

Guidance on Applying for the Topographical Test of Knowledge



Before lodging your application for the Topographical Test of Knowledge for Taxi Drivers please ensure that you have read the following guidance.

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WHO SHOULD APPLY?

An individual who wants to operate as a Licensed Taxi Driver within the Glasgow City Council boundary must first sit and pass the Council's Topographical Test of Knowledge. [Topo test/Application and Guidance](#)

The Topographical Test aims to ensure that all Licensed Taxi Drivers have a knowledge of the City including the layout of roads and the location of landmarks.

Individuals who wish to operate as Private Hire Car Drivers licensed by this Council **do not** need to apply for the Topographical Test.

WHAT IS THE DIFFERENCE BETWEEN TAXI AND PRIVATE HIRE CAR?

Both Taxis and Private Hire Cars can be pre-booked through licensed radio bases.

The main difference is that a Taxi (or Hackney Cab) can be 'hailed' in the street or from a recognised Taxi Stance; a Private Hire Car can only pick up passengers who have arranged a booking through a radio base.

WHAT ARE THE MINIMUM REQUIREMENTS FOR APPLYING?

There are minimum requirements that you must meet before you can apply for a Taxi Driver's Licence.

If you pass the Topographical Test you must meet the following requirements to be able to apply for a Taxi Driver's Licence:

- Be at least 21 years of age;
- Be able to work legally in the UK;
- Be fit to drive;
- Have held for a period of one year prior to the date your application for Taxi Driver's Licence is lodged either a UK Driving Licence issued by DVLA Swansea or an equivalent European Union Driving Licence; and
- Have obtained the Certificate in Introduction to the Role of the Professional Taxi and Private Hire Driver at SCQF Level 5 and be able to produce a copy of your pass certificate (**grant and temporary applications from 1 January 2020 and renewals with an expiry date on or after 1 April 2020**)

HOW DO YOU APPLY?

To apply for the Topographical Test you should complete the application form found here: [Topo test/Application and Guidance](#) and submit it to the Licensing Section with the relevant fee and two passport type photographs.

AT OUR CITY CENTRE SERVICE DESK

Your application can be submitted in person at our:

City Centre Service Desk
45 John Street
Glasgow G1 1JE

You can book an appointment online to submit your application at the Service Desk. Please be aware you will no longer be able to book your appointment via telephone. An appointment can be made using the following link. Please select 'Licensing' from the list of available options and choose 'Apply for a Licence' to schedule a suitable appointment. <http://www.glasgow.gov.uk/booking>

Appointments are available Monday to Friday excluding Public Holidays. More information on making an appointment is available on our website: <http://www.glasgow.gov.uk/licences/appointments>

We recommend that applications are lodged in person in order to ensure they are correct. Our staff will check your application and help you correct any mistakes. Please note our staff cannot complete the form for you.

You can ask someone to lodge the form on your behalf at the Service Desk; however, if the form requires to be amended, you must initial any changes before the form is accepted.

BY POST

You can submit your application by post to the following address:

Licensing Section
Glasgow City Council
City Chambers
George Square
Glasgow G2 1DU

You must provide your original documents with the application – photocopies will not be accepted. We recommend that you send the application by Recorded Delivery/Special Delivery to ensure that it is received.

WHAT NEEDS TO ACCOMPANY THE APPLICATION?

The following needs to accompany the application:

TWO PASSPORT TYPE PHOTOGRAPHS

Two **identical** passport type photographs of the applicant must be provided with the application form and must have been taken within the last month.

HOW MUCH IS THE APPLICATION FEE?

The current application fee is £23. The fee is payable when the application is lodged and is non-refundable.

The fee given is correct as of 1 April 2014. Fees are reviewed on 1 April each year and may change.

Applications lodged in person can be made by Cash, Cheque, Postal Order or Credit/Debit Card. Applications lodged by post can be paid by Cheque or Postal Order only (**Do not send cash by post**).

Cheque and Card payments will only be accepted from the applicant. Cheques should be made payable to 'Glasgow City Council'. Debit/Credit cards can only be accepted if the card allows authorisation by signature (i.e. we do not have Chip 'n' Pin facilities).

A list of the fees and charges levied by the Council's Licensing Section can be found on our website: <http://www.glasgow.gov.uk/CHttpHandler.ashx?id=8747&p=0>

WHAT HAPPENS AFTER THE FORM IS SUBMITTED?

You will be allocated the first available test. We will write to you advising when and where the test will take place.

The format of the Topographical Test is multiple choice. You will be given a paper with 100 questions; each question has 4 possible answers. The test lasts 45 minutes. You must obtain a mark of at least 80% to pass the test. You are not allowed any supporting material (e.g. A-Z) when sitting the test.

Your paper will be marked after the test and you will receive written notification of the result. This normally takes about 2 weeks from the date of the test.

HOW LONG WILL IT TAKE TO BE ALLOCATED A TEST?

It normally takes about 4 to 8 weeks to be allocated a test from the date your application is submitted. You can indicate on the application form if you wish to be considered for a 'Cancellation Space' on an earlier test.

WHAT HAPPENS IF I PASS THE TEST?

You will receive a letter advising that you have passed. You have 3 months from the date of the letter to apply for a Taxi Driver's Licence.

WHAT HAPPENS IF I FAIL THE TEST?

You will receive a letter advising that you have failed. Once you have received this letter you can reapply to sit the Topographical Test.

ARE THERE ANY ORGANISATIONS THAT CAN HELP ME PASS THE TEST?

Glasgow Taxis Ltd operates a Taxi Training School; the purpose of this school is to:

- Tutor you to pass the Topographical Test.
- Provide practice papers.
- Help you study.

The Taxi Training School is not affiliated with Glasgow City Council and applicants for the Topographical Test are not required to attend the school.

If you would like further information on the Taxi Training School you can contact them directly:

Phone: 0141 554 2222

<http://www.glasgowtaxis.co.uk/why-glasgow-taxis/taxi-school-training.html>

OTHER FREQUENTLY ASKED QUESTIONS (FAQS)

HOW LONG DOES IT TAKE TO SUBMIT A FORM AT THE LICENSING SERVICE DESK?

The Service Desk is often very busy and you should expect to have to queue. It normally takes about 10 to 15 minutes to submit the application form and pay; this includes waiting times.

The peak times for the Service Desk are 10am to 11am and the lunch period of 12 Noon to 2pm. If you visit the Service Desk during these hours it may take longer to deal with your application.

As licences expire at the end of each month, the last few working days of the month can be very busy and lengthy queues are likely.

WHAT IF I AM UNABLE TO ATTEND A TEST?

If you receive notice of a test date and are unable to attend you can cancel. Your letter will explain how to do this. You can only cancel or re-arrange your test a maximum of three times, after which a further application and fee will be required.

CAN I REAPPLY IMMEDIATELY IF I BELIEVE I HAVE FAILED THE TEST?

No. Even if you are certain that you have failed the test you must wait until you receive written confirmation from the Licensing Section before you can apply for a further test.

CAN I GET FURTHER INFORMATION?

Yes. If you have any further questions about the application process the Council's Licensing Team will be happy to assist you. Please note that whilst the Licensing Team can provide guidance, the team cannot offer you legal advice.

You can contact us by Email: LicensingEnquiries@glasgow.gov.uk

Or by phone: 0141 287 5354

Licensing Section
Glasgow City Council
City Chambers
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