



**Town Police Clauses Act 1847 &
Local Government (Miscellaneous Provisions) Act 1976**

Request for Hackney Carriage / Private Hire Knowledge Test

Type of test: <i>(tick one)</i>	<input type="checkbox"/> Hackney Carriage	<input type="checkbox"/> Private Hire	<input type="checkbox"/> Dual Driver (HC & PH)
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Please write legibly in **block capitals**, and ensure that your answers are inside the boxes and written in **black ink**. All questions must be answered. Incomplete forms will not be processed. You may wish to keep a copy of the completed form for your records.

Section 1: Candidate details				
Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other _____			
First name(s):	<i>Please attach a recent photograph, sized 45 x 35mm, of a standard suitable for a passport application, showing your full face without coverings.</i>			
Surname:				
Date of birth:				/ /
N.I. number:				
Home address:				
Daytime phone number:		Mobile phone number:		
Email address:				
Driving licence number:			<input type="checkbox"/> Issued in UK <input type="checkbox"/> Issued in _____	

Section 2: Licensing history					
Do you currently hold, or have you previously held, a hackney carriage or private hire driver's licence issued by Dacorum?					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
If so, please give the badge number:	<table border="1" style="width: 100%;"> <tr> <th style="width: 50%;">HD</th> <th style="width: 50%;">PD</th> </tr> <tr> <td colspan="2" style="height: 20px;"></td> </tr> </table>	HD	PD		
HD	PD				
Approximate dates this licence was held:					
Have you previously attempted the Knowledge Test in Dacorum?					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
If so, please give the approximate date of your last test attempt:					

Section 3: Communication skills*Please tick one of the following options*

- I wish to undertake the communication skills assessment.
- I hold an accredited English-language qualification awarded by a recognised examination body, and I enclose evidence of this (copy of the original certificate or examination transcript) with this request.

Please see the notes attached to this form for details of the qualifications we will accept as evidence of communication skills proficiency. In all cases, the licensing officer's decision as to whether to accept a particular qualification will be final.

Section 4: Local/legal knowledge skills*Please circle the appropriate month*

In which month are you looking to take your first local/legal knowledge test?

(Please note that spaces on each test are limited, and your first choice may not be available if oversubscribed)

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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Section 5: Driving skills assessment*Please tick one of the following options*

- I have passed a taxi driving qualification specified by the Council, and enclose the pass certificate.
- I have not yet completed a taxi driving qualification, but understand that I must do so in order to satisfy the council's knowledge test requirements.

Section 6: Test fee(s)*Please tick one of the following options*

- I enclose a cheque for £____, payable to Dacorum Borough Council.
- I wish to pay the test fee(s) by credit or debit card – please contact me to arrange payment.

Section 7: Declaration and signatures

- I wish to undertake the Knowledge Test required by Dacorum Borough Council in respect of the licensing of hackney carriage and private hire drivers.
- I have read the Council's taxi licensing policy and confirm that I meet the Council's requirements for the licensing of drivers of hackney carriages and private hire vehicles.
- I understand that it is an offence for any person knowingly or recklessly to make a false statement or to omit any material particular in giving information required in this form.

Signed:		Print name:		Date:	
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Please return your completed form, along with your photo, and cheque (if this payment method has been selected) to:

Licensing, Dacorum Borough Council, The Forum, Marlowes, Hemel Hempstead, HP1 1DN

We will contact you to arrange a test date (and where requested, to take card payment details).

The attached information sheet gives more details about the contents and structure of the test, and the marks that must be achieved in order to pass the test.

If you have any queries please contact us:

- By email, to licensing@dacorum.gov.uk
- By telephone, on 01442 228000 (ask for Licensing at the prompt).



Taxi Knowledge Test: Information for candidates

It is important that you read this document carefully, as it contains information on all of the test components you will be required to complete.

Our knowledge test consists of three components, and you will need to complete all of them to pass the test:

- A Communication skills assessment
- A Local knowledge test
- A Driving skills assessment

You can read further information on all of these test components on our website, at www.dacorum.gov.uk/taxiknowledgetest

Separate fees are payable for each of the knowledge test components, and details can be found at www.dacorum.gov.uk/licencefees

Please note that the Communication skills assessment should be completed before attempting the local knowledge test. A number of applicants have found that they were unable to reach the level required to pass this assessment, and had to undertake further language training in order to satisfy that component of the overall test. Passing the Communications skills assessment first will help to ensure that you have the capability to fully understand what is being asked within the local knowledge test, giving you the best chance of success.

Communication skills assessment

All candidates must complete a speaking and listening skills assessment, unless they can demonstrate that they hold an English-language qualification which would in its own right demonstrate those abilities.

The assessment is taken by telephone from the council's offices, and consists of around 20 minutes of speaking and listening exercises, all of which will use English terms and phrases commonly used in everyday life. Candidates are assessed on their sentence usage, vocabulary, fluency and pronunciation, as well as an overall score. For Licensing purposes, we require candidates to achieve an overall grade of at least **56 out of 80**. This indicates a good general ability in use of the English language, with candidates able to speak fluently on a range of everyday topics, and be able to give and understand most instructions.

Candidates will be exempted from this assessment if they can demonstrate (by producing the original certificate and/or assessment transcript) that they have previously passed a relevant English-language qualification at a suitable level, awarded by a recognised and accredited body. 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 examination 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 will be final. If a candidate 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.

When considering alternate qualifications, we will look for qualifications which include a significant amount of verbal or written content in the English language. It is unlikely that we would accept technical or IT-related qualifications for this purpose, due to the minimal English-language content that these typically involve.

Driving skills assessment

Candidates must successfully complete advanced driving assessment or qualification, from a list of suitable assessments or qualifications specified by the Council. These assessments include a practical assessment of advanced driving ability, including safely completing manoeuvres common to taxi driving.

The list of acceptable qualifications can be found on the knowledge test page of our website.

All arrangements for tests must be made by the candidate. You will usually need your DVLA driving licence number and a credit or debit card to book a test, and your own car in which to take the test.

Local knowledge test (paper)

Tests are held once a month, and must be pre-booked through the Licensing department. Once made, bookings cannot be transferred or refunded. Failure to attend a test will be counted as a failed test.

Tests will begin promptly at **9.00am**, and **late arrivals will not be admitted to the examination room**. Please ensure that you are present at The Forum's reception by **8.45am**.

Applicants will be permitted to attempt the local knowledge test three times. If all three attempts are failed, you will not be permitted to sit the test again for a period of 12 months from the date of the last test.

When booking a test, you will be asked to specify whether you wish to undertake a Hackney Carriage or a Private Hire test. The pass marks are slightly different for both types of tests, with Hackney Carriage tests generally being harder to reflect the instantaneous nature of fares that Hackney Carriages may undertake.

Candidates will not be permitted to leave and re-enter the room, for any reason, during the test.

Please note that **we do not provide lists of sample questions or maps** – you will need to learn the local landmarks and routes yourself. Mobile phones, computer devices, notebooks or maps cannot be used during the test.

It is not possible to pass the test by only answering questions about Hemel Hempstead – you must know about places and roads throughout Dacorum.

The test consists of questions covering the whole of the Borough, and may include questions about places and routes in Hemel Hempstead, Berkhamsted, Tring, Kings Langley, Great Gaddesden, Bovingdon, Chipperfield, Felden, Flamstead, Aldbury, Potten End, Friars Wash, Frithsden, Wigginton, Little Gaddesden, Long Marston and Markyate).

The test consists of three sections, as set out on the next page, all of which must be passed to complete the local knowledge test. If you pass one of the sections on your first or second attempt, you will not be required to repeat that section in subsequent attempts. If you fail all three attempts and subsequently apply again, any sections you have passed previously will be disregarded, and you will have to start all sections afresh.

Section A – Places	
<p>This section tests the applicant's knowledge of locations of named buildings or landmarks.</p> <p>Questions likely to appear in this section include schools, pubs, restaurants, sports/leisure facilities, hotels, shops, residential homes, churches, police stations, clubs, museums, council offices, railway and bus terminals, colleges, hospitals and other places of public interest. You will be asked to name the road or street on which they are found.</p> <p>The questions in this section are divided into several groups:</p> <ul style="list-style-type: none"> • Hemel Hempstead (25 questions), and • Berkhamsted (12 questions), Tring (3 questions) and Other Areas (3 questions) 	
Example:	<p>Q: Greenway First and Nursery School, Berkhamsted</p> <p>A: Crossways</p>
Pass mark: Hackney Carriage	Pass mark: Private Hire
Applicants must correctly answer 33 out of the 43 questions.	<p>Applicants must correctly answer:</p> <ul style="list-style-type: none"> • 15 out of the 25 questions in the Hemel Hempstead group, AND • 8 out of the 18 questions in the Berkhamsted, Tring and Other Areas groups.

Section B – Routes	
<p>This section tests the applicant's knowledge of driving routes between two named landmarks or roads.</p> <p>Questions will specify a start location and an end location for a journey. You will be expected to describe the shortest, most direct route between these two points, naming all the streets and roads on the route you would follow.</p> <p>The questions in this section are divided into several groups:</p> <ul style="list-style-type: none"> • Hemel Hempstead (25 questions), and • Berkhamsted (12 questions), Tring (3 questions) and Other Areas (3 questions) 	
Example:	<p>Q: Westron Gardens to Okeford Drive</p> <p>A: Mortimer Hill, Brook Street, High Street, Christchurch Road</p>
Pass mark: Hackney Carriage	Pass mark: Private Hire
Applicants must correctly answer 33 out of the 43 questions.	<p>Applicants must correctly answer:</p> <ul style="list-style-type: none"> • 15 out of the 25 questions in the Hemel Hempstead group, AND • 8 out of the 18 questions in the Berkhamsted, Tring and Other Areas groups.

Section C – Conditions & Byelaws	
<p>This section tests the applicant's knowledge and understanding of the conditions and byelaws they will be subject to if they are granted a licence.</p> <p>Applicants must read and understand the conditions documents, which will be sent out with a first test booking, or can be viewed on our website (www.dacorum.gov.uk/taxi).</p> <p>There are 20 questions in this section.</p>	
Pass mark: Hackney Carriage/Private Hire	Applicants must correctly answer 15 out of the 20 questions.