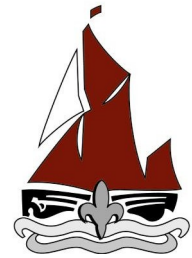


Guidelines for Knowledge Tests

(effective as of 10 December 2010)

MALDON DISTRICT COUNCIL

Princes Road
Maldon
Essex CM9 5DL



Licensing Section 01245 606727

Applicants will be expected to have a reasonable understanding of the streets and main buildings within the entire District of Maldon. Therefore, the test will incorporate all of the main areas of Maldon District, as well as surrounding Towns and Villages within the District.

An applicant will be expected to have knowledge of the law in relation to hackney carriage / private hire vehicles as well as the licensing conditions adopted by Maldon District Council. Applicants should also be familiar with and have studied the Highway Code.

Specific areas of the law which you will be examined on are:

- **Maldon District Council licensing conditions (see attached)**
- **Smoking Legislation**
- **Seatbelt Legislation**
- **The difference between private hire and hackney carriage vehicles**
- **The areas of responsibility (including licensing conditions) for vehicles, drivers and operators.**
- **The Highway Code**

The test is a written test and the question paper is automatically generated by a computer. The test is time limited and candidates will have a maximum of **35 minutes** to complete it. **You must bring a form of photo identification with you to the test appointment.**

The test will consist of:-

- 1) Questions on the Highway Code. This will consist of the correct identification of road signs, as well as general questions on the Highway Code.
- 2) Questions on law relating to hackney carriages / private hire vehicles and conditions adopted by Maldon District Council.
- 3) Locating places of interest (such as Public Houses, Clubs, Hospitals, Surgeries, Supermarkets, Schools, Colleges, major industrial areas or businesses and Hotels).

A candidate must achieve a pass mark in each of the sections to satisfactorily pass the test.

The number of questions and the pass mark in each category is:

- | | |
|--|--------------|
| 1) Identify 5 Highway Code Signs | pass mark 3 |
| 2) 5 Highway Code general questions | pass mark 3 |
| 3) 5 questions on Law and Licence conditions | pass mark 3 |
| 4) 20 Places of Interest | pass mark 12 |

In addition to passing each section an **overall** pass mark of at least 70% will be required.

It is strongly recommended that anybody wishing to be licensed as a new driver should take the time therefore, to familiarise themselves with the highway code, the law relating to Hackney Carriage and Private Hire Vehicles, Maldon District Council Vehicle licensing conditions, Maldon District Council Hackney Carriage / Private Hire dual driving licence conditions and Maldon District Council Operator Licence Conditions.

Additional information is enclosed with this guidance to assist you.

Taking The Test - general advice

Read the question through **carefully**, then select your answer from the four options given by clearly circling the answer you wish to select. Only select a single answer for any question.

(Please note, some questions have fewer than four answers displayed, if you select an answer that is blank the question will be scored as **incorrect**)

Hackney Carriage Vehicle Licence Conditions

A District Council may attach to the grant of a Hackney Carriage Vehicle Licence any such conditions as it may consider reasonable or necessary and accordingly may at any time vary, alter or impose new conditions. The following conditions apply to all Hackney Carriage Vehicle Licences issued by Maldon District Council:-

Vehicle Identification

1. The identification plates issued by the Licensing Authority shall be fixed to the front and rear of any vehicle being operated as a Hackney Carriage in a position that is clearly visible to the public.
2. The door stickers provided by the Licensing Authority shall be permanently attached and displayed on the upper panels of both front doors.
3. The vehicle and driver identity badges shall be displayed in the passenger compartment in a conspicuous position that is clearly visible to passengers.
4. A roof sign in the form approved by the Licensing Authority shall be fitted and maintained at all times.
5. No advertising shall be displayed on the vehicle that in the opinion of the Licensing Authority detracts from the visibility of its Hackney Carriage Licence Plates and such other forms of livery and identification required by the Licensing Authority.

Vehicle Maintenance

6. The vehicle shall be kept in a clean and well maintained condition.
7. No material alteration or change to the manufacturer's specification, design, condition or appearance of the vehicle shall be made at any time when the licence is in force without the prior approval of the Licensing Authority.
8. Adequate and secure luggage facilities must be provided and maintained at all times.
9. The vehicle shall be equipped with a fire extinguisher maintained in accordance with ISO 7165.
10. In respect of any minibus or people carrier type vehicle where a seat has been removed to meet pre-licensing conditions, the seat shall not be replaced at any time the vehicle is licensed as a Hackney Carriage.

Vehicle Testing

11. The vehicle shall be submitted for mechanical inspection at an approved testing station at the licensee's expense and provide a completed certificate of inspection provided for the Licensing Authority at the following intervals:
 - i) Vehicles less than 3 year's old, one test per year on application for renewal.
 - ii) Vehicles between 3 and 6 years old, two tests per year at 6 monthly intervals.
 - iii) Vehicles older than 6 years, three tests per year at 4 monthly intervals
12. The vehicle shall be submitted for mechanical or other inspection at any time if required by the Licensing Authority in addition to the intervals set out in 9 above.

13. The vehicle should be submitted for inspection in a condition that renders it suitable for that inspection, including being clean inside and out.
14. A completed test certificate shall be submitted to the Licensing Authority as soon as practicable after the test has been completed. If the vehicle fails the test for any reason it shall not be used as a Hackney Carriage until such time as the defects are corrected and the vehicle passes a re-test.
15. A proprietor of a licensed Hackney Carriage shall report to the Licensing Authority as soon as practicable, and in any case within 72 hours, the occurrence of any accident involving the Hackney Carriage involving any damage to the vehicle, whether or not the damage affects the safety, performance or appearance of the vehicle or the comfort or convenience of passengers.

Insurance and Documentation

16. A Hackney Carriage vehicle proprietor must:
 - i) Comply with the relevant legislation in relation to the insurance cover of the vehicle.
 - ii) Ensure a current certificate of motor insurance is on display or available in the vehicle for inspection on request.
 - iii) Produce to the Licensing Authority proof of continuous insurance cover for the vehicle.
17. A Hackney Carriage vehicle proprietor must:
 - i) Produce the vehicle licence on request to any Authorised Officer of the Licensing Authority or a Police Officer.
 - ii) Permit the Licensing Authority to photocopy or otherwise deal with any document produced as evidence to support the application for renewal of the licence or enforcement of licence conditions.
18. A licensee who permits or employs any person to act as the driver of the Hackney Carriage shall retain in his or her possession the licence of such driver while the driver is permitted or employed to drive the vehicle.

Conduct of Business

19. Whilst a vehicle is being used as a Hackney Carriage it shall not be driven by anyone other than a driver licensed to drive a Hackney Carriage by the Licensing Authority and wearing the official badge as required by the conditions of their Driver's Licence.
20. The vehicle shall not be permitted to carry more than the number of persons specified on the Licence, irrespective of the age of the passenger.
21. The vehicle shall not be used as a Hackney Carriage whilst towing a trailer or whilst fitted with a roof box without the express consent of the Licensing Authority who may call for an additional inspection certificate.
22. Any trailer authorised by the Licensing Authority for use with a Licensed Vehicle will, at all times, be fitted with a suitable spare wheel and be fitted with a Licence Plate issued by the Licensing Authority.

23. A daily record of the mileage covered by each Licensed Driver and the time and condition of the vehicle at handover shall be kept in the Hackney Carriage. The record shall be kept for 12 months and must be produced on the request of an Authorised Officer of the Licensing Authority or a Police Officer.
24. If drivers are unable to accept cheques, debit card or credit card payments, a clear notice to that effect must be displayed and clearly visible to passengers and potential passengers.

Renewal

25. This licence must be renewed annually.

Notes To Accompany The Conditions

1. These conditions apply to vehicles licensed as a Hackney Carriage after 1st April 2010.
2. Transitional arrangements for the renewal of existing vehicle licences will apply as follows:
 - i) The requirement to maintain a roof sign in condition 4 shall apply to existing roof signs of those vehicles exempted from the standard specified in the pre-licensing conditions.
 - ii) An exemption in relation to condition 2 may be granted at the discretion of the Licensing Authority if it can be shown that the stickers would be ineffective without redesigning the vehicle graphics. Such exemptions will apply for a maximum of three years.
 - iii) An exemption in relation to condition 5 may be granted at the discretion of the Licensing Authority in relation to vehicles first licensed before 1st April 2010 if substantial repainting is required and it can be shown that the cost of that refinishing is prohibitive. Such exemptions will apply for a maximum of three years.

Private Hire Operator Licence Conditions

The following conditions apply to all Private Hire Operator Licences issued by Maldon District Council:-

26. A Private Hire Vehicle Operator shall keep a record of the particulars of all Private Hire Vehicles operated under this licence in the form of a book or in electronic form containing the following:

- i) Type and make of vehicle
- ii) Vehicle registration number
- iii) Owner's name and address
- iv) Driver's name and address
- v) Private Hire Vehicle licence number as issued by the Licensing Authority

27. A Private Hire Vehicle Operator shall keep a record of every booking of a Private Hire Vehicle, invited or accepted, in the form of a book or electronic record containing the following:

- i) The date and time of every booking made
- ii) The date and time hiring to commence
- iii) Destination
- iv) Address at which hiring to commence
- v) Name of hirer
- vi) Name of driver or Private Hire Driver licence number
- vii) Private hire vehicle number or vehicle registration

All information in the book shall be completed before the commencement of any journey.

28. All records in conditions 1 and 2 above must:

- i) Be kept for not less than twelve months from the date of the last entry
- ii) Be produced on request to any Authorised Officer of the Licensing Authority or Police Officer for inspection and may be copied as required.
- iii) In the case of electronic records be kept in a format that can be reproduced for inspection.

29. The Operator shall within seven days disclose to the Licensing Authority, in writing, any conviction, fixed penalty or caution, whether for a driving offence or otherwise, imposed on him or her or any person concerned in the operation of Private Hire Vehicles in relation to this licence.

30. A Private Hire Operator must notify the Licensing Authority within 7 days of any change of either his/her address or the address of the operating premises during the period of the Licence.

31. It shall be made clear in any trade description or advertising material used by the Operator that the service is a Private Hire Vehicle service and the use of the words 'TAXI', 'CAB' or 'FOR HIRE' is expressly prohibited.

32. A Private Hire Vehicle Operator shall take all proper and reasonable steps to ensure that all Private Hire Vehicles which he or she operates, and all drivers who he or she employs, also comply with licensing conditions and other relevant statutory provisions or byelaws.
33. Reference to Maldon District Council in any advertisement for the service must be limited to the phrase 'Licensed by Maldon District Council' and must not suggest any other form of approval or endorsement by the Council.

Private Hire Vehicle Licence Conditions

A District Council may attach to the grant of a Private Hire Vehicle Licence any such conditions as it may consider reasonable or necessary and accordingly may at any time vary, alter or impose new conditions. The following conditions apply to all Private Hire Vehicle Licences issued by Maldon District Council:-

Vehicle Identification

34. At any time the vehicle is being operated as a Private Hire Vehicle, the identification plates issued by the Licensing Authority shall be fixed to the front and rear of the vehicle in a position that is clearly visible to the public. This condition may be suspended at the discretion of the Licensing Authority if reasonable cause can be shown, in which case alternative requirements for carrying and displaying plates may be substituted.
35. The door stickers provided by the Licensing Authority shall be permanently attached and displayed on the upper panels of both front doors. This condition may be suspended at the discretion of the Licensing Authority if reasonable cause can be shown, in which case alternative requirements for carrying and displaying the vehicle identification may be substituted.
36. The vehicle and driver identity badges shall be displayed in the passenger compartment in a conspicuous position that is clearly visible to passengers.
37. A roof sign shall not be displayed on the vehicle in any form.
38. The words 'TAXI', 'CAB' or 'FOR HIRE' shall not be displayed on or in the vehicle, or in any advertisement for the service.
39. Reference to Maldon District Council in any advertisement for the service must be limited to the phrase 'Licensed by Maldon District Council' and must not suggest any other form of approval or endorsement by the Council.
40. No advertising shall be displayed on the vehicle that in the opinion of the Licensing Authority detracts from the visibility of its Private Hire Licence Plates and such other forms of livery and identification required by the Licensing Authority.

Vehicle Maintenance

41. The vehicle shall be kept in a clean and well maintained condition.
42. No material alteration or change to the manufacturer's specification, design, condition or appearance of the vehicle shall be made at any time when the licence is in force without the prior approval of the Licensing Authority.
43. Adequate and secure luggage facilities must be provided and maintained at all times.
44. The vehicle shall be equipped with a fire extinguisher maintained in accordance with ISO 7165.
45. In respect of any minibus or people carrier type vehicle where a seat has been removed to meet pre-licensing conditions, the seat shall not be replaced at any time the vehicle is licensed as a Private Hire Vehicle.

Vehicle Testing

46. The vehicle shall be submitted for mechanical inspection at an approved testing station at the licensee's expense and provide a completed certificate of inspection provided for the Licensing Authority at the following intervals:
- i) Vehicles less than 3 year's old, one test per year on application for renewal.
 - ii) Vehicles between 3 and 6 years old, two tests per year at 6 monthly intervals.
 - iii) Vehicles older than 6 years, three tests per year at 4 monthly intervals
47. The vehicle shall be submitted for mechanical or other inspection at any time if required by the Licensing Authority in addition to the intervals set out in 9 above.
48. The vehicle should be submitted for inspection in a condition that renders it suitable for that inspection, including being clean inside and out.
49. A completed test certificate shall be submitted to the Licensing Authority as soon as practicable after the test has been completed. If the vehicle fails the test for any reason it shall not be used as a Private Hire Vehicle until such time as the defects are corrected and the vehicle passes a re-test.
50. A proprietor of a licensed Private Hire shall report to the Licensing Authority as soon as practicable, and in any case within 72 hours, the occurrence of any accident involving the Private Hire Vehicle involving any damage to the vehicle, whether or not the damage affects the safety, performance or appearance of the vehicle or the comfort or convenience of passengers.

Insurance and Documentation

51. A Private Hire vehicle proprietor must:
- i) Comply with the relevant legislation in relation to the insurance cover of the vehicle.
 - ii) Ensure a current certificate of motor insurance is on display or available in the vehicle for inspection on request.
 - iii) Produce to the Licensing Authority proof of continuous insurance cover for the vehicle.
52. A Private Hire Vehicle proprietor must:
- i) Produce the vehicle licence on request to any Authorised Officer of the Licensing Authority or a Police Officer.
 - ii) Permit the Licensing Authority to photocopy or otherwise deal with any document produced as evidence to support the application for renewal of the licence or enforcement of licence conditions.
53. A licensee who permits or employs any person to act as the driver of the Private Hire shall retain in his or her possession the licence of such driver while the driver is permitted or employed to drive the vehicle.

Conduct of Business

54. The Private Hire Vehicle must at all times be registered with an Operator who holds a Private Hire Operator's Licence with Maldon District Council.
55. Whilst a vehicle is being used as a Private Hire Vehicle it shall not be driven by anyone other than a driver licensed by the Licensing Authority as a Private Hire Driver or a Dual Hackney Carriage / Private Hire Driver who must at all times wear the official badge as required by the conditions of their Driver's Licence.
56. The vehicle shall not be permitted to carry more than the number of persons specified on the Licence, irrespective of the age of the passenger.
57. The vehicle shall not be used as a Private Hire Vehicle whilst towing a trailer or whilst fitted with a roof box without the express consent of the Licensing Authority who may call for an additional inspection certificate.
58. Any trailer authorised by the Licensing Authority for use with a Licensed Vehicle will, at all times, be fitted with a suitable spare wheel and be fitted with a Licence Plate issued by the Licensing Authority.
59. A daily record of the mileage covered by each Licensed Driver and the time and condition of the vehicle at handover shall be kept in the Private Hire Vehicle. The record shall be kept for 12 months and must be produced on the request of an Authorised Officer of the Licensing Authority or a Police Officer.
60. If drivers are unable to accept cheques, debit card or credit card payments, customers should be advised on pre-booking and a clear notice to that effect must be displayed and clearly visible to passengers and potential passengers.

Renewal

61. This licence must be renewed annually.

Notes To Accompany The Conditions

3. These conditions apply to vehicles licensed as a Private Hire Vehicles after 1st April 2010.
4. Transitional arrangements for the renewal of existing vehicle licences will apply as follows:
 - iv) Exemption from the prohibition of roof signs in relation to condition 4 will be granted on request to all Private Hire Vehicles with roof signs first licensed before 1st April 2010. Such exemptions will apply for a maximum of three years from 1st April 2010
 - v) An exemption in relation to condition 2 may be granted at the discretion of the Licensing Authority for vehicles first licensed before 1st April 2010 if it can be shown that the stickers would be ineffective without redesigning the vehicle graphics. Such exemptions will apply for a maximum of three years. Such exemptions will apply for a maximum of three years from 1st April 2010. Additionally, permanent exemptions may be granted in the case of vintage vehicles or specialist hire.
 - vi) An exemption in relation to condition 5 may be granted at the discretion of the Licensing Authority in relation to vehicles first licensed before 1st April 2010 if

substantial repainting or re-branding is required and it can be shown that the cost of that refinishing is prohibitive. Such exemptions will apply for a maximum of three years.

Hackney Carriage & Private Hire Vehicle Driver's Licences Licensing Conditions

1. The driver shall immediately report to the Licensing Authority, in writing, any health matter which could affect his or her driving. If requested by the Licensing Authority a medical certificate shall be provided within seven days.
2. The driver shall within seven days disclose to the Licensing Authority, in writing, details of any conviction, fixed penalty or caution imposed on or accepted by him during the period of the licence.
3. The driver shall notify the Licensing Authority in writing of any change to his or her name or address within seven days of such change taking place.
4. A driver shall at all times when driving a Private Hire Vehicle or Hackney Carriage affix to his / her clothing the identity badge issued by the Licensing Authority and display the window badge in the vehicle so as to be clearly and distinctly visible to passengers and prospective hirers.
5. The driver shall produce this licence on request to any authorised officer of the Licensing Authority or Police Officer.
6. The driver shall not carry, or permit to be carried, a greater number of persons than that prescribed in the licence for the vehicle.
7. The driver shall give reasonable assistance to passengers with luggage, wheelchairs or walking aids.
8. The driver shall, on request, carry free of charge Guide Dogs, Hearing Dogs or any other 'assistant dogs' as specified in section 37 of the Disability Discrimination Act 1995.
9. The driver shall not call out or otherwise importune any person to hire the vehicle, and shall not make use of the services of any other person in hiring the vehicle.
10. The driver shall not at any time play a radio or other sound reproducing equipment in the vehicle without the express consent of the hirer., unless for the sending and receiving of messages in connection with the operation of the vehicle.
11. The driver shall search the vehicle immediately after completion of a hiring for any property left by a passenger. If any such property is found it shall be returned to the owner within a reasonable period of time or if this is not practical it shall be taken within 48 hours to the Maldon District Council Offices for deposit.
12. The licence is not transferable and must be renewed at the end of the period for which the licence is in force; such period shall not exceed three years.
13. If not renewed, or on revocation or surrender, the driver shall forthwith return the driver and window badges to the Licensing Authority.

Notes To Accompany The Conditions

5. For the purpose of these conditions the Licensing Authority shall be the Maldon District Council.