b>DVLA Driving Licence:</b>	
<b>Payment:</b>	
<b>Photo:</b>	
<b>Right to Work:</b>	

<b>Pass / Fail:</b>	<b>Score:</b>	<b>Officer Signature:</b>
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