



PRIVATE HIRE DRIVERS LICENCE INFORMATION

PLEASE READ CAREFULLY

Application Process

Knowledge Test

All new applicants for a private hire drivers' licence are required to pass a test to show that their knowledge of private hire and hackney carriage matters is of a satisfactory standard before applying for a licence. (Please see separate sheet on knowledge test).

Appointment for Submitting Applications

Once the knowledge test has been passed, applicants are required to make an appointment at Stakeford depot to hand in the application form and required documentation to make a duly made application. This appointment should take approximately 30 minutes.

Should prospective applicants have any questions with regards to submitting their application and supporting documentation they should contact the Licensing Processing Team for further advice. To make an appointment or require further advice please ring 01670 623856.

Should any applicant require help to obtain the information from the internet, they should discuss with the Licensing Section who can assist with arranging training/help with the internet.

Prior to the appointment

- The medical certificate must be completed and signed by your own GP or other medical practitioner who has full access to your medical records. The medical certificate must state that the applicant meets the requirements of the DVLA Group 2 medical standards of fitness to drive (please refer to medical certificates below).
- A Disclosure and Barring Service Certificate (DBS) application must be completed and submitted via the online Nereo system (please refer to Disclosure and Barring Service Certificate (DBS) below).
- Child and Adult Sexual Awareness (CASE) Training (please refer to CASE below)

Required Documentation to produce with application

Please note that applications cannot be considered complete or duly made until all the required documents below have been received. Incomplete applications may be returned to the applicant.

Applicants will be required to provide the following items *at the time of application* which must be made in person by booking an appointment with the Licensing Processing Team.

Checklist:-

- Completed application form and payment
- Completed and signed D906 mandate
- DVLA licence - **must state the applicant's current address**

- Completed Medical Certificate
- Completed online Disclosure and Barring Service (DBS) via the Nereo website.
- Proof of identity – Please note you must provide sufficient identification documents to fulfil the requirements of the Disclosure and Barring Service, and to prove your entitlement to work in the UK. See attached guidance for Disclosure and Barring Service and Right to Work in UK.
- 2 Passport photographs (1 signed by the applicant on the back).
- Proof of payment of Licence and Disclosure and Barring Service/DBS fee.
- Proof of relevant training where the applicant has held a DVLA licence for less than 4 years – See driver experience section overleaf.
- Certificate of Good Conduct where appropriate(see applicants who have spent time abroad section)

If applicants have any questions regarding the above documentation they should contact the Licensing Processing Team as soon as possible on 01670 623856.

Payment of Licensing Fees

Payment can be made by telephone in advance of the submission of your application. You will need to ensure that the person named on the card is present at the time of the telephone call. You will also need to ensure you provide the relevant reference number and date of payment with your application. To make an appointment or make a payment by telephone, please ring 01670 623856.

Card and cash facilities are available within Northumberland County Council buildings at Cramlington, Hexham, Seaton Delaval, Blyth, Ashington, Alnwick and Morpeth at the Manchester Street office (correct cash only). **Please note:** Bedlington and Stakeford depot do not have any cash handling facilities.

<u>Fees</u>	
Initial drivers licence - new applicants only	£ 78.00
One year licence - renewal applicants only	£ 78.00
Two year licence - renewal applicants only	£112.00
Three year licence - renewal applicants only	£146.00
Additional drivers licence	£ 30.00
Driver knowledge test	£ 23.00
Disclosure & Barring Service (DBS)	£ 67.00

Payment can be made by the following methods:

- By phone on 01670 623856
- By Phone: on 0345 600 6400. (Select option 7 to speak to a Customer Service Advisor)
- By cheque made payable to Northumberland County Council
- In person at any of the Northumberland County Council buildings (as above).

Please take back sheet when making payment in person

Medical Certificates

For a new private hire driver's application the applicant shall provide a Medical Certificate. This must be completed by the applicants own GP (or a GP within the same medical practice) or a registered medical practitioner with access to the applicants full medical history. The applicant is responsible for paying all fees associated with and completion of the Medical Certificate.

The medical fitness of drivers will be assessed against the DVLA Group 2 Medical Standard of Fitness.

For applicants that hold a valid entitlement to hold a PCV (Passenger Carrying Vehicle) or HGV (Heavy Goods Vehicle) recorded on their DVLA or EU driving licence, the Council will not normally require an additional full medical assessment. The applicant should provide a copy of their last DVLA medical. Where the assessment was not carried out by their own GP (or a GP within the same medical practice) or a registered medical practitioner with access to the applicant's full medical history they should provide additional evidence confirming that the information contained in the report is correct.

Disclosure and Barring Service Certificate (DBS)

DBS applications must be completed and submitted via the online Nereo system by completing the Disclosure and Barring Service (DBS) Application contained within the orange highlighted box

<https://disclosure.capitarvs.co.uk/nereo/>

Organisation reference: NCCPPL

Password: NCC

Applicants can also apply following Northumberland County Council link and completing the driver application section <http://www.northumberland.gov.uk/Business/Licences/Taxi.aspx#taximinicablicence>

Once you have received your certificate please contact the office on 01670 623856 within 7 days of receipt of the DBS certificate to make an appointment to submit the certificate to the Licensing Section. Alternatively you can post your certificate to the Processing Team, Licensing, Stakeford Depot, East View, Stakeford, Northumberland, NE62 5TR.

DBS update service

If you wish to register for the online service you must do so within 30 days of the issue date of your certificate at www.gov.uk/dbs

The update service is an online subscription service that lets you keep your enhanced DBS certificate up to date and allows employers to check a certificate online with your consent.

Registration lasts for one year and costs £13 a year and starts from the date your DBS certificate was issued. The £13 fee is payable by debit or credit card only although you can use someone else's card with their permission. Subscriptions last for 1 year from the date of issue on your DBS certificate and automatic renewals can be set up when you first join the update service. If you opt to automatically renew you will receive an email from the update service to explain that your yearly subscription fee of £13 will be charged to the original payment details that you supplied with the first subscription.

Any subscription that you have automatically opted to renew will continue to do so each year and therefore no need to do anything else unless your payment details need updating. If you opted to renew but payment has failed, the update service will email you and will try to take the payment again. If it fails a second time your subscription will not be renewed.

Please note: If you do not update any changes to your debit/credit card details and the subscription has not been renewed you will need to complete a new DBS application and submit via the online Nereo system.

National Register of Taxi Licence Revocations & Refusals (NR3)

The licensing authority provides information to the National Register of Taxi Licence Refusals and Revocations (NR3), a mechanism for licensing authorities to share details of individuals who have had a hackney carriage or Private Hire Vehicle (PHV) licence revoked, or an application for one refused. This is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the licensing authority – that is, assessing whether an individual is a fit and proper person to hold a hackney carriage or PHV licence

Therefore:-

- Where a hackney carriage/ PHV licence is revoked, or an application for one refused, the authority will automatically record this decision on NR3.
- All applications for a new licence or licence renewal will automatically be checked on NR3. If a search of NR3 indicates a match with an applicant, the authority will seek further information about the entry on the register from the authority which recorded it. Any information received as a result of an NR3 search will only be used in respect of the specific license application and will not be retained beyond the determination of that application.

The information recorded on NR3 itself will be limited to:-

- name
- date of birth
- address and contact details
- national insurance number
- driving licence number
- decision taken
- date of decision
- date decision effective

Information will be retained on NR3 for a period of 25 years.

This is a mandatory part of [applying for] [being granted], a hackney carriage / PHV driver licence. The authority has a published policy on the approach it will take to requests by other authorities for further information about entries on NR3, and about the use it will make of any further information provided to it.

Information will be processed in accordance with the Data Protection Act (DPA) and General Data Protection Regulation (GDPR). Any searches, provision or receipt of information of or under NR3 are necessary to the authority's statutory licensing functions of ensuring that all drivers are fit and proper to hold the applicable licence. It is not intended that any NR3 data will be transferred out of the United Kingdom.

If you wish to raise any issue related to the data protection legislation, including by relying on any of the rights afforded to data subjects under the GDPR, you can do so to the authority's Data Protection Officer. This includes submitting a subject access request.

You always have the right to make a complaint to the information Commissioner's Office (ICO). Advice on how to raise a concern about handling of data can be found on the ICO's website:
<https://ico.org.uk/make-a-complaint/>

DVLA Share Driving Licence Code

As you will be aware the DVLA counterpart was abolished on 6th June 2015.

The new system of proving your entitlement to drive and providing details of any endorsement is through a government website. You are no longer required to submit your DVLA counterpart with your application but you will be required to provide further information. In order to share your DVLA details you will need to activate a code on the Government Share Driving Licence webpage
<https://www.gov.uk/view-driving-licence>.

If you are unable to access this system the DVLA have provided an assisted digital telephone service which is charged at local rate. Drivers unable to use the web based service can call 0300 083 0013 to receive a code.

You will be required to provide your DVLA licence number, National Insurance Number and postcode and request to share your details to activate the code.

The code provided will only be valid for **21 days**.

It is, therefore, recommended that you activate the code shortly before your appointment.

The mandate within the application must be signed by the applicant. This allows the Council to verify driving records with the DVLA on application and at any time within the following 3 years, so long as their application has not been refused or, if granted a licence until they cease to be licensed by the Council.

Driver Experience

A licence will not be granted to anyone who has not held a full UK, EU or equivalent licence entitling them to drive a motor car for at least 12 months immediately preceding the date of their application for a private hire driver's licence.

Those drivers who have held such a licence for four years or less will be required to provide additional evidence to the Council to satisfy it that they are experienced, safe and competent drivers through an appropriately qualified advanced driving instructor. Please contact the licensing department for further details.

Applicants who have spent time abroad

Where an applicant has been continuously absent from the United Kingdom and Channel Islands for 3 months or more, usually an enhanced Disclosure and Barring Service/DBS disclosure in itself will be insufficient to satisfy the Council that the applicant is a fit and proper person, as the Disclosure and Barring Service/DBS does not routinely provide criminal record information from non-UK countries. In

such circumstances an applicant will be required to provide a Certificate of Good Conduct or equivalent document from each country where they have been resident/domiciled for a continuous period of 3 months or more. If such certificate(s) are not written in English, the applicant will have to provide the original document, together with a certified English translation of that document.

Where such documents are not readily available it will be the responsibility of the applicant to demonstrate to the satisfaction of the Council that they are of good character and a "fit and proper person".

Applications from holders of current NCC private hire and hackney carriage drivers' licences

Where applications for new licences are made by the holders of current NCC private hire and hackney carriage drivers' licences the council may consider these applications without the requirement to submit:

- a) Medical certificate where the applicant has already provided information that meets the current standard.
- b) Disclosure and Barring Service/DBS and any relevant certificates of good conduct where the current licence was granted within the last 11 months.
- c) Proof of identity where the licence was granted within the last 11 months.
- d) Proof of relevant training
- e) Passport photographs where the licence was granted within the last 11 months.

Child and Adult Sexual Awareness (CASE)

All licensed drivers must undertake and complete a Local Authority approved classroom based awareness training in CASE prior to the issue of their licence. Applicants will be notified of course dates.

Following the appointment

Until you have received your certificate from the DBS the drivers licence cannot be issued. Once you have received your certificate please contact the Licensing Section on 01670 623856 within 7 days of receipt of the DBS certificate to make an appointment at Stakeford depot to submit the certificate. Alternatively you can post your certificate to the Processing Team, Licensing, Stakeford Depot, East View, Stakeford, Northumberland, NE62 5TR.

Provided that the DBS certificate is clear of protected convictions and/or cautions and all other required documentation has been received prior to receiving the certificate, the drivers licence and badge can be produced.

Customer Satisfaction Surveys

The Licensing Section is constantly reviewing the ways it delivers services to residents and customers, to ensure that it is being as effective and efficient as possible. To help us shape future services it is important that we understand the views and experiences of our service users. Customer satisfaction surveys are one way of collecting this valuable information.

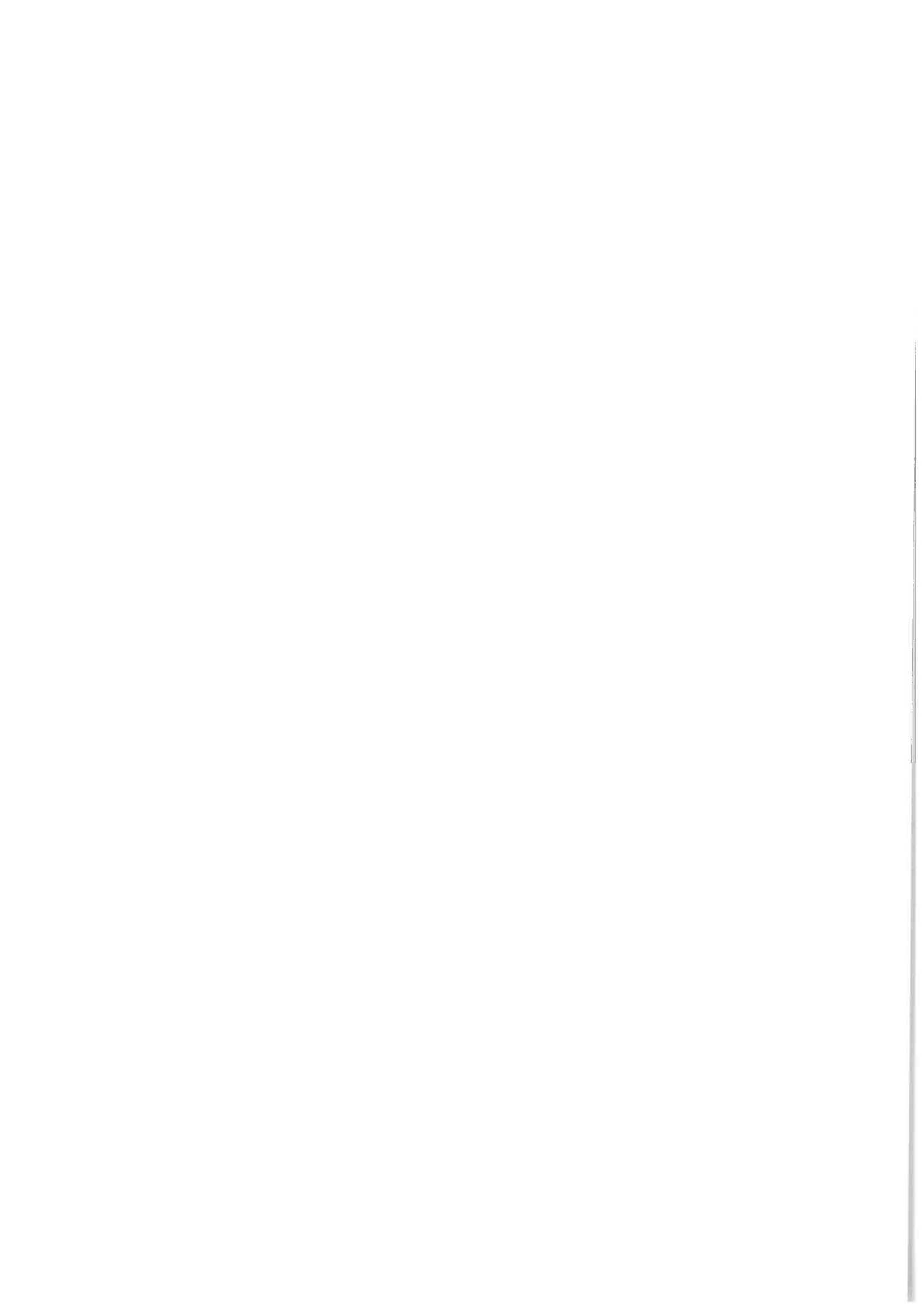
To help us do this, we would be grateful if you can take a few minutes to fill out the following survey to give us feedback on your experiences and dealings with Council services. The survey is available electronically at <https://goo.gl/forms/mLi0UDok2iKTKIAY2>

Privacy Notice

The Public Protection Privacy Notice is available at

<http://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/Public-Protection/PP-Privacy-Notice-docx.pdf>

September 2018





Northumberland
County Council

APPLICATION FOR A PRIVATE HIRE DRIVERS LICENCE
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

DVLA Share Driving Licence Code	
Activation Code	
Date code activated	

Disclosure and Barring Service - NEREO Online Registration Reference Number	
Reference Number	
Date of Registration	

Details of applicant	
Full Name	
Address	
Postcode	
Date of Birth	
Telephone numbers	
Email address (optional)	
National Insurance number	
How long have you held a full driving licence?	
Are you the current holder of an NCC hackney carriage or private hire drivers licence?	YES [<input type="checkbox"/>] Please give details below. NO [<input type="checkbox"/>]

Have you ever held a hackney carriage or private hire driver's licence?	YES [<input type="checkbox"/>] Please give details below. NO [<input type="checkbox"/>]
Have you ever had a hackney carriage or private hire drivers licence refused, suspended, or revoked?	YES [<input type="checkbox"/>] Please give details below. NO [<input type="checkbox"/>]
Have you ever held a hackney carriage or private hire vehicle licence?	YES [<input type="checkbox"/>] Please give details below. NO [<input type="checkbox"/>]
Have you ever had a hackney carriage or private hire vehicle licence refused, suspended or revoked?	YES [<input type="checkbox"/>] Please give details below. NO [<input type="checkbox"/>]
Have you ever been refused a hackney carriage or private hire driver's licence?	YES [<input type="checkbox"/>] Please give details below. NO [<input type="checkbox"/>]
Have you ever been refused a hackney carriage or private hire vehicle licence?	YES [<input type="checkbox"/>] Please give details below. NO [<input type="checkbox"/>]
Have you any physical disability or medical condition which could affect your driving ability or prevent you assisting passengers with luggage.	YES [<input type="checkbox"/>] Please give details below. NO [<input type="checkbox"/>]
Do you have an exemption, on medical or physical grounds, from the duties to assist wheelchair passengers in accordance with Section 165 of the Equality Act 2010?	YES [<input type="checkbox"/>] Please give details below. NO [<input type="checkbox"/>]
Please state all countries other than the United Kingdom and Channel Islands where you have been resident/domiciled for a continuous period of 3 months or more. Please include dates.	

DISCLOSURE OF LEGAL PROCEEDINGS

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

As a general guide, cautions and convictions are treated as being “protected” as follows:

Cautions

For adults - any caution that was issued more than 6 years ago If you were under 18 at the time of receiving a caution that was issued more than 2 years ago (In both cases, unless the caution is for a specified offence (in which case it must always be disclosed).

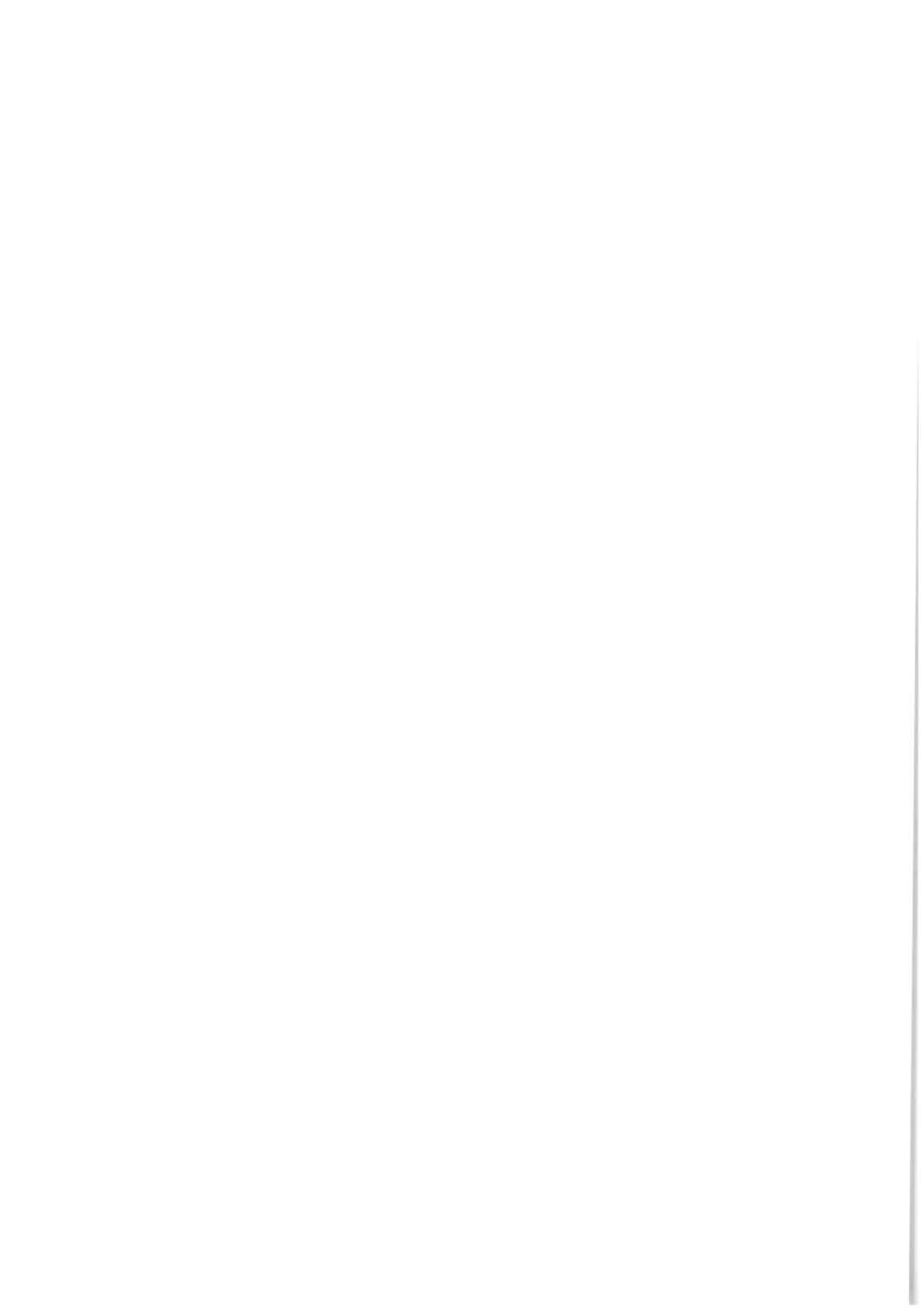
Convictions

For adults - any conviction that was issued more than 11 years ago which did not result in a custodial sentence and where the individual has not received any other convictions. If you were under 18 at the time of receiving any conviction that was issued more than 5½ years ago which did not result in a custodial sentence and where the individual has not received any other convictions (In both cases, unless the conviction is for a specified offence (in which case it must always be disclosed).

“Specified offences” are those that are never filtered from a DBS check, a list of which can be obtained from the following website or from Licensing Services:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

For the avoidance of doubt, overseas offences will be treated in line with the offences that are disclosable / protected in England and Wales, so where an applicant has spent time overseas and is required to provide a criminal record check from that country, if the check discloses details of cautions or convictions that would be considered “protected” had they occurred in England and Wales then they will be disregarded for the purposes of determining the person’s suitability to hold a licence.



Criminal Convictions / Cautions

Please provide details of every conviction, caution, reprimand, final warning which are not classified as "protected" (as detailed above) in the table below:-

Date of offence	Offence	Sentence (including suspended sentence)

Motoring Offences

Please provide details of **ALL** fixed penalty notices, motoring offences, motoring accidents (whether the accident was your fault or not) and any driver retraining courses (i.e. speed awareness course) recorded against you in the table below:-

Date of offence	Offence	Sentence (i.e. fine, penalty points, speed awareness course etc)

Pending prosecutions

Please provide details of any offence in respect of which you are currently under investigation or facing a prosecution by the police, a licensing authority, the Department for Works and Pensions, a council benefit fraud investigation unit or any other enforcement agency (use a separate sheet, if necessary).

Date of alleged offence	Place of alleged offence	Offence alleged	Details of the Investigating Officer, etc. (please give details of the enforcement agency investigating the matter, together with the name and rank / position of the investigating officer and their address and telephone number; and indicate whether the investigation is continuing, if you are awaiting notification of the decision whether to prosecute or not, or appearing at court and, if so, which court and on what date)

Application, Authorisation, Declaration and Consent

I apply for a licence authorising me to drive private hire vehicles licensed by Northumberland County Council (the Council).

I authorise any person or organisation to release to the Council such information that it may require to enable it to properly determine my suitability to be licensed as a private hire driver.

I declare that to the best of my knowledge and belief, the answers given in this application for a licence to drive private hire vehicles licensed by the Council are true and that the documents submitted in support of it are genuine and have not been altered.

I understand that if I have provided any information in this application or the supporting documents that I know to be false or do not believe to be true any licence issued to me may be suspended or revoked.

I consent to the information provided in this application and the supporting documents being used by Northumberland County Council for the purposes of undertaking its statutory licensing functions in relation to drivers of private hire vehicles and understand that it is obliged to include some information in a publicly available register and may disclose any information to any third party, as may be required or permitted by law.

In particular, this authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form and in any supporting documents for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

I allow Northumberland County Council to search the National Register of Taxi Licence Revocations and Refusals (NAFN (National Anti-Fraud Network) for any record of any refusals or revocations by other councils throughout the country. Also I consent to my details being placed on the register if my application is refused or my licence is revoked. I hereby declare that if at any time while I hold this licence I am arrested for an offence, I will notify the arresting / investigating officer immediately upon arrest that I am licensed by Northumberland County Council as a hackney carriage / private hire driver; and I consent to the relevant Police Force disclosing any information and documentation obtained in the course of the investigation to Northumberland County Council's Licensing Section for the purposes of determining my fitness to continue to hold that licence.

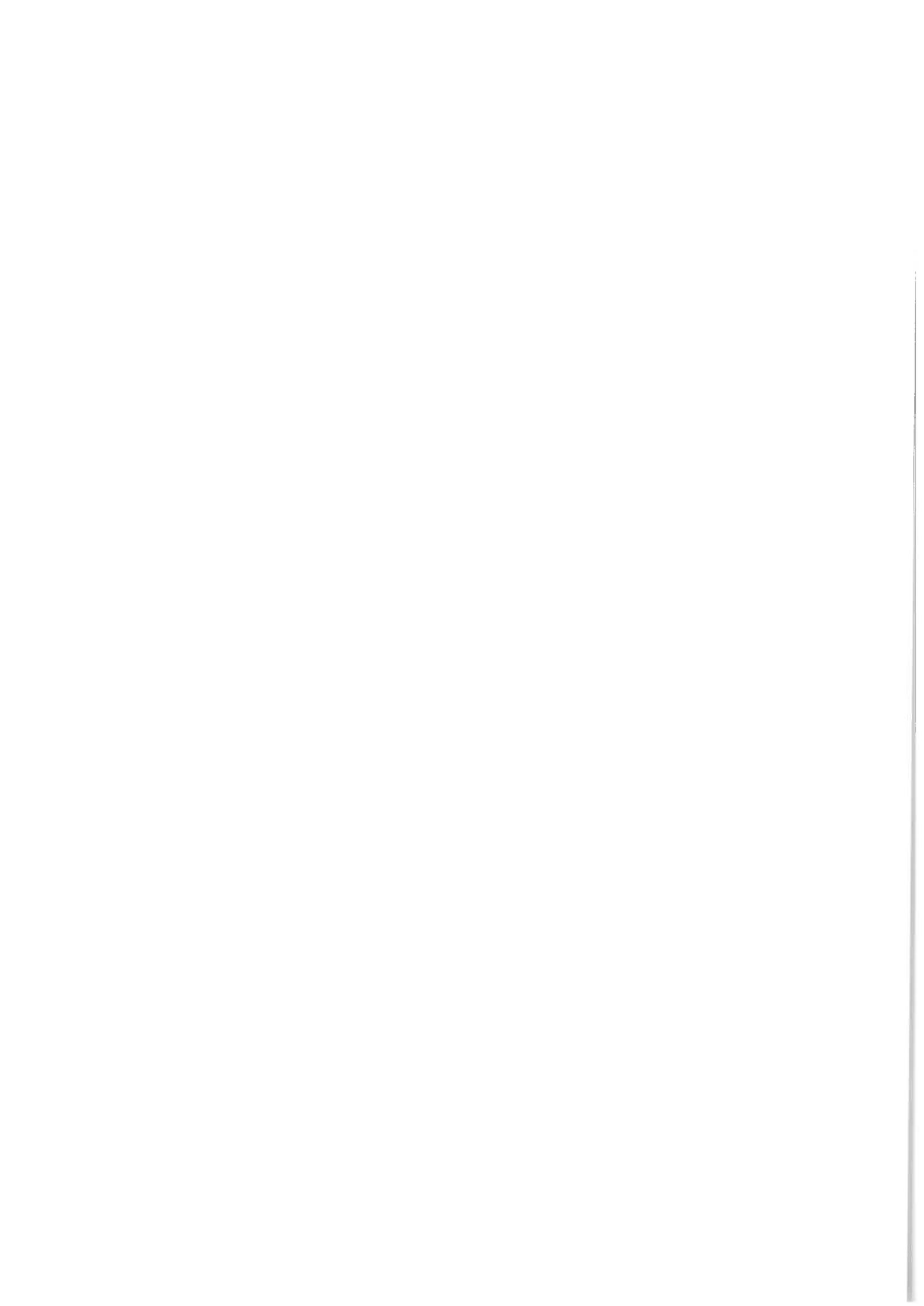
For further information please see [Public Protection Privacy Notice](#)

I understand that it is an offence to give a Licensing Authority information which is false or misleading and by doing so I understand that I shall be liable to prosecution and/or this could invalidate my application and result in the matter being referred to the Regulatory Committee who have the power to revoke my Driver's Licence.

Signed:	Date:
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Equal opportunities

All applicants will be treated equally, regardless of ethnic or national origin, gender, religion, age and sexual orientation.



Documents Required To Be Submitted With The Disclosure and Barring Service Form

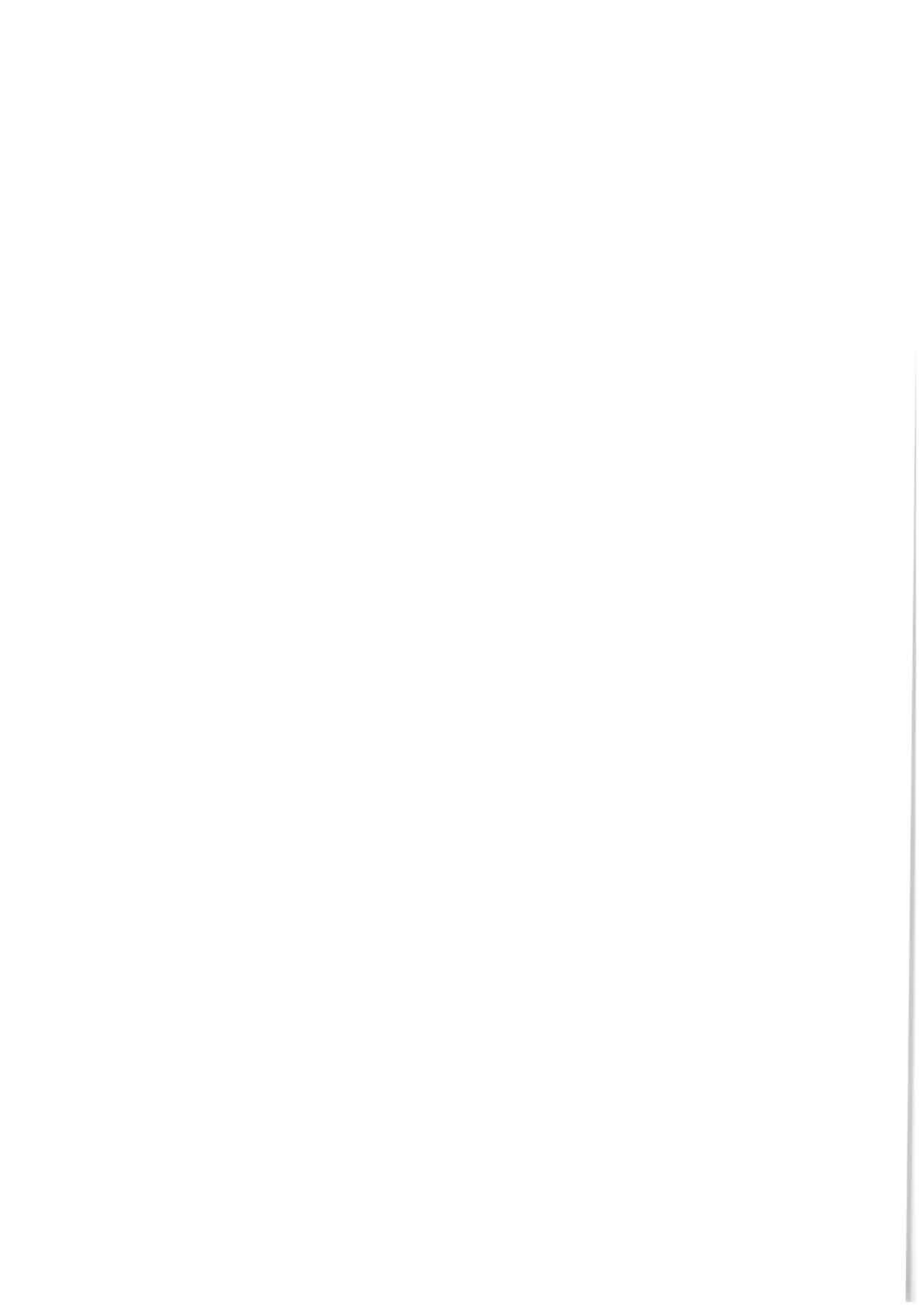
One document from Group 1 plus any two others from Groups 1 or 2

Group 1	
Valid Passport (any nationality)	
Original UK Birth Certificate	
Driving licence (DVLA) (if old style DVLA licence, photo id must be provided)	
Biometric residence permit (UK)	

Group 2	
Current driving licence – old style paper version	
Current photo driving licence	
Adoption certificate	
Marriage Certificate	
Birth Certificate issued after time of birth (UK and Channel Islands)	
HM forces ID Card (UK)	
P45/P60 statement**	
Fire Arms Licence (UK)	
Central or local government, government agency, or local council document giving entitlement, eg from the Department from Work and Pensions, the Employment Service, HMRC	
EU National ID Card	
Benefit Statement * e.g. Child Allowance, Pension	
Cards carrying the PASS accreditation logo (UK)	
Bank or Building Society statement*	
Utility bill* (not mobile phone bill)	
Credit card statement*	
Mortgage statement**	
Financial statement (e.g. pension, endowment)**	
Work permit/visa (UK) **	
Letter of sponsorship form future employment provider	
Letter from Head Teacher or College Principal UK for 16-19 year olds in full time education only used in exceptional circumstances if other documents cannot be provided.	

* document should be less than three months old

** issued within past 12 months



You must **provide original** documents to prove your entitlement to work in the UK. The following lists show the acceptable documents.

List A

- A passport showing the holder, a British citizen or a citizen of the UK and Colonies having the right to abode in the UK.
- A passport or national identity card showing the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying Permanent Residence issued by the Home Office to a national of the European Economic Area country or Switzerland.
- A permanent residence card issued by the Home Office, to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the home office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right to abode in the UK, or has no time limit to stay in the UK.
- A **current** Immigration status document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents , **together with** an official document giving the persons permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the channel island , the isle of man or Ireland, **together with** an official document giving the persons National Insurance number and their names issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the persons permanent National Insurance number and their name issued by a Government agency or a previous employer.

List B

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the home office to the holder which indicates that the named person can currently stay in the UK and is allowed to work in question.
- A **current** Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the persons permanent National Insurance number and their name issued by a Government agency or a previous employer.

List C

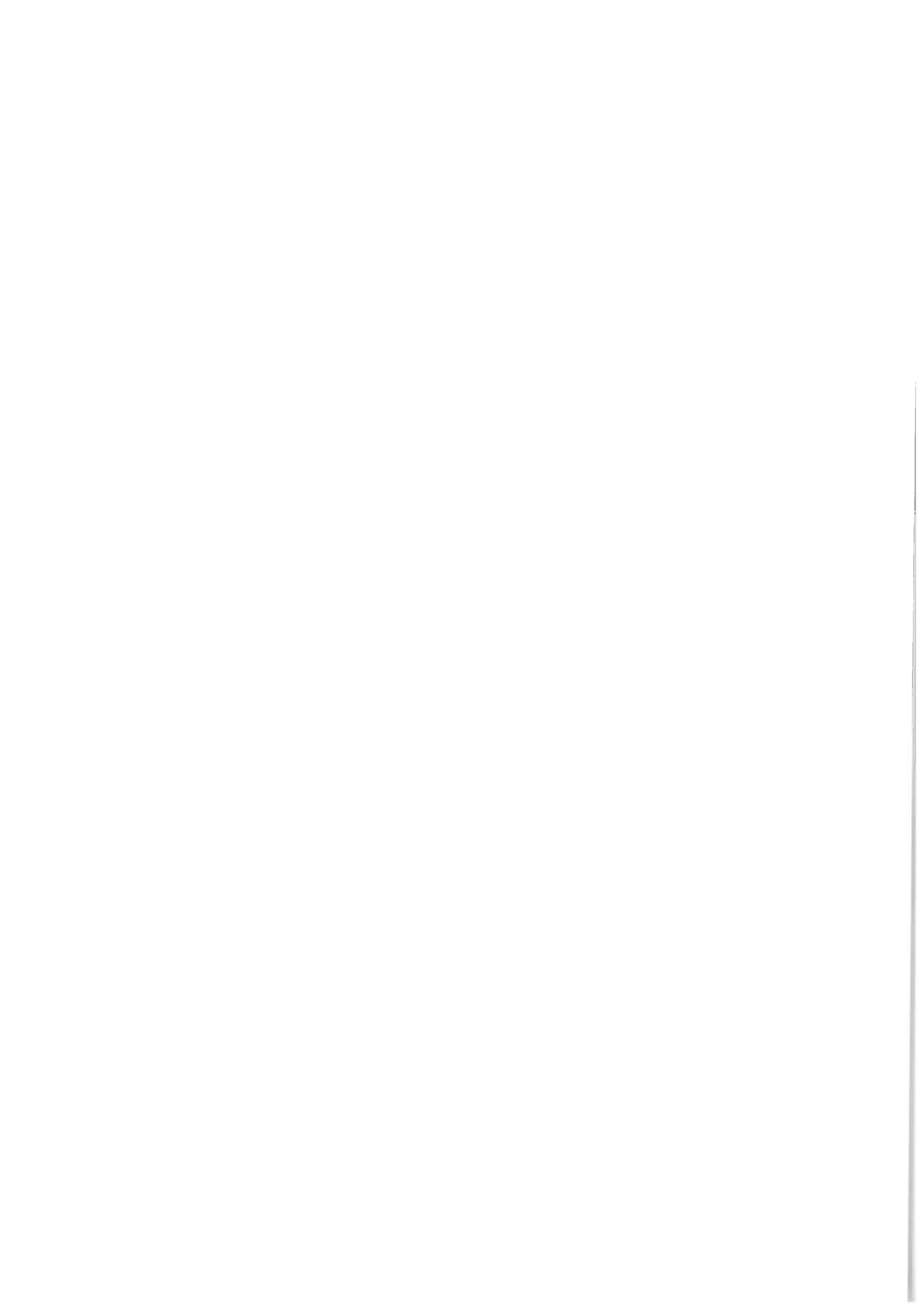
- A certificate of application issued by the Home Office under regulations 17(3) or 18A (2) of the Immigration (European Economic Area) regulations 2006, to a family member of a national of a European Economic area country or Switzerland stating that the holder is permitted to take employment which is **less than 6 months old together with a positive Verification notice** from the Home Office Employer Checking Service.
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a Positive Verification Notice** from the home office employer checking service.
- A **Positive Verification Notice** issued by the home office employer checking service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

Fees Schedule with effect from 1st November 2018

Hackney carriage Annual fee	£226.00
Hackney carriage Annual fee - LPG & bio-diesel	£204.00
Private Hire Vehicle Annual fee	£226.00
Private Hire Annual fee – LPG	£204.00
Private Hire Operator – 5 years	£502.00
Private Hire Operator Annual fee	£106.00
Initial Drivers licence – New Applicants Only	£78.00
One Year Licence – Renewal Applicants Only	£78.00
Two Year Licence – Renewal Applicants Only	£112.00
Three Year Licence – Renewal Applicants Only	£146.00
Additional Drivers Licence	£30.00
Drivers Test	£23.00
Disclosure and Barring Service/DBS	£67.00
Vehicle transfer between licensees	£33.00

You can make the payment by the following methods:

- By cheque made payable to Northumberland County Council
- **By Phone:** on **0345 600 6400**. Select option 5 to speak to a Customer Service Advisor
- In person at any of the Customer Service Points or County Hall. Please take back sheet when making payment.



Payment Information for NCC Cash Office or Information Point.

LKN £23.00

HCD Initial Licence £78.00

CRBD £44.00

CRBA £23.00

If dual badge applied for:-

PHD £30.00

Please give this sheet to the cashier