

## **APPLICATIONS FOR HACKNEY CARRIAGE LICENCES**

The application form should be completed in BLOCK CAPITALS. Where the required relevant information is not provided, applications may not be accepted and may be returned to the applicant.

In the case of renewals, vehicle tests must be carried out not more than 28 days before the expiry of the licence and complete applications - including the inspection certificate - must be submitted before the date of expiry.

**Before buying a new vehicle the applicant is strongly advised to read the Council's Licensing Policy.**

Please note that applications are not complete unless they contain all the documentation listed below.

- Fully completed application form
- Intended Use Form
- Registration document in the proprietor's name
- On new applications or vehicle replacement proof of purchase identifying applicant as purchaser.
- Current certificate of insurance and schedule if on a fleet policy. The insurance certificate submitted must cover the vehicle to be used as a hackney carriage. Where the applicant is not the holder of the insurance, the Council may require further information
- Meter certificate completed by meter installer (not required for renewal applications)
- A vehicle inspection certificate (MOT and Taxi Compliance Report) – see vehicle testing below.
- Proof of payment of licence fees (£226.00).
- Individual Vehicle Approval certificate or equivalent documentation where the vehicle has been subjected to any modification that may affect its conformity to the terms of its type approval certificate
- Old Taxi Plate to be returned

### **Vehicle Testing**

**ALL TYPES of vehicle testing for the following Licensing zones: Blyth Valley, Wansbeck, Castle Morpeth must be carried out at Stakeford Depot.**

**ALL TYPES of vehicle testing for the Tynedale Zone must be carried out at Tyne Mills Depot.**

**ALL TYPES of vehicle testing for the Alnwick/Berwick zones must be carried out at the NCC Alnwick Depot, Lionheart Industrial Estate, Blackthorn Close, Alnwick, NE66 2ER.**

Applicants should arrange directly with the garage for the vehicle to be inspected. The inspection fee is payable to the garage at the time of inspection.

On completion of the inspection the garage will provide the applicant with a vehicle testing certificate. This certificate must be submitted with the licence application. Applicants are advised that all vehicle test certificates are valid only for 28 days.

Where modifications have been carried out to the vehicle, that may affect the vehicles conformity to the terms of the type approval certificate, the Council will require proof of SVA/IVA certificate. These certificates should be produced at the time of vehicle testing and may be required to be produced during the application process.

**Please note that any new or replacement vehicle MUST BE Euro V Technology standard in respect of passenger cars and Euro IV Technology standard in respect of light commercial vehicles.**

You can check this on <http://www.vcacarfueldata.org.uk/> or check with the manufacturer.

## **SUBMISSION OF APPLICATIONS**

### **Payment of Licensing Fees**

You can pay 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.

Payment may also be made at any Northumberland County Council Information Point or at the County Hall Cash Office prior to your submission of application. Please note, that there will be no cash handling facilities available at any licensing appointments.

### **Submission of Applications**

Applications may be made in the following ways:

- by post to the Licensing Processing Team
- in person by appointment with the Licensing Processing Team at Stakeford Depot, East View, Stakeford, Northumberland, NE62 5TR.
- in person by appointment at Greenwell Lane, Alnwick and Queens Hall, Beaumont Street, Hexham every 2 weeks.

### **Postal Applications**

The postal address for applications is: The Licensing Section, Northumberland County Council, Stakeford Depot, East View, Stakeford, Northumberland, NE62 5TR

Where it is necessary to return documents to applicants, these will be sent by ordinary post.

The Council accepts no responsibility for documents lost in the post.

**Cash should not be enclosed with postal applications. Where payments are made by cheque these should be made payable to Northumberland County Council.**

### **Appointments with Central Licensing Team**

Licensing staff are available to accept applications made in person at the Licensing Team office at Stakeford Depot, East View, Stakeford, Northumberland, NE62 5TR by appointment only. To book an appointment, please contact the Licensing Processing Team on 01670 623856.

Applicants should make the payment of the fees prior to attending the appointment. You can make a payment at a Customer Information Point or the Cash office at County Hall but you should take with you the Payment Information for NCC Cash Office or Information Point sheet (last page of application pack). Alternatively you can make a payment over the telephone by contacting the Licensing Processing Team on 01670 623856.

### **Appointments at Alnwick and Hexham**

Vehicle renewal applications can be submitted by appointment at Hexham and Alnwick.

If you require an appointment at one of these office please contact the Licensing Processing Team on 01670 623856.

Officers will not be able to talk in detail with applicants regarding the application. Should you have any queries you are strongly advised to contact the Licensing Processing Team prior to the submission of your application.

Applicants should make the payment of the fees prior to attending the drop in sessions. You can make a payment at a Customer Information Point or the Cash office at County Hall but you should take with you the Payment Information for NCC Cash Office or Information Point sheet (last page of application pack)

### **Replacement Vehicle Applications**

Where the application is to licence a replacement vehicle, the licence and identification plate for that vehicle will not be issued until the identification plate for the vehicle that is being replaced is returned.

Licences for replacement vehicles will be granted for 1 year. A refund of £12.50 per calendar month remaining on the surrendered licence will be granted.

Dated 08 January 2018



## HACKNEY CARRIAGE LICENCE APPLICATION

Town Police Clauses Act 1847  
Local Government (Miscellaneous Provisions) Act 1976

<b>Details of Hackney Carriage Zone</b>				(please tick one only)
Alnwick		Berwick		
Blyth Valley		Castle Morpeth		
Tynedale		Wansbeck		

<b>Type of application</b>	
	Please ✓ relevant type
New	[   ]
Renewal	[   ]
Vehicle Replacement	[   ]

<b>Current Licence Details (not applicable to applications for new licences)</b>	
Licence Number	
Expiry Date	

<b>Applicant (should be the principal proprietor)</b>	
Full Name	
Address	
Post Code	
Telephone Number/s	
Email Address (Optional)	

<b>Vehicle Details</b>	
Make	
Model	
Colour	
Registration number	
Date of first registration	
Type of fuel	
Number of passenger seats	
Cubic capacity of engine	
Is a radio telephone fitted?	Please ✓ YES [ ] NO [ ]
Is the vehicle wheelchair accessible?	Please ✓ YES [ ] NO [ ]
Is the vehicle currently licensed by another licensing authority?	Please ✓ YES [ ] NO [ ] Please specify issuing authority.
Has the vehicle had any modification carried out that may affect its conformity to the terms of its type approval certificate.?	Please ✓ YES [ ] NO [ ] Please specify
Where is the vehicle to be usually kept when not in use?	

<b>DECLARATION BY APPLICANT</b>
<p>Where a current licence is in force I declare I am the current licensee.</p> <p>I declare that I shall hold the licence applied for as principal proprietor with a controlling interest in the vehicle and that every proprietor or part proprietor of the vehicle, or person concerned either solely or in partnership with any other person in the keeping, employing or hiring of the vehicle is named in this application. I understand that if I or my employees fail to comply with any condition attached to a licence, the licence shall be liable to be suspended, revoked or not renewed by the council.</p> <p>I declare that the statements I have made on this form are true.</p> <p>I consent to the information provided in this application being used by Northumberland County Council for the purposes of undertaking its statutory licensing functions and understand that it</p>

may be 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.

I note that the Council is under a duty to protect the public funds it administers, and to this end may use the information I have provided on this form 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 understand that if I have knowingly or recklessly made a false statement in connection with this application, I shall be liable to prosecution and/or any licence granted to me as a result of a false statement may be suspended or revoked by the Council.

Signed	
Dated	

### **DECLARATION BY ADDITIONAL PROPRIETORS**

I declare that the statements made on this form are true.

I understand that if I have knowingly or recklessly made a false statement in connection with this application, I shall be liable to prosecution and/or any licence granted to me as a result of a false statement may be suspended or revoked by the Council.

I consent to the information provided in this application being used by Northumberland County Council for the purposes of undertaking its statutory licensing functions and understand that it may be 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.

I note that the Council is under a duty to protect the public funds it administers, and to this end may use the information I have provided on this form 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.

Signed	
Dated	
Full name	
Address	

### **Equal opportunities**

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





**Request for Information - Intended usage of a hackney carriage**  
Local Government (Miscellaneous Provisions) Act 1976, section 57

Details of applicant	
Name	
Address	

Details of vehicle / hackney carriage	
Make and Model	
Registration No.	
Licence No.	(if already licensed by the Council)

Details of Hackney Carriage Zone		(please tick one only)	
Alnwick		Berwick	
Blyth Valley		Castle Morpeth	
Tynedale		Wansbeck	

## Declaration of intended use of hackney carriage, if licensed

Please indicate your intended use of the hackney carriage, if licensed, by answering the following questions by  ticking the appropriate boxes and / or by providing any other relevant information (please attach additional information, if necessary).

- (1) Do you intend to use the above vehicle, if licensed as a hackney carriage to ply for hire predominantly, or entirely within the relevant hackney carriage licensing zone?  Yes  No

If the answer is no, please provide further information

- (2) Is the vehicle to be used for the purposes of fulfilling pre-booked hirings other than through a contract for hire with a Private Hire Operator licensed by Northumberland County Council?  Yes  No

If the answer is yes please provide further information

**Other relevant information**

Please provide any further information that may be relevant to your application

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**Declaration**

- I declare that the contents of this form and any additional information are true.
- I know that if I have knowingly or recklessly made a false statement in connection with this application, I shall be liable to prosecution and / or any licence granted to me as a result of such a false statement may be suspended or revoked by the Council.

Signature:

Date:



## Fees Schedule

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	£60.00
One Year Licence – Renewal Applicants Only	£60.00
Two Year Licence – Renewal Applicants Only	£100.00
Three Year Licence – Renewal Applicants Only	£130.00
Additional Drivers Licence	£28.00
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 or contact the Central Licensing Team on 01670 623856
- In person at any of the Customer Service Points or County Hall. Please take back sheet when making payment



# NORTHUMBERLAND

Northumberland County Council

## Testing Stations

<b>Zone</b>	<b>Address</b>	<b>Telephone no</b>
<b>Alnwick/Berwick</b>	Alnwick Depot Northumberland County Council, Lionheart Industrial Park, Blackthorn Close, Alnwick, Northumberland, NE66 2ER	01670 624392
<b>Blyth/Castle Morpeth/Wansbeck</b>	Stakeford Depot Northumberland County Council	01670 622937
<b>Tynedale</b>	Tyne Mills Depot Northumberland County Council	01670 623746





Payment Information for NCC Cash Office  
or Information Point.

Hackney Carriage Vehicle    £226.00 -  
Short code HCV

Please give this sheet to the cashier