



# 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.

The Topographical Test aims to ensure that all licensed Taxi Drivers have a knowledge of Glasgow 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.

\*If you have previously held a Taxi Driver's Licence with this Licensing Authority, a further topographical test would only be required where there has been a period of 10 consecutive years or more since the expiry of your last Taxi Driver's Licence with this Licensing Authority.

## 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 to Group 2 Standards;
- 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

## HOW DO YOU APPLY?

To apply for the Topographical Test you should complete the online application form at [www.glasgow.gov.uk/licences](http://www.glasgow.gov.uk/licences). You must ensure you have a passport type photograph to upload and submit with your online application. This should be a small photo in .jpeg format which must have been taken within the last month.

You will receive an email acknowledgment from Glasgow City Council once your application has been submitted. Please ensure you check your email "inbox" and "spam" folder for this email.

Once you have submitted your application you must make payment of £27 immediately by BACS, payment details are noted below. Please note that your application will not be progressed until payment has been received.

Account Name - Glasgow City Council Licensing  
Account Number - 00116224  
Sort Code - 834400  
For the reference put your name and topo test.

### HOW MUCH IS THE APPLICATION FEE?

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>

As detailed above once you have submitted your application you must make payment immediately by BACS, payment details are noted below. Please note that your application will not be progressed until payment has been received.

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*The fee given is correct as of 1 April 2023. Fees are reviewed on 1 April each year and may change.*

### WHAT HAPPENS AFTER THE FORM IS SUBMITTED?

You will be allocated the first available test. The test is carried out on a computer. We will email 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 70% to pass the test. You are not allowed any supporting material (e.g. A-Z) when sitting the test.

You will receive your mark at the end of the test.

### HOW LONG WILL IT TAKE TO BE ALLOCATED A TEST?

It generally takes about 4 to 8 weeks to be allocated a test from the date your application is submitted and paid for. 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 have 6 months from the date you passed the test to apply for a Taxi Driver's Licence.

### WHAT HAPPENS IF I FAIL THE TEST?

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:

## **OTHER FREQUENTLY ASKED QUESTIONS (FAQS)**

### **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 email 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 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](mailto:LicensingEnquiries@glasgow.gov.uk)