

Licensing Section  
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## **Guidelines for Knowledge Tests** **(Effective as of 1<sup>st</sup> April 2009)**

Applicants will be expected to have a reasonable understanding of the streets and main buildings within the entire City of Chelmsford. Therefore, the test will incorporate all of the main areas of Chelmsford such as Galleywood, Writtle, Melbourne, Boreham, Springfield and Great Baddow etc, as well as surrounding Towns and Villages within the City such as Danbury, Stock, East Hanningfield, and South Woodham Ferrers.

**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 Chelmsford City Council. Applicants should also be familiar with and have studied the Highway Code.**

The test is computer based and the questions are automatically generated by the computer. The test is time limited and candidates will have a maximum of **35 minutes** to complete it.

The test will consist of:-

- 1) Identifying the whereabouts of 25 roads within the City. A multiple choice of four possible answers will be offered.
- 2) Questions on the Highway Code. This will consist of the correct identification of road signs, as well as general questions on the Highway Code.
- 3) Questions on law relating to hackney carriages / private hire vehicles and conditions adopted by Chelmsford City Council.
- 4) Locating places of interest (such as Public Houses, Clubs, Hospitals, Surgeries, Supermarkets, Schools, Colleges, major industrial areas or businesses and Hotels). **As this is a comprehensive database a list of places of interest is no longer supplied.**

**Journeys will be tested verbally**

- 5) A candidate will be given a starting point and a finishing point and will be expected to describe the journey they would take between the two. Extensive detail is not necessary but a candidate should be aware of the names of main roads, types of junctions (i.e.traffic lights, t-junctions etc) and be able to identify landmarks on the route.

A candidate will be expected to be able to describe 5 journeys, which could start or finish anywhere within the Chelmsford City Council area.

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 25 roads                          | pass mark 18 |
| 2. Identify 15 Highway Code Signs             | pass mark 8  |
| 3. 10 Highway Code general questions          | pass mark 5  |
| 4. 10 questions on Law and Licence conditions | pass mark 6  |
| 5. 10 Places of Interest                      | pass mark 6  |
| 6. 5 Sample journeys                          | pass mark 3  |

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, Chelmsford City Council Vehicle licensing conditions, Chelmsford City Council Hackney Carriage / Private Hire dual driving licence conditions and Chelmsford City Council Operator Licence Conditions.

Additional information is enclosed with this guidance to assist you.

## Using the Knowledge Test Software

### Step 1.

Read the question through **carefully**, then select your answer from the four options given as demonstrated by the circle below.

(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**)

Question 1 : What does this sign mean?

Your answer ...

☐ Steep hill downwards

☐ Steep hill upwards

☒ Apply brakes now

☐ Cliff edge ahead

Time Left = 29:53

Next Question >> << Previous Question Finished

### Step 2

Once your answer has been selected (it will show a tick in the box next to the answer you have selected), press the 'Next Question' button as shown below.

Please note that you can change your answer at any time by simply selecting an alternative answer.

Question 1 : What does this sign mean?

Your answer ...

☐ Steep hill downwards

☐ Steep hill upwards

☐ Apply brakes now

☐ Cliff edge ahead

Time Left = 29:53

Next Question >> << Previous Question Finished

### Step 3

When you have finished the test it will not be possible to select the 'Next Question' button, and you should click on the button marked 'Finished'. The computer will then ask you if you are sure you have finished and will highlight any questions that you have not selected an answer for. You then have the opportunity to go back and enter an answer for these questions if you wish, or the opportunity to double check your answers. Once you are satisfied with your answers, you should end the test and inform the Licensing Officer, who will then proceed with the verbal portion of the test.

## **Hackney Carriage and Private Hire Drivers**

### **Conditions of Licence**

1. A driver shall at all times when driving a private hire or hackney carriage on business affix to his/her clothing or the vehicle dashboard his/her identify badge issued by the Council which shall be clearly and distinctly visible.
2. A driver shall give reasonable assistance to passengers with luggage and wheelchairs or walking aids.
3. A driver shall produce this licence on request to any authorised officer of the Council or police constable.
4. A driver shall notify the Head of Environmental Services of 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.
5. A driver shall within seven days disclose to Head of Environmental Services of the Council in writing details of any conviction/fixed penalty or caution whether for a driving offence or otherwise imposed on or accepted by him/her during the period of the licence
6. A driver shall immediately report to the Head of Environmental Services of the Council in writing any health matter, which could affect his/her driving.
7. In the case of a hackney carriage, a driver shall be entitled to demand and take for the hire of the hackney carriage the rate of fares approved by the Council which are calculated by distance unless the hirer expresses at the commencement of the hiring his desire to engage by time.

#### **HE SHALL NOT:**

- (i) Demand and take a fare greater than that recorded on the face of the taximeter;  
Or
- (ii) Demand or take a fare greater than that authorised by the Council's approved table of fares.
8. A driver shall be familiar with and at all times comply with the conditions of the private hire or hackney carriage vehicle licence.
9. A driver shall be familiar with and at all times comply with the relevant provisions of the Local Government (Miscellaneous Provisions) Act 1976 and the Town Police Clauses Act 1847 as the same may be amended and all Regulations and Byelaws made by the Council and other relevant statutory provisions for the time being in force. Copies are available for inspection at the Council's Environmental Services. Civic Centre (Coval Lane Building), Chelmsford during normal office hours.
10. This licence is not transferable and must be renewed on or before the expiry date mentioned above.

## HACKNEY CARRIAGE

### CONDITIONS OF LICENCE

1. At all times when a vehicle is being operated as a hackney carriage identification plates issued by the Council must be displayed in the following positions:-
  - (a) one plate shall be affixed to the rear of the vehicle and one affixed to the front of the vehicle so that it is clearly visible to the public;
  - (b) one identification card shall be affixed in the passenger compartment so that it is clearly visible to passengers.
2. Hackney carriages shall display a roof sign in the approved form which can be illuminated only when the vehicle is for hire.
3. Where drivers are required not to accept cheques in any circumstances for payment, then in each hackney carriage the following notice must be displayed:-

"No cheques accepted."
4. The vehicle will display a door sticker on the upper panels of both front doors.
5. Polycarbonate licensed plates will be fitted to the rear of the vehicle in an approved position.
6. Interior vehicle-driver identifications will be displayed in an approved position on the interior of the vehicle.
7. Whilst a vehicle is being used as a hackney carriage it shall not be driven by anyone other than a hackney carriage driver licensed as such by the Council and wearing an official badge.
8.
  - (a) Hackney carriages shall be equipped with an approved electronic taximeter which has been sealed by the Council, which accurately records the fares shown on the table of fares approved by the Council and no other tariff.
  - (b) When a tariff change has been approved by the Council, hackney carriages must be made available at the Council's request for the meter to be sealed at the proprietor's expense.
  - (c) If for any reason the Council's seal on the meter should be broken, this fact and the relevant circumstances shall be reported immediately to the Council in writing.
  - (d) If the meter in a hackney carriage is changed for one of a different manufacture the Council shall be informed immediately.
9. Hackney carriages shall be equipped with an effective fire extinguisher.
10. Hackney carriages shall be equipped with adequate luggage facilities and if the vehicle is an estate or hatchback type car it must be fitted with a guard rail of a type approved by the Council to separate the rear loading area from the passengers.
11. Hackney carriages shall be kept in a clean and well maintained condition.
12. No hackney carriage shall carry more persons than the number specified in this licence.

13. Hackney carriages shall be made available for inspection by the appropriate officers of the Council as required.
14. No advertising on the hackney carriage shall be externally visible unless previously approved by the Council.
15. A record of all mileage covered must be kept and retained for a period of 12 months.
16. Where any of the following events occur a proprietor must notify the Council in writing within seven days of the event, the name and address of
  - (a) any person other than the proprietor whose name is specified in this licence to whom an interest in the hackney carriage has been transferred; and
  - (b) any person concerned, either solely or in partnership with any other person with the keeping, employing or letting or hire of the hackney carriage.
17. A proprietor must report to the Council in writing as soon as reasonably practicable, and in any case within seventy two hours of the occurrence thereof, any accident to the hackney carriage causing damage materially affecting the safety, performance or appearance of the vehicle or the comfort or convenience of the passengers therein.
18.
  - (a) A proprietor must comply with relevant legislation in respect of insurance of the vehicle.
  - (b) A proprietor shall display a current certificate of motor insurance or cover note in a prominent position in the vehicle so that it can be seen by passengers.
19. A proprietor shall authorise drivers to be able to demand and take for the hire of a hackney carriage the rate of fares approved by the Council, which are calculated by distance unless the hirer expresses at the commencement of the hiring their desire to engage by time.

**THE PROPRIETOR SHALL NOT AUTHORISE DRIVERS TO:**

- (a) be able to demand and take a fare greater than that recorded on the face of the taximeter; or
  - (b) demand or take a fare greater than that authorised by the Council's approved table of fares
20. A proprietor shall be familiar with and at all times comply with the relevant provisions of the Local Government (Miscellaneous Provisions) Act 1976 and the Town Police Clauses Act 1847 as the same may be amended and all regulations and Byelaws made by the Council and other relevant statutory provisions relating to hackney carriages for the time being in force. Copies are available for inspection at the Council's Licensing Reception, Civic Centre (Coval Lane building), Chelmsford during normal office hours.

## **PRIVATE HIRE VEHICLE OPERATORS**

### **CONDITIONS OF LICENCE**

1. 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 containing the following:
  - (a) Type and make of vehicle;
  - (b) Vehicle registration No;
  - (c) Owner's name and address;
  - (d) Private hire vehicle no.
2. 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 containing the following:
  - (a) Date and time of hiring;
  - (b) Destination;
  - (c) Name of hirer;
  - (d) Name of driver;
  - (e) Private hire vehicle number.
3. Either or both of the records specified in Conditions 1 and 2 of this licence must be produced to any authorised officer of the Council or constable for inspection and to take copies therefore. The records must be retained for a period of 12 months.
4. 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" or "Cab" is prohibited.
5. A Private Hire vehicle Operator must notify the Council within 7 days of any change of his/her address during the period of this licence.
6. The operator, shall within seven days, disclose to the Council in writing details of any conviction/fixed penalty or caution, whether for a driving offence or otherwise imposed on him/her or on any person concerned in the operation of any of the vehicles during the period of the licence.
7. A Private Hire Vehicle Operator shall be familiar with and at all times comply with the relevant provisions of the Local Government (Miscellaneous Provisions) Act 1976 as the same may be amended and all Regulations and Byelaws made by the Council and other relevant statutory provision for the time being in force. Copies are available for inspection at the Council's Safer Communities, Civic Centre (Coval Lane Building), Chelmsford during normal office hours.
8. A Private Hire Vehicle Operator shall take all proper and reasonable steps to ensure that all private hire vehicles which he/she operates and all drivers who he/she employs also comply with the relevant statutory provisions and byelaws. Copies are available for inspection at the Council's Safer Communities Reception, Civic Centre (Coval Lane Building), Chelmsford during normal office hours.



## **Private Hire Vehicle**

### **CONDITIONS OF LICENCE**

1. At all times the private hire vehicle identification plates issued by the Council must be displayed in the following positions:-
  - (a) one plate shall be affixed to the rear of the vehicle and one affixed to the front of the vehicle so that it is clearly visible to the public;
  - (b) one identification card shall be affixed in the passenger compartment so that it is clearly visible to passengers.
2. Private hire door stickers must be permanently attached and displayed on the upper panel of both front doors. Door stickers attached by magnets are not permitted.
3. No private hire vehicle shall have roof signs or display the words "Taxi" or "Cab"
4. Where drivers are required not to accept cheques in any circumstances for payment, then in each private hire vehicle the following notice must be displayed:-

"No cheques accepted."
5. Whilst a vehicle is being used as a private hire vehicle it shall not be driven by anyone other than a private hire vehicle driver licensed as such by the Council and wearing an official badge.
6.
  - (a) Where a private hire vehicle is fitted with a meter the private hire vehicle must be made available at the Council's request for the meter to be sealed at the proprietors expense.
  - (b) If for any reason the Council's seal on the meter should be broken, this fact and the relevant circumstances shall be reported immediately to the Council in writing.
  - (c) If the meter in a hackney carriage is changed for one of a different manufacture the Council shall be informed immediately.
7. Private hire vehicles shall be equipped with an effective fire extinguisher.
8. Private hire vehicles shall be equipped with a spare wheel that is in a serviceable condition at all times.
9. Private hire vehicles shall be equipped with adequate luggage facilities and if the vehicle is an estate or hatchback type car it must be fitted with a guard rail of a type approved by the Council to separate the rear loading area from the passengers.
10. Private hire vehicles shall be kept in a clean and well maintained condition.
11. No private hire vehicle shall carry more persons than the number specified in this licence.
12. Private hire vehicles shall be made available for inspection by the appropriate officers of the Council as required.

13. No advertising in or on the private hire vehicle shall be displayed unless previously approved by the Council. No circuit information will be so permitted on either front doors.
14. A record of all mileage covered must be kept and retained for a period of 12 months.
15. Where any of the following events occur a proprietor must notify the Council in writing within seven days of the event, the name and address of
  - (a) any person other than the proprietor whose name is specified in this licence to whom an interest in the private hire vehicle has been transferred; and
  - (b) any person concerned, either solely or in partnership with any other person with the keeping, employing or letting or hire of the private hire vehicle.
16. A proprietor must report to the Council in writing as soon as reasonably practicable, and in any case within seventy two hours of the occurrence thereof, any accident to the private hire vehicle causing damage materially affecting the safety, performance or appearance of the vehicle or the comfort or convenience of the passengers therein.
17.
  - (a) A proprietor must comply with relevant legislation in respect of insurance of the vehicle.
  - (b) A proprietor shall display a current certificate of motor insurance or cover note in a prominent position in the vehicle so that it can be seen by passengers.
18. A proprietor shall be familiar with and at all times comply with the relevant provisions of the Local Government (Miscellaneous Provisions) Act 1976 as the same may be amended and all regulations and Byelaws made by the Council and other relevant statutory provisions for the time being in force. Copies are available for inspection at the Council's Licensing Reception, Civic Centre (Coval Lane Building) Chelmsford during normal office hours.