



**Lewes District Council**

## **Hackney Carriage Knowledge Test Information**

Prior to an applicant being licensed as a Hackney Carriage Driver by Lewes District Council drivers need to pass a knowledge test. The test is divided into separate headings and covers the following topics:

1. Locations of Roads within Lewes District Council area.
2. Location of Public Houses
3. Locations of Places of Interest
4. Questions on Policy and Law
5. Highway Code
6. Roadsigns
7. Questions on Numeracy
8. 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 100 marks and applicants must achieve 86 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.

## **1. Locations of Roads within Lewes District Council area**

The questions will be on the four main towns within the Lewes District Council area, Lewes, Peacehaven, Newhaven and Seaford. You will have to obtain a street map to assist you with learning the knowledge of street locations in the district. You will be presented with questions and multiple choice answers which ask where certain roads are in the district.

The following format will be used;

In Lewes, Southover Road runs off

- a) Mountfield Road
- b) Little East Street
- c) Station Road
- d) Court Road

The correct answer is c) Station Road.

## **2. Places of Interest**

You will be asked the 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

### **3. Public Houses in Lewes District Council Area**

You will need to know on which road Public Houses are situated in the Lewes District.

### **4. 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.

### **5. Questions on the Highway Code**

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

### **6. Questions on Road Signs**

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

### **7. 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.

### **8. Question on English Comprehension**

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

# GENERAL INFORMATION

## TYPES OF LICENCE

The type of licence required will depend upon the type of work undertaken.

- i) Hackney Carriages Drivers Licence  
Vehicle Licence
- ii) Private Hire Drivers Licence  
Vehicle Licence
- iii) Operators Licence

## DURATION OF LICENCES

All vehicle licences are renewable annually and can only be issued for the full period of 12 months.

Driver's licences are also renewable annually but may be renewed on a three yearly basis if requested, up to the age of 62 years. Driver's licences will also only be issued for a minimum period of 12 months. All renewal applications **MUST** be accompanied by the DVLA Drivers Licence (paper section) for inspection, accompanied by a Medical Certificate where required.

Please note, **Expired Licences cannot be renewed after the date of expiry. Any expired licence will require a new application which means in the case of a Hackney Carriage or Private Hire Drivers Licence a further Disclosure and Barring Service check and a full medical examination.**

## LICENCE FEES

The fees include elements for administration costs and enforcement which will be renewed annually. A separate charge will be made for the supply of vehicle identification plates. This sum will be refunded on return of the identification plate if, in the opinion of the Licensing Officer, the plate is in such a condition that it can be reused. Applicants will be advised of the fees and charges at the time of application or upon request.

## LICENSING FORMS

Dual Drivers Licence application forms are used allowing applicants to drive either Hackney Carriage, Private Hire Vehicles or both categories of vehicle. The licence issued will clearly show the purpose for which the licence has been granted.

## **UNAUTHORISED DRIVERS AND INSURANCE LIABILITY**

Drivers and Proprietors are reminded of the requirements of Part IV of the Road Traffic Act 1988 in relation to the provision of Third Party Insurance (see Section 40 of the 1847 Act and Section 48 of the 1976 Act). No person should act as a driver without the consent of the proprietor. Proprietors may be liable for insurance offences committed by the driver.

## **KNOWLEDGE TEST**

All new applicants for a Hackney Carriage and/or Private Hire Drivers Licence will be required to sit and pass a Knowledge Test of Lewes District Council area. Further details of the Test can be obtained from the Licensing Officer.

## **DRIVING STANDARDS AGENCY TEST**

All new applicants for a Hackney Carriage/Private Hire Drivers Licence will have to pass the Driving Standards Agency Taxi Driving Test and Assessment prior to licensing.

## **DRIVING ABILITY**

If at any time upon complaint or otherwise there appears to be a reason to doubt the driving of any person is not of a satisfactory standard, whether for medical or other reasons, the Council may require the licence holder to pass the Driving Standards Agency Taxi Driving Test and Assessment.

As from 1<sup>st</sup> January 2008 any licensed Hackney Carriage or Private Hire driver whose DVLA licence is endorsed with more than 6 points in a two year period will also have to pass the Driving Standards Agency Taxi Driving Test and Assessment within a period of six months from an agreed date.

## **FITNESS**

A Medical Certificate and Eye Sight Test from your own registered Medical Practitioner is required, on a form supplied by the Council, at initial application and then at 45, 50, 55, 60 and 65 years of age and every year thereafter. On each renewal of a licence applicants are required to make a declaration as to their physical and mental fitness.

## **GOOD CHARACTER**

Applicants are required to submit information on the Application Form concerning their previous employment and history, together with business and

personal references. If there is any doubt about the suitability of a person to act as a licensed driver the application will be referred to the Director of Service Delivery for decision. If an application is refused there is a Right of Appeal to the Magistrates Court.

Similarly, if at any time there is any reason to doubt that a person is a fit and proper person to hold a drivers licence, the matter will again be referred to the Director of Service Delivery for decision. Again there is a Right of Appeal to the Magistrates Court.

### **CONVICTIONS / CAUTIONS / ANTI SOCIAL BEHAVIOUR ORDERS / ACCEPTABLE BEHAVIOUR CONTRACT/AGREEMENT**

Any licensed driver shall within seven days report to the Council in writing details of any conviction imposed on him or her during the period of the licence which will also include motoring offences, cautions, anti social behaviour orders (ASBOs) and acceptable behaviour contract/agreement (ABA).

### **SUSPENSION, REVOCATION OR REFUSAL OF A DRIVERS LICENCE**

The Council may suspend, revoke or refuse to renew a licence on any of the following grounds:

Since the grant of the licence, the Licensee has :-

- (a) been convicted of an offence involving dishonesty, indecency, violence or drink/drug related offences or
- (b) been convicted of an offence under, or has failed to comply with, the provisions of the Town Police Clauses Act 1847 or of Part 2 of the Local Government (Miscellaneous Provisions) Act 1976 or
- (c) any other reasonable cause

If a licence is suspended, revoked or refused the Council will give written notice of the grounds for that action within 14 days, and there is a Right of Appeal to the Magistrates Court.

### **CONDUCT**

A high standard of conduct is expected from licensed drivers who should in all their dealings with the public be prompt, polite and helpful. Instances of improper conduct will be viewed most seriously and a record will be maintained of complaints against individual drivers. Consideration may be given to the suspension, revocation or refusal to renew a licence in the light of a driver's record.

The drivers licence must be deposited with the Proprietor of the vehicle being driven, either Hackney Carriage or Private Hire. On demand a Drivers Licence must be produced within 5 days on request by an Authorised Officer of the Council or a Police Constable (Section 53 of the 1976 Act).

Every driver must co-operate with any Authorised Officer of the Council or Police Constable and in this regard must obey all reasonable requirements and provide all assistance and information requested of them (Section 73 of the 1976 Act).

## **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.

## **BADGES**

Drivers, whilst working, are required to wear the badge provided by the Council at all times in accordance with the Byelaws or Conditions of Licence.

Badges shall be in a form prescribed by the Council. Upon suspension or revocation or expiry of the drivers licence, the driver shall return his badge to the Council on demand.

## **TRAILERS**

No licensed vehicles may tow any trailer unless evidence of valid insurance to cover such use for hire or reward has been produced to the Licensing Officer. The contents of the trailer must be secured and covered in a proper manner. Any trailer used must comply with regulations in all aspects and where required the driver must hold the appropriate Towing Licence as issued by DVLA. Trailers will be authorised solely for the purpose of transporting luggage.

## **TRANSFER OF VEHICLES**

If the proprietor of a vehicle transfers his interest in the vehicle to another person, he shall within 14 days give notice in writing to the Council specifying the name and address of the person to whom the vehicle has been transferred. A charge will be made for this service.

## **DISPOSAL OF VEHICLE**

In the event of a vehicle being sold, other than by transfer, the Identification Plates shall be returned to the Council. Should a replacement vehicle be obtained the plates will be reissued for use in connection with the new vehicle once it is licensed.

## **SUSPENSION AND REVOCATION OF VEHICLE LICENCE**

The Council may suspend, revoke or refuse to renew a vehicle licence if the vehicle is unfit or any offence has been committed by the operator or driver or for any other reasonable cause.

Notice of the grounds shall be given to the Proprietor within 14 days and a Right of Appeal exists to the Magistrates Court.

## **SAFETY EQUIPMENT**

All vehicles are required by the Byelaws or Licence Conditions to carry a suitable and efficient fire extinguisher and first aid kit.

## **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. Limited advertising may be permitted on the rear of the roof sign.

## **BLACKED OUT WINDOWS**

Totally blacked out windows on Hackney Carriage or Private Hire Vehicles will not be permitted. However, partially darkened windows may be allowed at the discretion of the Licensing Officer.

## **ACCIDENTS TO HACKNEY CARRIAGE/PRIVATE HIRE VEHICLES**

Any accident to a hackney carriage/private hire vehicle causing damage materially affecting the safety, performance or appearance of the vehicle, or the comfort or convenience of the persons carried therein, must be reported to the Council as soon as practicable and in any case within 72 hours of the occurrence. It is the responsibility of **the driver of the vehicle at the time of the accident** to report that accident to the Hackney Carriage Licensing Officer.



## **FARE TO BE DEMANDED**

The driver shall not demand from any hirer of a hackney carriage vehicle an amount in excess of that fare shown on the taxi meter. The only fares that can be charged are controlled by the 'table of fares' issued by the Council. The 'table of fares' are a maximum tariff that can be charged and as such it is perfectly legal to charge a fare lower than the fare shown on the taxi meter.

Where a passenger is taken to a destination outside Lewes District Council area or where a passenger is collected from outside LDC to be returned to our area, the fare can be charged either on a metered fare or a predetermined set price. That set price must be agreed with the hirer at the time of hiring or booking.

There is no 'BOOKING FEE' within the table of fares of Lewes District Council and it is illegal to charge such fee.

Hackney carriages CANNOT charge for 'dead mileage'. The meter must be set at the point of collection within the district and cancelled at the destination. Any additional miles undertaken to collect the passenger or to return to base after the passenger has been dropped at their destination cannot be charged.

No extra set charge on top of the metered fare can be made for the collection of any item which includes takeaway meals.

# HACKNEY CARRIAGE DRIVER

Every driver of a Hackney Carriage licensed to ply for hire in the Lewes District Council area must hold a current Hackney Carriage Drivers Licence issued by the Council. It is an offence to ply for hire unless both the driver and the vehicle are licensed to do so.

Licences are issued subject to the requirements of the Byelaws which, together with the statutory provisions of the 1847 and 1976 Act, lay down the Code of Conduct and matters relating to Hackney Carriage Drivers.

## ELIGIBILITY

The requirements for both Hackney Carriage and Private Hire Drivers licences are the same. An applicant must:

- a) Pass the Driving Standards Agency Taxi Driving Test and Assessment
- b) pass a Knowledge Test
- c) be over the age of 21
- d) hold and have held for at least 12 months a Full UK Drivers Licence
- e) be a fully competent driver
- f) be physically and mentally fit
- g) be a fit and proper person to drive a vehicle for public/private hire (any convictions including motoring offences, Cautions, Anti Social Behaviour Order's (ASBO) and Acceptable Behaviour Agreement/Contracts (ABA) will be taken into account). To that end all applicants will be the subject of a Disclosure and Barring Service (formerly CRB) check. All existing drivers will be required to complete a DBS check every three years.

## CONDUCT

The attention of Hackney Carriage Drivers is drawn to the Byelaws, a copy of which should be retained for use in the vehicle.

## SCANNERS

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

# **Hackney Carriage Vehicle Licenses**

## **Conditions of License**

### **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 Vehicles (Construction and Use) Regulations shall be fully complied with. All hackney carriages 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 Hackney Carriage is required to be exhibited on the vehicle pursuant to Section 51 Town Police Clauses Act 1847. The plate 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 and 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**

The proprietor shall cause to be affixed and maintained an illuminated roof sign of a pattern approved by the Council.

### **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 hackney carriage 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 hackney carriage.

### **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 hackney carriage vehicle, he/she shall before that person commences to drive the vehicle cause the driver to deliver to him/her, his/her hackney carriage

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 accident to a hackney carriage 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. Limited advertising may be permitted on the rear of the roof sign.

## **BLACKED OUT WINDOWS**

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

## Exclusion Periods

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