



Lewes District Council

Private Hire Knowledge Test Information

Prior to an applicant being licensed as a Private Hire Driver by Lewes District Council drivers will be required to pass a knowledge test. The test is divided into separate headings and covers the following topics:

1. Locations of Places of Interest
2. Questions on Policy and Law
3. Highway Code
4. Roadsigns
5. Questions on Numeracy
6. Questions on English Comprehension

The test will be completed on a computer in the Seaford Room (IT Suite) at Southover House in Lewes. It is a multiple choice test and has a maximum of 60 marks and applicants must achieve 51 marks to pass. You will also need to achieve a minimum number of marks for each category. The test will be run as and when required. You will be required to bring your DVLA Driving License and something with your National Insurance Number on to validate your test. No phones or other electronic devices are permitted to be brought into the IT suite. Applicants will be informed of the next test dates and costs when applying.

The attached pages describe in more detail the relevant sections that you will have to learn to enable you to pass the test. You will not be permitted to refer to a map during the test. Please note if you fail the test 3 times then you are not eligible to sit again until six months has lapsed after your last test date.

Places of Interest

You will be asked the road location of a number of places of interest. This will include but is not limited to;

Paradise Park Newhaven
Sussex Police Headquarters
Lewes Crown Court
Morrisons Supermarket Seaford
Police Station in Seaford
Meridian Centre, Peacehaven
Victoria Hospital, Lewes
Telscombe Hall, Peacehaven
Bishopstone Railway Station, Seaford
Downs Leisure Centre, Seaford
East Sussex County Council Headquarters (County Hall) Lewes
Lewes Prison, Lewes
Newhaven Fort, Newhaven
Brighton Hospital
Eastbourne Hospital

Questions on Policy and Law

In this section you will be asked a number of questions on the conditions of a Hackney Carriage Driver's License. You will also be asked questions on Road Traffic Legislation similar to those in the DVLA driving license test.

Questions on the Highway Code

You will be asked a number of questions on the Highway Code.

Questions on Road Signs

You will be presented a number of road traffic signs and be asked to identify their meaning.

Questions on Basic Numeracy

You will be asked basic numeracy questions and given a scenario where you will have to use mental arithmetic to answer the question.

Question on English Comprehension

You will be asked English comprehension questions where you are required to read a passage of text and provide an answer from the information given to you.

Private Hire Drivers Licences

Conditions of Licence

CONDUCT OF DRIVER

The driver shall -

- (1) afford all reasonable assistance with passengers' luggage;
- (2) at all times be clean and respectable in his/her dress and person and behave in a civil and orderly manner;
- (3) take all reasonable steps to ensure the safety of passengers conveyed in, entering or alighting from the vehicle driven by him/her;
- (4) not without the express consent of the hirer smoke, drink or eat in the vehicle;
- (5) not without the express consent of the hirer play any radio or sound reproducing instrument or equipment in the vehicle other than for the purpose of sending or receiving messages in connection with the operation of the vehicle;
- (6) at no time cause or permit the noise emitted by any radio or other previously mentioned equipment in the vehicle which he/she is driving to be a source of nuisance or annoyance to any person, whether inside or outside the vehicle.

PASSENGERS

- (1) the driver shall not convey or permit to be conveyed in a private hire vehicle a greater number of persons than that prescribed in the licence for the vehicle;
- (2) the driver shall not without the consent of the hirer of a vehicle convey or permit to be conveyed any other person in that vehicle;

LOST PROPERTY

- (1) the driver shall immediately after the termination of any hiring or as soon as practicable thereafter carefully search the vehicle for any property which may have been accidentally left there;
- (2) if any property accidentally left in a private hire vehicle by any person who may have been conveyed therein is found by or handed to the driver, he/she shall take it as soon as possible and in any event within twenty four hours, if not sooner claimed by or on behalf of its owner, to a convenient police station and leave it in the custody of the officer in charge having been given a receipt for it.

WRITTEN RECEIPTS

The driver shall if requested by the hirer of a private hire vehicle provide him/her with a written receipt for the fares paid.

ANIMALS

The driver shall not convey in a private hire vehicle any animal belonging to or in the custody of himself/herself or the proprietor or operator of the vehicle and he/she shall ensure that any animal belonging to or in the custody of any passenger is conveyed in the rear of the vehicle.

PROMPT ATTENDANCE

The driver of a private hire vehicle shall, if he/she is aware that the vehicle has been hired to be in attendance at an appointed time and place or he/she has otherwise been instructed by the operator or proprietor of the vehicle to be in attendance at an appointed time and place punctually attend at that appointed time and place, unless delayed or prevented by reasonable cause.

COPY OF CONDITIONS

The driver shall at all times when driving a private hire vehicle carry with him/her a copy of these conditions and shall make it available for inspection by the hirer or any other passenger on request.

DEPOSIT OF DRIVER'S LICENCE

If the driver is permitted or employed to drive a private hire vehicle of which the proprietor is someone other than himself/herself, he/she shall before commencing to drive that vehicle deposit this licence with that proprietor for retention by him/her until such time as the driver ceases to be permitted or employed to drive the vehicle or any other vehicle of his/hers.

TAXIMETER

If a private hire vehicle being driven by the driver is fitted with a taximeter, the driver shall not cause the fare recorded thereon to be cancelled or concealed until the hirer has had a reasonable opportunity of examining it and has paid the fare.

FARE TO BE DEMANDED

The driver shall not demand from any hirer of a private hire vehicle a fare in excess of any previously agreed for that hiring between the hirer and the operator of, if the vehicle is fitted with a taximeter and there has been no previous agreement as to the fare, the fare shown on the face of the taximeter.

CHANGE OF ADDRESS

The driver shall notify the Council in writing of any change of his/her address during the period of the licence within seven days of such change taking place.

CONVICTIONS, CAUTION, ANTI SOCIAL BEHAVIOUR ORDER, ACCEPTABLE BEHAVIOUR AGREEMENT/CONTRACT

The proprietor shall within seven days disclose to the Council in writing details of any conviction, caution, Anti Social Behaviour Order, Acceptable Behaviour Agreement/Contract imposed on him/her or, (if the proprietor is a company or a partnership, on any of the directors or partners) during the period of the licence.

DRESS/APPEARANCE

Drivers are expected to be clean and tidy in their appearance and to be dressed in a manner that does not cause embarrassment to members of the public. To that end swimwear, football style tops and shorts, sleeveless vests or singlets are NOT allowed.

RETURN OF BADGE

The driver shall upon the expiry (without renewal), revocation or suspension of this licence forthwith return to the Council the driver's badge issued to him by the Council.

SCANNERS

Any driver of a private hire vehicle convicted of the use of a radio scanner will be barred from holding a Private Hire Drivers Licence with the Council for a minimum period of five years from date of conviction.

Private Hire Vehicle Licences

Conditions of Licence

MAINTENANCE OF VEHICLE

The vehicle and all its fittings and equipment shall at all times when the vehicle is in use or available for hire be kept in an efficient, safe, tidy and clean condition and all relevant statutory requirements, including in particular those contained in The Motor Vehicle (Construction and Use) Regulations shall be fully complied with. All private hire vehicles will undergo a mechanical inspection, by an approved garage, every six months.

ALTERATION OF VEHICLE

No material alteration or change in the specification, design, condition or appearance of the vehicle shall be made without the approval of the Council at any time while the licence is in force.

IDENTIFICATION PLATE

The plate identifying the vehicle as a private hire vehicle is required to be exhibited on the vehicle pursuant to Section 48(6) of the Local Government (Miscellaneous Provisions) Act 1976 and shall at all times be securely fixed on the outside to the rear of the vehicle in a conspicuous position and in such a manner as to be easily removable by an authorised officer of the Council or a Constable.

INTERIOR MARKINGS

The proprietor shall cause to be clearly marked and maintained inside the vehicle in such a position as to be visible at all times to persons conveyed therein the number of his/her licence and the number of passengers prescribed in the licence.

ROOF SIGNS

No roof signs of any size will be permitted.

FIRST AID KIT

There shall be provided and maintained in the vehicle at all times when it is in use or available for hire a suitable first aid kit containing appropriate first aid dressings and appliances available for immediate use in an emergency.

FIRE EXTINGUISHER

There shall be provided and maintained in the vehicle at all times when it is in use or available for hire a suitable Fire Extinguisher which must conform to British and European Standards.

SIGNS, NOTICES

The proprietor shall cause to be affixed and maintained in the vehicle in a conspicuous position in accordance with the directions of the Council any sign or notice relating to private hire vehicles which the Council may from time to time require.

INSURANCE

A current insurance certificate or cover note must be displayed, where it can be seen by the passengers, in each private hire vehicle.

CHANGE OF ADDRESS

The proprietor shall notify the Council in writing of any change of his/her address during the period of the licence within seven days of such change taking place.

CONVICTIONS, CAUTION, ANTI SOCIAL BEHAVIOUR ORDER, ACCEPTABLE BEHAVIOUR AGREEMENT/CONTRACT

The proprietor shall within seven days disclose to the Council in writing details of any conviction, caution, Anti Social Behaviour Order, Acceptable Behaviour Agreement/Contract imposed on him/her or, (if the proprietor is a company or a partnership, on any of the directors or partners) during the period of the licence.

DEPOSIT OF DRIVER'S LICENCE

If the proprietor permits or employs any other person to drive the vehicle as a private hire vehicle, he/she shall before that person commences to drive the vehicle cause the driver to deliver to him/her, his/her private hire driver's licence for retention until such time as the driver ceases to be permitted or employed to drive the vehicle or any other vehicle of his/hers.

ACCIDENTS

Any incident to a private hire vehicle causing damage materially affecting the safety, performance or appearance of the vehicle or the comfort or convenience of persons carried therein, must be reported as soon as practicable and in any case within 72 hours of the occurrence.

ADVERTISING

Advertising of Company Name, Logo's and Telephone Numbers are restricted to the front driver's and passenger's door only. No other advertising of any description is allowed anywhere else on the vehicle.

BLACKED OUT WINDOWS

Totally blacked out windows will not be permitted. However, partially darkened windows may be allowed at the discretion of the Licensing Officer.

Private Hire Operators Licences

Conditions of Licence

RECORDS

the record required to be kept by the operator under Section 56(2) of the Local Government (Miscellaneous Provisions) Act 1976 shall be kept in a suitable book, the pages of which are numbered consecutively and the operator shall enter or cause to be entered therein, before the commencement of each journey, the following particulars of every booking invited or accepted by him/her:-

- a) the time and date of the booking;
- b) the name and address of the hirer;
- c) the method of booking;
- d) the time of pick-up;
- e) the point of pick-up;
- f) the destination;
- g) the time at which the driver was allocated to the booking;
- h) the registration number of the vehicle allocated for the booking;
- i) remarks (including details of any business sub contracted to another holder of a Lewes District Council Operator's Licence).

It is unlawful to sub contract to the holder of an Operator's Licence outside Lewes District Council area.

STANDARD OF SERVICE

The operator shall provide a prompt, efficient and reliable service to members of the public at all reasonable times and for this purpose shall in particular:

- a) ensure that when a private hire vehicle has been hired to be in attendance at an appointed time and place, the vehicle shall, unless delayed or prevented by sufficient cause, punctually attend at that appointed time and place;
- b) keep clean, adequately heated, ventilated and lit any premises which the operator provides and to which the public have access, whether for the purpose of booking or waiting;
- c) ensure that any waiting area provided by the operator has adequate seating facilities;
- d) ensure that any telephone facilities and radio equipment provided are maintained in good condition and that any defects are repaired promptly;
- e) ensure that any radio equipment provided by the operator is inspected at his/her expense at least once a year by a company approved by the Council and that a certificate that the equipment is in good condition is submitted to the Council within one month of the inspection.

COMPLAINTS

The operator shall immediately upon receipt notify the Council in writing of any complaints concerning a contract for hire or purported contract for hire relating to or arising from his/her business and of the action (if any) which the operator has taken or proposes to take in respect thereof.

CHANGE OF ADDRESS

The operator shall notify the Council in writing of any change of his/her address (including any address from which he/she operates or otherwise conducts his/her business as an operator) during the period of the licence within seven days of such change taking place.

CONVICTIONS, CAUTION, ANTI SOCIAL BEHAVIOUR ORDER, ACCEPTABLE BEHAVIOUR AGREEMENT/CONTRACT

The proprietor shall within seven days disclose to the Council in writing details of any conviction, caution, Anti Social Behaviour Order, Acceptable Behaviour Agreement/Contract imposed on him/her or, (if the proprietor is a company or a partnership, on any of the directors or partners) during the period of the licence.

Exclusion Periods

OFFENCE	EXCLUSION PERIOD FOR LICENCE DRIVER / NEW APPLICANT
Minor Traffic Offences – Driving disqualification at Court Disqualification for current driver	DVLA Licence free from conviction for 12 months for new applicants Revocation – then 12 months free from conviction
Major Traffic Offences Serious conviction More than one offence in 2 yr period	Suspension / Revocation- 3 yrs Suspension / Revocation- 3 yrs
Drunkenness/Drugs with Motor Vehicle One offence More than one offence Whilst working	5 yrs 10 yrs Total Bar
Drug Offences, Offences of Violence, Dishonesty Offences	5 yrs
Motor Vehicle Insurance More than one offence More than three offences Whilst Working	3 yrs Total Bar Immediate Revocation then 3 yrs
Illegal use of Scanner	5 yrs
Cautions New Applicant Current Driver	3 yrs Licensing Committee Decision
Anti Social Behaviour Order New Applicant Current Driver	3 yrs Licensing Committee Decision
Acceptable Behaviour Agreement/Contract New Applicant Current Driver	2yrs Licensing Committee Decision