

# New Driver Knowledge Test Registration Form



To commence the new driver application process you must first register to take the Cambridge City Council Knowledge Test (KT). Only once you have passed all elements may you continue with the application process.

This registration form is for the application of a DUAL driver licence, this is the most flexible type as it means you are able to drive both Hackney Carriage and Private Hire vehicles. Please note there is difference to the test or procedures. If you would like to apply only for a Private Hire or Hackney Carriage Driver licence, please contact [taxi@cambridge.gov.uk](mailto:taxi@cambridge.gov.uk)

To become a licensed driver with Cambridge City it is essential that you are able to meet/ comply and action the following criteria, there are no exceptions:

	Tick ✓
<b>You must</b> have been authorized to drive a car in the UK (e.g. held a full driving licence issued by a state in the European Economic Area) for a minimum of one year and hold a current DVLA UK photo card style driver's licence.	
<b>You must</b> provide evidence of the right to live and work in the UK. If you are not a UK or EEA national, then you will need to ensure that any documentation detailing your permanent or temporary right to live and work in the UK is presented at your application appointment.	
<b>You need to</b> understand that unless there are exceptional circumstances it is unlikely that an individual will be granted a licence if they fall under the City Council's enforcement management system (as detailed in Cambridge City Council's Hackney carriage and private hire handbook).	
<b>You must</b> have completed the Taxi Safeguarding & Disability Awareness Training provided by STC. You must provide a copy of the certificate at the same time that you complete the test registration form. A link to the training can be found here: <a href="#">Taxi Safeguarding &amp; Disability Awareness Training   STC   Safeguarding children training and consultancy Northamptonshire   Child exploitation   Taxi/hotel safeguarding training</a>	
<b>You must</b> have read and understood the required guidance notes within the Hackney Carriage and Private Hire Licensing Handbook <a href="https://www.cambridge.gov.uk/taxi-licensing-policy-and-handbook">https://www.cambridge.gov.uk/taxi-licensing-policy-and-handbook</a>	
<b>You must</b> provide an email address so that we can correspond with you.	
<b>You must</b> pay the appropriate fees for attending the Knowledge Test.  Once you have paid the fees <b>you must</b> provide details of the payment made including the receipt(s) number and date of payment.  <b>This registration form, safeguarding certificate and receipt must be submitted together.</b> <b>Your registration will not be processed if we receive these separately.</b>	

**FAILURE TO COMPLY, COMPLETE AND DETAIL ANY OF THE ABOVE WILL RESULT IN YOUR REGISTRATION BEING REJECTED.**

**Personal Details**

**TITLE** (✓ as appropriate): Mr  Mrs  Miss  Ms  Other (please state):

**FORENAMES:**

**SURNAME:**

**DATE OF BIRTH:**

**CURRENT ADDRESS:**

**2. Contact Information**

**Email Address:**

**Mobile Telephone Number:**

**Home Telephone Number:**

**3. Confirmation of Payment**

**Receipt Number(s):**

**Date Paid:**

**4. Individual Reference Information**

**DVLA Licence Number:**

**National Insurance Number:**

## 5. DECLARATION

I HEREBY DECLARE that all particulars entered on this form are true and correct to the best of my knowledge and belief. I authorise the Council to make such enquiries as they, at their sole discretion, may deem to be reasonably necessary in respect of my application.

1. I confirm that I have read and understood the guidance and information provided in Cambridge City Council's Hackney Carriage and Private Hire Handbook and Licensing Policy documents.
2. I understand the implications of the registration and my obligations in respect of it and the information that I provide on this form and that obtained from other relevant sources will be used to process my registration for the Knowledge Test.
3. I understand the full name and e-mail information provided within this registration form, will be shared with TestReach Ltd, the providers of the online invigilation testing solution in which the Knowledge test will be completed.
4. I understand that if my personal details change at any point during the span of my registration or during the application process it is my responsibility to ensure that I update the City Council and have the associated documentation amended to reflect this change.

The personal information that you give us will also be used in a confidential manner to help us monitor our processes.

We may also use the information if there is a complaint or legal challenge relevant to this process. We may check the information collected. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

To ensure compliance with the General Data Protection Regulations 2018, Cambridge City Council is required to obtain your consent in order to collect, process and retain your personal data.

A full privacy notice is available on our website at :

<https://www.cambridge.gov.uk/media/6335/environmental-health-privacy-notice.pdf>

By signing this declaration you authorise us to collect, process and retain your personal data as described in the privacy notice.

**Signed:** \_\_\_\_\_ **Dated:**     /     /