

## **APPLICATIONS FOR NEW PRIVATE HIRE DRIVERS LICENCES**

### **PLEASE READ CAREFULLY**

#### **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 matters and of the local area is of a satisfactory standard.

All knowledge tests are conducted at Stakeford Depot, East View, Stakeford, NE62 5TR by appointment only. Appointments can be booked by telephoning the Licensing Processing Team on 01670 623856.

The fee for the test is £23.00 and must be paid prior to the test.

The test will consist of 2 parts:

Section A - 20 questions on knowledge of hackney carriage matters. The pass mark is 80%.

Section B - 15 questions on knowledge of the local area. The pass mark is 80%.

A list of possible questions is available to applicants prior to the test. Applicants should contact the Licensing Processing Team.

The pass mark is 80% for each section.

Prospective applicants will need to bring the following items with them:

- a) DVLA driving licence (both card and counterpart). Where the applicant does not have a photocard driving licence they must provide their DVLA and additional photo ID.
- b) Receipt for payment of the test fee.
- c) Passport photograph signed on the back

Applicants will be notified by telephone by the end of the next day. Where we are unable to contact an applicant by telephone a letter will be sent.

#### **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.

#### **Required Documentation**

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:

- a) Completed application form.
- b) Mandate, signed by the applicant, allowing the Council to verify their 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 they are granted a licence, until they cease to be licensed by the Council.

- c) DVLA licence (both card and counterpart) – must state the applicants current address.
- d) Medical Certificate – see medical certificates section below.
- e) Completed Disclosure and Barring Service/DBS form - See attached Disclosure and Barring Service/DBS guidance notes.
- f) Completed online Disclosure and Barring Service/ DBS via the Nereo website.
- g) 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.**
- h) 2 Passport photographs (1 signed by the applicant on the back).
- i) Proof of payment of Licence and Disclosure and Barring Service/DBS fee.
- j) Proof of relevant training where the applicant has held a DVLA licence for less than 4 years – See driver experience section overleaf.
- k) Certificate of Good Conduct where appropriate – see applicants who have spent time abroad section below.

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

**Where the applicant has any questions regarding the above documentation they should contact the Licensing Processing Team.**

### **Medical Certificates**

For a new hackney carriage 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 can now be completed and submitted via the online Nereo system. Applicants can apply following Northumberland County Council link and completing the driver application section.

<http://www.northumberland.gov.uk/Business/Licences/Taxi.aspx#taximinicablicence>

Or direct

By completing the Disclosure and Barring Service (DBS) Application contained within the orange highlighted box.

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

Organisation reference: NCCPPL

Password: NCC

Once you have received your certificate please contact the office on 01670 623856 within 7 days from 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.

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](http://www.gov.uk/dbs)

### **DVLA Share Driving Licence Code**

As you will be aware the DVLA counterpart was abolished on 6<sup>th</sup> 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 (0300 083 0013), drivers unable to use the web based service can call to receive a code.

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

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

It is, therefore, recommended that you submit your driver renewal via an appointment and activate the code shortly before your appointment.

When you are submitting your application by post it may be that we are unable to obtain the information within the 21 days and you may be requested to activate a further code.

### **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 hackney carriage or private hire vehicle 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. This may be done by providing evidence to show that they have passed the DSA hackney carriage and private hire assessment test, an advanced driving test with the institute of Advanced Motorists (IAM) or the Royal Society for the Prevention of Accidents Advanced Drivers Association (RoADA), or such other equivalent assessment of their drivers.

### **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 hackney carriage and private hire drivers' licences**

Where applications for new licences are made by the holders of current NCC hackney carriage or private hire 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 licenced drivers now have to undertake and complete a Local Authority approved awareness training in CASE prior to the issue of their licence. Applicants will be notified of course dates.

Dated 8 January 2018

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

<b>DVLA SHARE DRIVING LICENCE CODE</b>	
Activation Code	
Date code activated	

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

<p>Have you ever held a hackney carriage or private hire driver's licence?</p>	<p><b>YES</b> [ <input type="checkbox"/> ] Please give details below.  <b>NO</b> [ <input type="checkbox"/> ]</p>
<p>Have you ever had a hackney carriage or private hire licence suspended or revoked?</p>	<p><b>YES</b> [ <input type="checkbox"/> ] Please give details below.  <b>NO</b> [ <input type="checkbox"/> ]</p>
<p>Have you ever been refused a hackney carriage or private hire driver's licence?</p>	<p><b>YES</b> [ <input type="checkbox"/> ] Please give details below.  <b>NO</b> [ <input type="checkbox"/> ]</p>
<p>Have you any physical disability or medical condition which could affect your driving ability or prevent you assisting passengers with luggage.</p>	<p><b>YES</b> [ <input type="checkbox"/> ] Please give details below.  <b>NO</b> [ <input type="checkbox"/> ]</p>
<p>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.</p>	

## 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).

<b>Date of alleged offence</b>	<b>Place of alleged offence</b>	<b>Offence alleged</b>	<b>Details of the Investigating Officer, etc.</b> (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)

## Motoring accidents

Please provide details of all motoring accidents in which you have been involved in the last five years, whether the accident was your fault or not (use a separate sheet, if necessary).

<b>Date of accident</b>	<b>Place of accident</b>	<b>Circumstances of the accident</b> (what happened, including details of any damage caused and / or injuries sustained by any person)

**Criminal convictions (not cautions)**

Please provide details of all convictions for criminal offences, wherever and whenever the offence(s) were committed (use a separate sheet, if necessary).

<b>Date of offence</b>	<b>Place of offence</b>	<b>Offence committed</b>	<b>Court which dealt with the matter</b>	<b>Date of court hearing</b>	<b>Sentence / penalty</b>

**Motoring convictions (not cautions)**

Please provide details of all convictions for motoring offences, wherever and whenever the offence(s) were committed (use a separate sheet, if necessary).

<b>Date of offence</b>	<b>Place of offence</b>	<b>Offence committed</b>	<b>Court which dealt with the matter</b>	<b>Date of court hearing</b>	<b>Sentence / penalty</b>





## Application, Authorisation, Declaration and Consent

I apply for a licence authorising me to drive private hire vehicle 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 hires 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.

For further information, see [www.northumberland.gov.uk](http://www.northumberland.gov.uk)

**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:

## Equal opportunities

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

**IMPORTANT:** Please read the notes over the page before filling in this form and write clearly in black ink using CAPITAL LETTERS.

### 1. Company details (to be filled in by the company making the enquiry before driver fills in Sections 3 and 4):

Company name and address (the company):

NORTHUMBERLAND COUNTY COUNCIL  
LICENSING, STAKEFORD DEPOT,  
EAST VIEW, STAKEFORD  
CHOPPINGTON

Postcode: NE 6 2 5 TR

Account number: K 0 3 9

Reference number:

Are you making an enquiry  
on behalf of another company? Yes  No

If yes, please give the company name below:

### 2. Reason for processing information (to be filled in by the company making the enquiry before driver fills in Sections 3 and 4):

### 3. Driver details (to be filled in by the driver):

Surname:

First name:

Middle name(s):

Date of birth:

Current address:

Line 1

Line 2

Line 3

Post town

Postcode:

Address on licence (if different):\*

Line 1

Line 2

Line 3

Post town

Postcode:

\* You must tell DVLA about any changes to your address.  
If you don't, you could be fined up to £1,000.

Driver licence number:

### 4. Driver information fair processing declaration (to be filled in by the driver):

**IMPORTANT:** Please read the notes over the page before signing this form. Do not sign if Sections 1 and 2 are not filled in.

#### Declaration:

I am the person referred to in Section 3. I understand the company or companies listed in Section 1 will ask DVLA for my driver record information, as and when they require, for the purpose set out in Section 2.

I understand DVLA will disclose to the company or companies in Section 1 all relevant information held in the computerised register of drivers maintained by DVLA. This includes personal details, driving entitlements, valid endorsements and disqualifications (if relevant) and photo images.

This declaration will expire when I stop driving in connection with the company or in any case, three years from the date of my signature.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



## Guidance notes for the driver – please read these notes before you fill in this form

- 1 DVLA handles your personal data in accordance with road traffic law and data protection laws. The law allows us to release your data to the police and other enforcement bodies. We also provide data to other parties where the law allows it. For further information about how we process your data, your rights and who to contact, see our privacy notice at [www.gov.uk/dvla/privacy-policy](http://www.gov.uk/dvla/privacy-policy) or request a written copy by phoning 0300 790 6106.
- 2 You should only fill in this form if you have read and understood how your driving licence information will be processed by the company or companies in Section 1. The company making the enquiry must first fill in Sections 1 and 2. You must then fill in Section 3 and sign and date the declaration in Section 4. DVLA will not accept forms if they haven't been signed and dated by you. If you change any information on this form, you must initial and date these changes.
- 3 In some instances, the company asking for information from your driving licence record (the 'enquirer') may be requesting for the company you are connected to. The enquirer should fill in details of all the companies who will process this information in Section 1.
- 4 If your connection with the company or companies named in Section 1 stops, you have the right for your information not to be requested or processed by them. Please refer to the fair processing information and privacy policy for the named company or companies in Section 1.
- 5 You can also view or share your driving licence information online at [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence)
- 6 If the details on your driving licence are not up to date, return it to DVLA and tell us about the changes we need to make. By law, you must tell us immediately if you change your permanent address or name. You could be fined up to £1,000 if you do not tell us about these changes.
- 7 If your licence has been lost, stolen or destroyed you will need to apply for a replacement. You can find out how to do this online at [www.gov.uk/apply-online-to-replace-a-driving-licence](http://www.gov.uk/apply-online-to-replace-a-driving-licence)  
Or, as long as you have not changed the details on your photocard licence, you can apply for a replacement licence using a debit card or credit card by phoning 0300 790 6801 between 8am and 7pm Monday to Friday, and between 8am and 2pm on Saturdays.

## Guidance notes for the company

- 1 You must fill in Sections 1 and 2 before the driver signs the declaration in Section 4.
- 2 If you require Certificate of Professional Competence (CPC) or Digital Tachograph Card information or both, please contact the Driving & Vehicle Standards Agency ([www.gov.uk/government/organisations/driver-and-vehicle-standards-agency](http://www.gov.uk/government/organisations/driver-and-vehicle-standards-agency)).  
Please note this D906 form should not be submitted to DVSA. You can check full Driver Qualification Card (DQC) information and periodical training information at [www.gov.uk/check-your-driver-cpc-periodic-training-hours](http://www.gov.uk/check-your-driver-cpc-periodic-training-hours)
- 3 You must tell DVLA the reason for requesting the driving licence information in Section 2. You must only use this information for this reason. If you do not provide enough information or do not make sure this form is signed by the driver, it will become invalid and will be rejected. We will carry out checks to verify the information you provide.
- 4 DVLA has a duty under data protection law to protect personal information. To ensure adequate protection, DVLA requires that the driver (the data subject) is informed and understands how their driving licence information will be processed.
- 5 DVLA will only release driving licence information to confirm entitlement to drive and holds it in accordance with data protection law. Data controllers must comply with any notification requirements under data protection law. Driving licence information must be requested and processed in accordance with the terms and conditions provided by DVLA.
- 6 It is an offence to unlawfully obtain personal data which is contrary to data protection law. The penalties for these offences are fines issued in the magistrates' court or Crown Court.
- 7 If we receive a legitimate complaint about information obtained unlawfully, we may pass it on to the Information Commissioner. If we have evidence that information has been obtained or used inappropriately, we can refuse all future requests.

### *Buying a vehicle?*

*The tax is no longer transferable so you must tax it before you use it.*

[www.gov.uk/vehicletaxrules](http://www.gov.uk/vehicletaxrules)

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

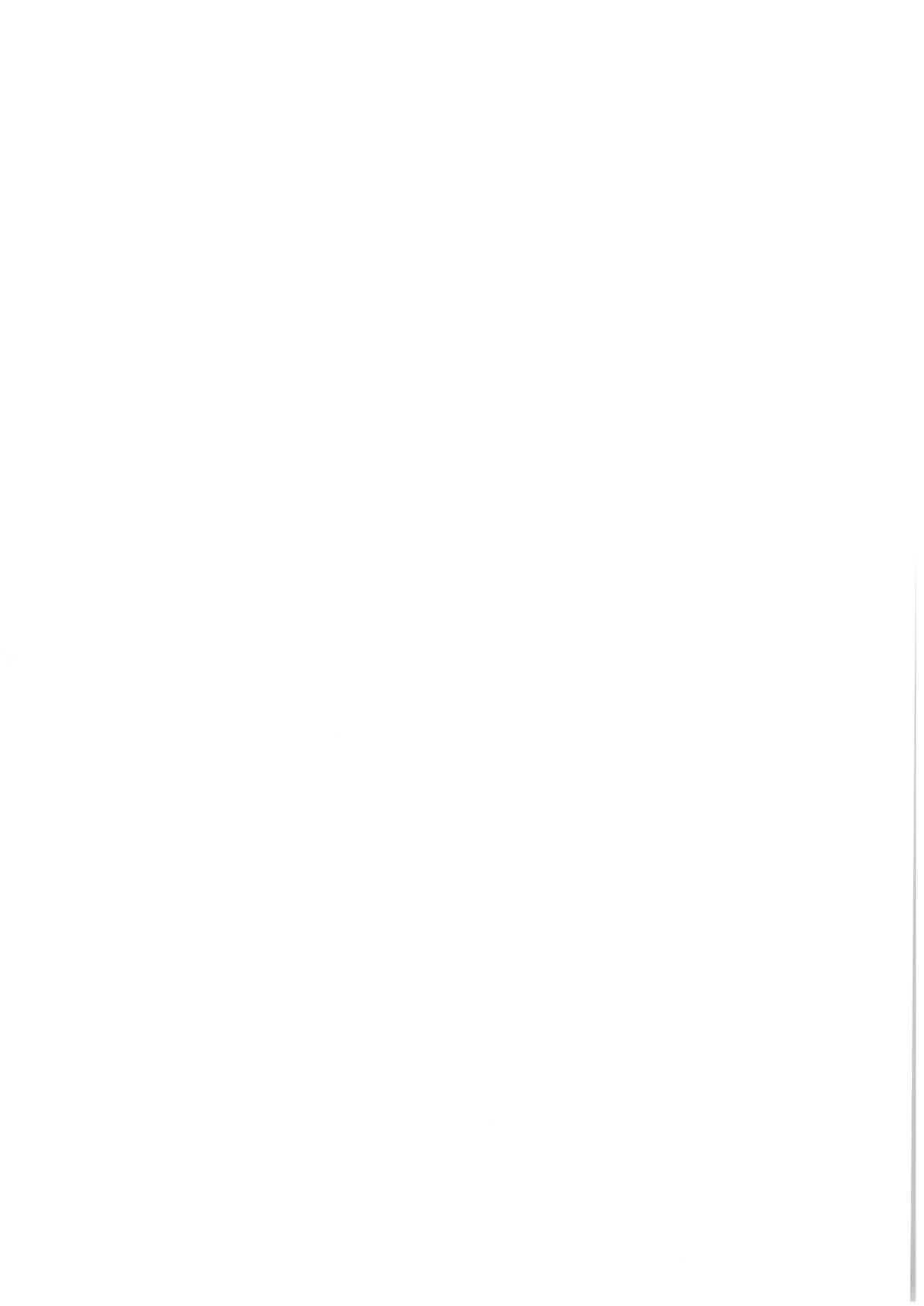
One document from Group 1 plus any two others from Groups 1 or 2

Group 1	
Valid Passport (any nationality)	
Original UK Birth Certificate	
Driving licence (DVLA) counterpart and photocard (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 for 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 from 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

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
- 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
PHD Initial Licence	£60.00
CRBD	£44.00
CRBA	£23.00

If dual badge applied for:-

HCD	£28.00
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Please give this sheet to the cashier