



Royal Borough of Windsor and Maidenhead

Application for a new Private Hire, Hackney Carriage or Combined Driver Licence

For enquiries regarding your application please email:
licensing@rbwm.gov.uk

Licensing

Royal Borough of Windsor and Maidenhead
Town Hall
St Ives Road
Maidenhead
Berkshire
SL6 1RF

The Royal Borough of Windsor and Maidenhead

TAXI LICENSING FEES

Local Government (Miscellaneous Provisions) Act 1976; Section 70

Driver Licence Fees

DBS Application (Taxi Plus)	(external cost)
DBS Online Update Service	(external cost)
Certificate of Fitness (every five years / every year once over 65)	(external cost)
Practical Taxi Driver Assessment	(external cost)
Safeguarding Course (every three years)	(external cost)
Knowledge Test (Hackney Carriage, Private Hire or Combined)	£30 per test
Private Hire / Hackney Carriage Driver Licence (one or three years)	£100 per year
Combined Driver Licence (one or three years)	£160 per year
Replacement Driver Badge	£10
Replacement Driver Licence (paper)	£10

Vehicle Licence Fees

Private Hire Vehicle Licence (one year)	£255
Hackney Carriage Vehicle Licence (one year)	£315
Private Hire Dispensation	£10
Replacement Vehicle Plate	£10
Replacement Vehicle licence (paper)	£10
Permanent Vehicle Change	£47
Temporary Vehicle Licence (three months)	£120
Change of Vehicle Licence Ownership	£37

Operator Licence Fees

Private Hire Operator Licence, 1-5 Vehicles (one or five years)	£265 per year
Private Hire Operator Licence, 6-10 Vehicles (one or five years)	£440 per year
Private Hire Operator Licence, 11-15 Vehicles (one or five years)	£615 per year
Private Hire Operator Licence, 16-20 Vehicles (one or five years)	£790 per year
Private Hire Operator Licence, 21-30 Vehicles (one or five years)	£1035 per year
Private Hire Operator Licence, 30+ Vehicles (one or five years)	£1420 per year

Private Hire / Hackney Carriage / Combined Driver Licence

To be a Private Hire, Hackney Carriage or Combined driver you:

- must have the right to work and reside in the UK.
- must have a full UK/NI/EU driving licence which must have been held for a minimum of 2 years.
- will need to obtain a certificate of good conduct from the appropriate Embassy or High Commission (a certified English translation of this document is required) if you have been a resident in the UK for less than five years.

Any applicant with a conviction, caution, motoring offence or fixed penalty notice must declare so on the application form they submit at the ID verification appointment. The application will then be referred to the licensing enforcement officers for a decision to be made in accordance with our:

- Private Hire Driver and Vehicle Policy and Conditions
- Hackney Carriage Driver and Vehicle Policy and Conditions

A copy of the policies referenced above can be collected from Maidenhead Town Hall, requested by email or downloaded from the bottom of this webpage: [Hackney carriage \(Taxi\) and private hire licences information | Royal Borough of Windsor and Maidenhead \(rbwm.gov.uk\)](http://rbwm.gov.uk)

New driver application process

To apply to become a Private Hire Driver, you must complete all the below requirements in order.

1. Apply for an enhanced DBS certificate and register the certificate with the DBS Update Service.
 - <https://www.taxiplus.co.uk/im-a-driver>
 - <https://www.gov.uk/dbs-update-service>
2. ID Verification appointment - applicants are required to attend a document verification appointment. Only original documents will be accepted. The following is required:
 - Enhanced DBS Certificate (certificates must be registered with the DBS Update Service)
 - Valid DVLA driving licence (including valid DVLA Check Code)
 - Valid passport
 - Valid visa and share code (where applicable)
 - Completed driver application form signed by prospective operator (see the 'document downloads' section at the bottom of this page.)
 - Passport style photo (digital)

At this appointment, you will be required to pay £30 for a RBWM Knowledge Test and will be booked into an appointment to complete this. Appointments are held on a Friday morning only.

You can book an ID Verification appointment by calling Customer Services on 01628 683800. Any enquiries should be emailed to Licensing@RBWM.gov.uk

3. Knowledge Test

All applicants will be required to take and pass the RBWM knowledge test. The test has 6 sections covering the following topics:

- Local area, destinations and planning a route.
- Basic maths used for dealing with money and fares.
- RBWM policy including age requirements, vehicle compliance and driver conduct.
- RBWM penalty points
- Highway code
- English proficiency (reading and writing)
 - This will include 2 situational questions in relation to emergencies and being a fit and proper person.

A copy of the Royal Borough of Windsor and Maidenhead Private Hire and Hackney Carriage Driver and Vehicle Policy and Conditions referenced in the knowledge test can be collected from Maidenhead Town Hall, requested by email or downloaded from the bottom of this webpage: [Hackney carriage \(Taxi\) and private hire licences information | Royal Borough of Windsor and Maidenhead \(rbwm.gov.uk\)](https://www.rbwm.gov.uk/hackney-carriage-taxi-and-private-hire-licences-information)

We recommend you have a good understanding of all parts of the policy before completing your knowledge test.

The results of your Knowledge Test will be emailed to you within 7 days of you completing the test.

4. Certificate of fitness (medical) – all applicants must arrange for a medical examination with their own GP, or any other appropriate UK registered medical doctor (GMC number must be provided on the medical form). A copy of the RBWM Group 2 Medical Form can be downloaded from the ‘document downloads’ section at the bottom of this page.

5. Practical Driving Assessment

- Mann Fleet Solutions - <https://www.mannfleettaxitesting.co.uk/>
- Green Penny - <https://www.greenpenny.co.uk/taxi-assessment-booking-form/>
- The Blue Lamp Trust - https://www.bluelamptrust.org.uk/taxi_homepage/

6. Safeguarding awareness training – this course must be delivered by an appropriately qualified trainer, either in person or virtually. Please note, certificates submitted for e-learning courses will be refused and the applicant will be required to re-do and pay for the course in the correct format. Please contact the below approved providers to arrange training; fees are set by and paid to the provider:

- Green Penny - <https://www.greenpenny.co.uk/level1safeguarding/>
- The Blue Lamp Trust - <https://www.bluelamptrust.org.uk/safeguarding-classroom/>
- Taxi Plus – Trust2Ride - <https://www.trybooking.com/uk/events/landing/17794?>

7. Final appointment – once all the above requirements are completed, you must book an appointment to bring all your documents in and make payment. At this appointment you will be issued your licence.