

## **APPLICATIONS FOR PRIVATE HIRE VEHICLE LICENCES**

The application form should be completed in BLOCK CAPITALS. Where the required relevant information is not, 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.
- 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 Private Hire vehicle. Where the applicant is not the holder of the insurance, the Council may require further information.
- 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 Alnwick/Berwick vehicles can continue to be tested at an approved garage for the licensing zone for which the applicant has applied as listed at the back of the application form.**

**With effect from 1<sup>st</sup> May 2017, all Alnwick/Berwick vehicles are to be tested 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 by 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 Berwick-Upon-Tweed and Hexham.

### **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 Berwick-Upon-Tweed and Hexham**

Vehicle renewal applications can be submitted by appointment at Hexham and Berwick-Upon-Tweed.

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). Alternatively you can make a payment over the telephone by contacting the Licensing Processing Team on 01670 623856.

## **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: 04 April 2017



## PRIVATE HIRE VEHICLE LICENCE APPLICATION

Town Police Clauses Act 1847  
Local Government (Miscellaneous Provisions) Act 1976  
Transport Act 1985

Type of application	
	Please ✓ relevant type
New	[   ]
Renewal	[   ]
Vehicle Replacement	[   ]

Current Licence Details (not applicable to applications for new licences)	
Licence Number	
Expiry Date	
Private Hire Operator Details	

Applicant (should be the principal proprietor)	
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. I consent to the information provided in this application being used by</p>

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.

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
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### **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.





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

Until 30<sup>th</sup> April 2017

Zone	Address	Telephone no
<b>Alnwick</b>	Coquet Motor Company	01665 714456 01665 714466
	J R Grieves & Co (Embleton) Ltd	01665 576213
	Motorcare	01665 602288
	Longstaffs Travel Ltd, T/As Longstaffs Coaches,	01665 713300
	Tustain Motors	01665 510088
<b>Berwick</b>	Greenwoods 24/7 MOT & Service Centre	01289 332070
	HiQ Tyreservices	01289 306661
	Ramparts MOT Centre	01289 331726
	Tustain Motors Ltd	01289 305585
	Semples of Berwick	01289 330707
<b>Blyth/Castle Morpeth/Wansbeck</b>	Stakeford Depot Northumberland County Council	01670 622937
<b>Tynedale</b>	Tyne Mills Depot Northumberland County Council	01670 623746

With effect from 1<sup>st</sup> May 2017

Zone	Address	Telephone no
<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.

Private Hire Vehicle    £226.00 - Short  
code PHV

Please give this sheet to the cashier