



Knowledge Test

Any driver applying to Chichester District Council for a new Hackney Carriage or Private Hire Driver Licence must sit and pass a knowledge test, in order to help demonstrate that they possess a basic understanding of the Highway Code, taxi/private hire legislation and Council policy, as well as, knowledge of the local area. By passing this test it will help demonstrate that you have a suitable level of knowledge to provide a professional and safe service to customers.

In accordance with this Council's Policy, a licence will **not** be granted unless an applicant successfully passes the knowledge test.

Pass mark – **70% for each section**

Fee - **£41**

This is a **COMPUTERISED MULTIPLE CHOICE TEST**. Every question will have one correct answer from a choice of four. The person sitting the test will be able to use the computer based system to select the one answer they believe to be correct. The questions are randomly selected for each section of the test.

Please fully read this guide to ensure that you give yourself every opportunity to pass the test. When you are ready to take the test then please contact the Council via licensing@chichester.gov.uk to book a place on the next available test.

SECTIONS TO BE COMPLETED

Applying for a Private Hire (PH) Driver Licence

- Section A** – Road Signs & Road Markings (10 questions)
- Section B** – Highway Code (10 questions)
- Section C** – Places of Interest (10 questions)
- Section D** – Private Hire Law & Policy (10 questions)
- Section G** – Prevention of Child Sexual Exploitation and Disability Awareness (10 questions)

Time allowed – **1 hour 15 minutes**

Applying for a Hackney Carriage (HC) Driver Licence

- Section A** – Road Signs (10 questions)
- Section B** – Highway Code (10 questions)
- Section C** – Places of Interest (10 questions)
- Section E** – Hackney Carriage Law & Policy (10 questions)
- Section F** – Hackney Carriage Geography Test (10 questions)
- Section G** – Prevention of Child Sexual Exploitation and Disability Awareness (10 questions)

Time allowed – **1 hour 30 minutes**

Applying for a Dual Licence (PH & HC)

All sections (Sections A to G) will need to be passed

Time allowed – **1 hour 45 minutes**

Adding a HC Driver Licence to an existing PH Driver Licence

Section E, Section F and Section G only

Time allowed – **45 minutes**

Adding a PH Driver Licence to an existing HC Driver Licence

Section D and Section G only

Time allowed – **30 minutes**

KNOWLEDGE TEST RULES

1. Please ensure that you arrive to take the test no later than 15 minutes before the scheduled start time. **Anyone who is late will not be able to sit the test.**
2. Please bring your Driving Licence photo ID. **If this is not presented on arrival then you will not be able to sit the test.**
3. If you leave the room for any reason before you have finished the test, you will **not** be allowed back in to the room to complete the test and the paper will be marked against the questions answered prior to leaving the room.
4. Mobile phones, electronic devices, bags, paper, pens etc are **not** permitted in the test room. You will be asked to provide these to the officer prior to entering the room. At the end of the test these items will be returned to you. You are permitted to take a bottle of water into the test, but this must be in a clear bottle.
5. Any person caught or suspected of cheating will be automatically disqualified from the test and this may result in your application being invalidated and returned to you.

Knowledge Test – Pass

If you pass the test then you can continue completing the various other elements required to make a valid application.

Knowledge Test – Fail (Re-sits)

If you have not passed the test, then you can re-sit the test up to a maximum of 2 times. You will only be re-tested on the section(s) that you achieved less than the required **70% pass mark**. The questions on subsequent tests will not necessarily be the same as those previously attempted.

Re-test fee - £20

If the test has **NOT been passed after the second re-test** then a **‘cooling off period’ of 6 weeks** will then be required before you can submit a fresh application and try again.

SECTION DETAILS

Section A – Road Signs & Road Markings (10 questions)

You will be presented with a series of pictures of road signs and asked to identify what it means. There will also be questions on road markings and their meaning. It is strongly recommended that you purchase a current copy of 'The Highway Code' to be able to learn this information.

Example Question

What does this sign mean?

- Answer A – Maximum Speed
- Answer B – No road markings
- Answer C – No entry for vehicular traffic
- Answer D – Side winds



Example Answer

The answer to the example question is Answer A – Maximum Speed.

Section B – Highway Code (10 questions)

You will be presented with a series of questions based on the Highway Code. It is strongly recommended that you purchase a current copy of 'The Highway Code' to be able to learn this information. There will be questions on:

- Speed Limits on different types of roads
- Stopping distances
- Seatbelt regulations
- What to do in an emergency
- Tyres and vehicle maintenance

Example Question

Can you drive past a lollypop woman/man who is standing in the road displaying a 'Stop' lollypop sign?

- Answer A – Yes
- Answer B – No, unless there are no pedestrians about to cross
- Answer C – None of the above
- Answer D – No, under no circumstances

Example Answer

The answer to the example question is Answer D – No, under no circumstances.

Section C – Places of Interest (10 questions)

You will be presented with a series of questions based on places of interest within the Chichester District. A list of destinations that may feature as questions in Section C are listed at **Annex 1**.

For places of interest located in Chichester itself, you may be asked to identify the road name. For any places of interest outside of Chichester, you will need to know which village or town the venue is located in and may be asked what the main 'A' or 'B' road is to get there. It is recommended that you use Google maps to help learn this information prior to your test. **The use of Google maps is not permitted during test conditions.**

Example Question

Which two villages are West of Chichester, on the A259?

Answer A – Bosham and Fishbourne

Answer B – Fishbourne and Lavant

Answer C – Bosham and Tangmere

Answer D – Fishbourne and Tangmere

Example Answer

The answer to the example question is Answer A – Bosham and Fishbourne.

Section D – PH Law & Policy (10 questions)

This section is for **Private Hire Drivers only**. You will be presented with a series of questions on the law regarding private hire work and also Chichester District Council's policies and other key requirements. **Annex 3** contains the basic information that you will need to be aware of in order to pass this section.

You may also be asked basic numeracy questions based around how much change to give a customer.

Section E – HC Law & Policy (10 questions)

This section is for **Hackney Carriage Drivers only**. You will be presented with a series of questions on the law regarding hackney carriage work and also Chichester District Council's policies and other key requirements. **Annex 3** contains the basic information that you will need to be aware of in order to pass this section.

You may also be asked basic numeracy questions based around how much change to give a customer.

Section F – HC Geography Test (10 questions)

This section is to test an applicant's geographical knowledge of the Chichester District and consists of 10 randomly selected questions. This section only needs to be passed by those applying for a Hackney Carriage Driver Licence.

All questions will relate to journeys that start from a daytime taxi rank. There are currently 3 of these in the Chichester District:

- North side of Chichester Railway Station
- South side of Chichester Railway Station
- West Street, Chichester, outside the Duke & Rye Public House (Formerly 'Wests')

A list of destinations that may feature as questions in Section F are listed at **Annex 1**. You will not be asked questions on all these destinations, but will need to have knowledge of how you get to these destinations from the ranks, in order to pass this section.

You will also get tested on residential road names in Chichester itself. A list of residential road names that may feature as questions in Section F are listed at **Annex 2**.

Example Question 1 – Geography Question

You pick up a customer from the rank, north side of Chichester railway station. You turn left onto Southgate (A286). Staying in the left hand lane you follow the road round to the left onto Avenue De Chartres (A286). You drive past the multi-storey car park and at the roundabout take the 2nd exit onto Via Ravenna (A259). At the next roundabout you take the 2nd exit, continuing along Via Ravenna (A259). At the next roundabout you take the 1st exit onto Cathedral Way (A259). You take the first right onto Fishbourne Road East. You approach a small roundabout and take the 1st exit. Where do you end up?

Answer A – Chichester College

Answer B – Tesco's

Answer C – Sainsbury's

Answer D – None of the above

Example Answer 1 – Geography Question

The answer to the example question is Answer B - Tesco's.

Example Question 2 – Residential road name in Chichester

Which of the following is a road between Oving Road (B2144) and Bognor Road (A259)?

Answer A – Westgate

Answer B – Kingsham Road

Answer C – Florence Road

Answer D – Barnfield Drive

Example Answer 2 - Residential road name in Chichester

The answer to the example question is Answer C – Florence Road.

Section G – Prevention of Child Sexual Exploitation (CSE) and Disability Awareness (10 Questions)

You will be presented with a series of basic questions testing your knowledge in relation to the following two subjects:

- Prevention of Child Sexual Exploitation (CSE)
- Disability Awareness

Prevention of Child Sexual Exploitation (CSE)

Tackling Child Sexual Exploitation (CSE) is a government priority and in West Sussex we are looking to engage with all communities to help prevent children becoming victims of these crimes.

To be able to answer the questions regarding CSE you will need to have read the booklet ***‘Together, we can stop Child Sexual Exploitation (CSE) – Handbook for taxi and private hire drivers’***, produced by West Sussex County Council in partnership with West Sussex Safeguarding Children Board and SAFER West Sussex Partnership. If you have not received a copy of the booklet then please contact the Licensing Team to arrange for one to be sent to you. It is also downloadable from the following link - <http://www.chichester.gov.uk/taxihackneyapplication#knowledge>.

The questions in the test will focus on the following:

- What is Child Sexual Exploitation (CSE)
- A brief definition of CSE
- Who is affected by it
- Where it can take place
- What are the signs to look out for
- If you have a concern then who to contact and the information that may be useful
- Advice regarding working with vulnerable passengers

The booklet contains all the above information.

Disability Awareness

There are approx. 10.5 million disabled persons in the UK of which between 15% – 20% are wheelchair users. The Hackney Carriage and Private Hire trade provide an invaluable lifeline to the elderly and disabled persons who are reliant upon their services to enable them to perform essential everyday activities such as shopping, attending medical appointments etc, as well as, visiting family and friends. Therefore, the attitude of drivers and having an understanding of the challenges faced by the elderly and disabled persons is vital.

Please read the following two documents, which have been provided as part of this pack:

- ***‘Your guide to assistance dogs’*** produced by Transport for London (TfL)
- ***‘Assisting taxi and private hire passengers’*** produced by (TfL)

This will enable you to answer the questions in the test that relate to disability awareness.

Annex 1 – Places of Interest

If the place of interest is in Chichester itself or Goodwood then it is strongly recommended that you familiarise yourself with the road names where the venue is located. If the venue is outside Chichester and elsewhere in the District then it is important you are aware which village or town the venue may be located in and what the main 'A' or 'B' road is to get to them.

Civic Buildings

Assembly Rooms – Chichester City Council
Bus Station
Chichester District Council (CDC)
CDC's vehicle testing station at Westhampnett
Chichester Crematorium
County Hall – West Sussex County Council
County Records Office
Police Station

Hospitals

Nuffield Hospital, Chichester
St Richards Hospital, Chichester
St Wilfrid's Hospice, Donnington

Attractions in Chichester

Chichester Festival Theatre
Chichester New Park Centre (Cinema)
Cineworld (Cinema at Chichester Gate Leisure Park)
Novium Museum, Chichester
Pallant House Gallery, Chichester
Westgate Leisure Centre, Chichester

Attractions outside Chichester

Fishbourne Roman Palace
Cowdray Ruins, Midhurst
Goodwood Motor Circuit
Goodwood Racecourse
Goodwood House
Petworth House
Weald & Downland Open Air Museum, Singleton
West Dean College

Colleges/Universities

Chichester College
University of Chichester

Road Names

A27
A259
A272
A286
A287
B2145
B2178
B2179
B2198

Supermarkets

Marks & Spencer (East Street), Chichester
Sainsbury's, Chichester
Tesco's, Chichester
Waitrose, Chichester

Hotels

Chichester Park Hotel
Crouchers Hotel, near Appledram
Goodwood Hotel
Spread Eagle Hotel, Midhurst
Premier Inn, Chichester
The Seal, Selsey
Travelodge, Chichester

Caravan Parks

Bunn Leisure, Selsey
Lakeside Caravan Park, Chichester
West Sands Holiday Park, Selsey

Pubs

The Nags Head, Chichester
The Old Cross, Chichester
The Shore Inn, East Wittering
The Star, Petworth
Trents, Chichester

Towns and Villages

Bosham
Bracklesham
Donnington
East Wittering
Fernhurst
Fishbourne
Funtington
Hunston
Midhurst
Petworth
Sidlesham
Selsey
Tangmere
West Wittering

Locations outside the Chichester District

Gatwick Airport
Southampton Docks

Industrial Estates

Council's vehicle testing station at Westhampnett
Terminus Road, Chichester
Quarry Lane, Chichester

Annex 2 – Residential Road Names in Chichester

It is recommended that you look up this information using Google maps or a current street atlas for Chichester.

List of residential roads in Chichester

Adelaide Road
Barnfield Drive
Basin Road
Bognor Road (A259)
Bradshaw Road
Broyle Road (A286)
Calendonian Road
Cambrai Avenue
Cherry Orchard Road
Cleveland Road
Florence Road
Kingsham Avenue
Kingsham Road
Lavant Road (A286)
Little Breach
Market Avenue
Market Road
Neville Road
Northgate
Norwich Road
Oaklands Way
Oliver Whitby Road

List of residential roads in Chichester

Orchard Street
Oving Road (B2144)
Parklands Road
Pound Farm Road
Sherbourne Road
Sherlock Avenue
Somerstown
Spitalfield Lane
Sumersdale Road
St Pancras (A285)
St Pauls Road (B2178)
St James' Road
Stane Street
Swanfield Drive
The Avenue
The Broadway
The Drive
Westgate
Westhampnett Road (A285)
Whyke Lane
Whyke Road
Worcester Road

Annex 3 – Key Legal and Council Policy Requirements Drivers

This document has been devised to outline some of the key legal and policy requirements that a professional Hackney Carriage or Private Hire driver should be aware of when licensed by Chichester District Council (CDC). The information below also forms part of the Knowledge Test, therefore it is important that you have read and understood this information before sitting the test.

The information below is broken down into 3 sections:

- Hackney Carriage
- Private Hire
- Requirements that apply to both Hackney Carriage and Private Hire Drivers and Vehicle Licence Holders

To see the Council's policy, conditions and byelaws in their entirety please view the following link - <http://www.chichester.gov.uk/article/25500/Taxi-and-private-hire-licensing---legislation-conditions-and-policy>.

Hackney Carriage

- **All licences MUST 'match'** i.e. A hackney carriage plated by Chichester District Council (CDC) can only be driven by a person issued with a hackney carriage driver licence by CDC. It is permissible to hold a driver's licence for more than one area, but a vehicle can only be licensed with one authority.
- Only persons licensed by this authority to drive a CDC licensed vehicle may do so. In other words, **family members and friends are prohibited from driving a vehicle licensed for hackney carriage/private hire work under any circumstances, unless they themselves possess the appropriate driver's licence from CDC. Simply removing the plate does not result in the vehicle being considered unlicensed.**
- Only licensed hackney carriage vehicles may be hailed in the street and pick up passengers, which is referred to as 'plying for hire'.
- A number of taxi ranks have been designated across Chichester and these can be used by hackney carriages. When on the rank the hackney carriage driver **MUST** remain with the vehicle at all times (Failure to do so is an offence under the Hackney Carriage Byelaws).
- Any hackney carriage vehicle proprietor that uses the **taxi ranks at Chichester train station MUST** ensure that they have obtained a **rank pass** from Indigo, who act as agents for Govia Thameslink Railway. To obtain a rank pass please visit Indigo's website <http://taxis.gtrcarparks.com>. If you have any further queries then please contact Indigo's customer service number 0330 123 5247. Please note that there are only a limited number of rank passes available from Indigo.
- **The driver's badge MUST** be worn at all times when working as a hackney carriage driver (Failure to do so is an offence under the Hackney Carriage Byelaws).
- **The vehicle licence plate MUST** always be prominently displayed on the outside of the vehicle, even when being utilised for personal use (Failure to do so is an offence under the Hackney Carriage Byelaws).

- If you hold a Hackney Carriage Vehicle Licence then you **MUST** notify this authority within **7 days** in relation to a change of address (Town Police Clauses Act 1847). It is recommended that if you change your name that you also notify this Authority within **7 days**. If you only hold a Hackney Carriage Driver Licence then you are not legally obliged to notify the Council of a change of address, but it is strongly recommended to assist with receiving reminder letters for renewing the licence.
- It is strongly recommended that a hackney carriage driver notify the Council within **7 days**, in writing, details of any **conviction(s), caution(s), Fixed Penalty Notice(s) for criminal or other endorsable offence(s), ASBO's or penalty notices for disorder, imposed on him or her during the period of the licence, including all motoring offences or pending proceedings.**
- Advertising permitted on a hackney carriage is a single full livery advertisement, or, an advertisement displayed on the lower panel of the front doors. A self-adhesive strip can be displayed on the rear windscreen with the licensed proprietor's company name and number. The overall height of the lettering must not exceed 58mm (2 ¼ inches) and not obscure the driver's view.
- CDC will only licence **Wheelchair Accessible Vehicles** as a hackney carriage.
- A hackney carriage vehicle **MUST** have a roof sign with the word 'TAXI', which is to be illuminated when available for hire.
- A hackney carriage vehicle cannot 'ply for hire' or use ranks outside of the Chichester District. It is however permissible for a hackney carriage vehicle to undertake pre-booked work outside the Chichester District.
- The legal minimum tread depth is 1.6mm for a tyre across the central three-quarters of the tyre and around the whole circumference. Due to hackney carriages being used to transport members of the public and being driven on a regular basis the Council's policy and conditions state that the minimum tread depth for a tyre on a hackney carriage vehicle **MUST NOT** be less than 2mm around the entire circumference of the tyre.

Private Hire

- **All licences MUST 'match'** i.e. A private hire vehicle plated by Chichester District Council (CDC) can only be driven by a person issued with a Private Hire driver licence by CDC and accept jobs from a private hire operator licensed by CDC. It is permissible to hold a driver's licence for more than one area, but a vehicle can only be licensed with one authority.
- For private hire work, 'plying for hire' is unlawful and therefore all bookings **MUST** be made via a CDC licensed private hire operator.
- A private hire vehicle **IS NOT** allowed to use a hackney carriage rank. If a private hire vehicle is parked near to a rank then this could be considered 'plying for hire', unless the driver is waiting for a genuine, bona fide booking.
- **The driver's badge MUST** be worn at all times, unless the vehicle being driven benefits from an exemption certificate issued by this Council. Under these circumstances it is permissible for the driver not to wear the badge, but the driver must have it in their possession. An exemption certificate is granted based on the nature of work the vehicle is being used for, such as executive work or those vehicles used solely for journeys to airports or for account customers.

- **The vehicle licence plate MUST** always be prominently displayed on the outside of the vehicle, even when being utilised for personal use. The only exceptions to this are for stretched limousines, 'special vehicles' (vintage cars or replica vintage cars) and vehicles that have been issued with an exemption certificate by this Council due to the nature of their work, such as executive vehicles and those vehicles used solely for journeys to airports or for account customers.
- If there is a change of address then you **MUST** notify this Council, in writing, within **7 days** of the change in details. Any other licences such as a vehicle licence and operator licence will also need to be updated.
- A private hire driver **MUST** notify the Council within **7 days**, in writing, details of any **conviction(s), caution(s), Fixed Penalty Notice(s) for criminal or other endorsable offence(s), ASBO's or penalty notices for disorder, imposed on him or her during the period of the licence, including all motoring offences or pending proceedings.**
- The only advertising allowed on a private hire vehicle is a self-adhesive strip containing the name of the operator or proprietor and telephone number at the base of the rear window and does not exceed 58mm (2 ¼ inches) in height. The advertising cannot contain the word 'taxi' or 'cab'.
- A private hire vehicle is not allowed to have a roof sign.
- A private hire vehicle must display 'pre-booked' door signs on each side of the vehicle on the rear doors.
- The legal minimum tread depth is 1.6mm for a tyre across the central three-quarters of the tyre and around the whole circumference. Due to private hire vehicles being used to transport members of the public and being driven on a regular basis the Council strongly recommends that the tread depth for a tyre on a private hire vehicle is no less than 2mm around the entire circumference of the tyre.

Requirements that apply to both Hackney Carriage and Private Hire Drivers and Vehicle Licence holders

- If a licensed vehicle is involved in an **accident** which affects the vehicle's appearance, performance or safety then the vehicle proprietor **MUST** report the accident to this Authority as soon as reasonably practicable, and in any case within **72 hours** of the occurrence (Failure to do so is an offence under the Local Government (Miscellaneous Provisions) Act 1976).
- If you decide to **sell a licensed vehicle**, then the vehicle proprietor **MUST** notify this Authority, in writing, of the name and address of the person to whom the vehicle has been transferred to, within **14 days** of the transaction taking place (Failure to do so is an offence under the Local Government (Miscellaneous Provisions) Act 1976). It is also recommended that the Council is provided with the new owner's contact number and email address, in case they are not a licensed driver with the Council.
- If you drive a Wheelchair Accessible Vehicle (WAV) then it is an offence to refuse to carry a wheelchair user or charge extra for loading, securing and unloading the passenger. The only exception to this is if you have been issued with a Medical Exemption Certificate issued by Chichester District Council or it would be unsafe to carry the passenger in the WAV.

- It is an offence to refuse to take an assistance (guide) dog. The only exception to this is if you have been issued with a Medical Exemption Certificate issued by Chichester District Council.
- Equipment that needs to be carried in a licensed vehicle at all times is as follows: Fire Extinguisher, First Aid Kit, Warning Triangle, Hi-Vis Jacket for driver and amount of people vehicle licensed to carry.
- Any lost property **MUST** be brought to the Council Offices within **48 hours**. If a private hire driver then it is permissible to make the operator aware in the first instance as they may be able to contact the customer to arrange delivery or pick up of the lost item.
- All vehicles when first licensed by Chichester District Council for private hire or hackney carriage work must be EURO IV compliant. This information may appear on the V5 registration document issued by the DVLA. If the V5 registration document shows that the vehicle was first licensed on or after the 1st Jan 2008 then the vehicle will definitely be EURO IV compliant. If the vehicle is registered before this date then the applicant will need to get written confirmation from the manufacturer or dealer that it is a EURO IV compliant vehicle.
- The vehicle testing regime is as follows:

Less than 1 year old - no MoT or Fitness Test is required

1 year or over - MoT and Fitness Test required every 12 months

5 years or over - MoT and Fitness Test required every 6 months

The MOT can take place at any MOT testing station, but the vehicle fitness test must take place at the Council's vehicle testing station at Westhampnett Depot. The fitness test must be no later than 3 working days after the MOT test certificate has been issued.