



Northumberland
County Council

RENEWAL OF PRIVATE HIRE AND/OR HACKNEY CARRIAGE DRIVERS LICENCE INFORMATION SHEET

PLEASE READ CAREFULLY

Renewal Application Process

Applications for renewal will only be accepted where the application and all required documentation is submitted before the expiry of the licence. Applications that are not submitted prior to the expiry of the licence will be treated as a new application and the new application procedure will be followed. It is important that where applicants are aware of expected delays they notify the licensing section as soon as possible.

Prior to the appointment you will be required to obtain a DVLA share code and complete the online Disclosure and Barring Service/ DBS via the Nereo website. Further details are provided overleaf.

Should you require help for those parts of the application process that require access to the internet, you can discuss this with the Licensing Section maybe able to arrange training/assistance.

Submission of Applications

Applications to renew a hackney carriage and/or private hire drivers licence may be made in the following ways:

- In person by appointment with the Licensing Processing team at Stakeford Depot, East View, Stakeford, Northumberland, NE62 5TR
- In person by appointment at Hexham or Alnwick (for further information please see below)
- By hand at any Northumberland County Council Information Point - **Please note** this may delay the application being processed due to the internal post
- By post to the Licensing Processing Team (address above)

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 licences and badges are issued, these will be forwarded to the applicant by post.

Appointment for Submitting Applications with the Licensing Processing Team

Applicants can 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 applicants have any questions with regards to submitting their renewal 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.

Appointment Sessions at Hexham and/or Alnwick

Licensing staff will be available to take driver renewal applications at appointment sessions at Queens Hall, Beaumont Street, Hexham and Greenwell Lane, Alnwick every two weeks.

To book an appointment, applicants should contact the Licensing Processing Team on 01670 623856.

Where licences and badges are to be issued, these will be forwarded to the applicant by post.

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* by booking an appointment with the Licensing Processing Team.

Checklist:-

- Completed application form and payment
- DVLA licence (**must state the applicant's current address**) and DVLA activation code
- Completed medical certificate (if applicable - see medical certificates section)
- Completed online Disclosure and Barring Service (DBS) via the Nereo website or an existing DBS certificate (only if applicant has signed up for the update service)
- 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 (Original passport photographs can only be used for up to 3 years)
- Proof of payment of Licence and Disclosure and Barring Service/DBS fee
- 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 any application. The person named on the card must be present at the time of the telephone call. The relevant reference number, amount paid and date of payment will need to be provided with any 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 Library (Manchester Street) (correct cash only). **Please note:** Bedlington and Stakeford depot do not have any cash handling facilities.

<u>Fees with effect from 1st November 2018</u>	
One year licence	£ 78.00
Two year licence	£112.00
Three year licence	£146.00
Additional drivers licence	£ 30.00
Disclosure & Barring Service (DBS)	£ 67.00

Applicants can only opt for a 2 or 3 year licence where they have subscribed to the DBS update service.

In addition, the Council considers it appropriate to grant licences for less than 3 years where:

- A renewal applicant has accumulated 9 penalty points on their DVLA licence;
- A renewal applicant who has been to committee before their licence was renewed;
- A renewal applicant where there are medical reasons to grant a shorter duration licence; and
- Any other reasonable cause.

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).

Medical Certificates

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

Medical certificates will also be required on renewal at 45 years of age and every five years, e.g. at the age of 45, 50, 55, 60 and 65 years. From 65 years of age a medical is required at every annual renewal thereafter.

If the renewal date falls no more than 3 months before the relevant birthday, the medical certificate must be presented at the time of renewal. In all other cases the medical will be required to be produced during the term of the licence.

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.

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.

Where a medical certificate is not required for the renewal, the applicant must submit a medical declaration form.

Disclosure and Barring Service Certificate (DBS)

DBS applications must be completed and submitted via the online Nereo system by completing the DBS Application contained within the orange highlighted box <http://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 the DBS certificate has been received the applicant should contact the Licensing Office on 01670 623856 to make an appointment to submit the certificate. Alternatively certificates can be posted to the

Processing Team, Licensing, Stakeford Depot, East View, Stakeford, Northumberland, NE62 5TR. In all cases the certificate should be forwarded to the Licensing Office within 7 days of receipt.

DBS update service

Renewal applications for a 2 or 3 year licence can only be submitted if the applicant has subscribed to the update service.

To register for the online service the applicant must do so within 30 days of the issue date of their certificate at www.gov.uk/dbs

The update service is an online subscription service that lets people keep their 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 the DBS certificate was issued. The £13 fee is payable by debit or credit card only although applicants can use someone else's card with their permission. Subscriptions last for 1 year from the date of issue on their DBS certificate and automatic renewals can be set up when they first join the update service. If they opt to automatically renew they will receive an email from the update service to explain that their yearly subscription fee of £13 will be charged to the original payment details that they 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 changes to debit/credit card details have not been updated and the subscription has not been renewed the applicant will need to complete a new DBS application and submit via the online Nereo system.

Where an applicant has registered for the DBS update service but online checks reveal that there may be further information on the certificate, the applicant will be required to submit a completed DBS application form together with the relevant fee.

DVLA Share Driving Licence Code

The DVLA counterpart was abolished on 6th June 2015.

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

If applicants 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.

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

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

It is, therefore, recommended that applicants activate the code shortly before their appointment.

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 DBS/DBS disclosure in itself will be insufficient to satisfy the Council that the applicant is a fit and proper person, as the 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".

Customer Satisfaction Surveys

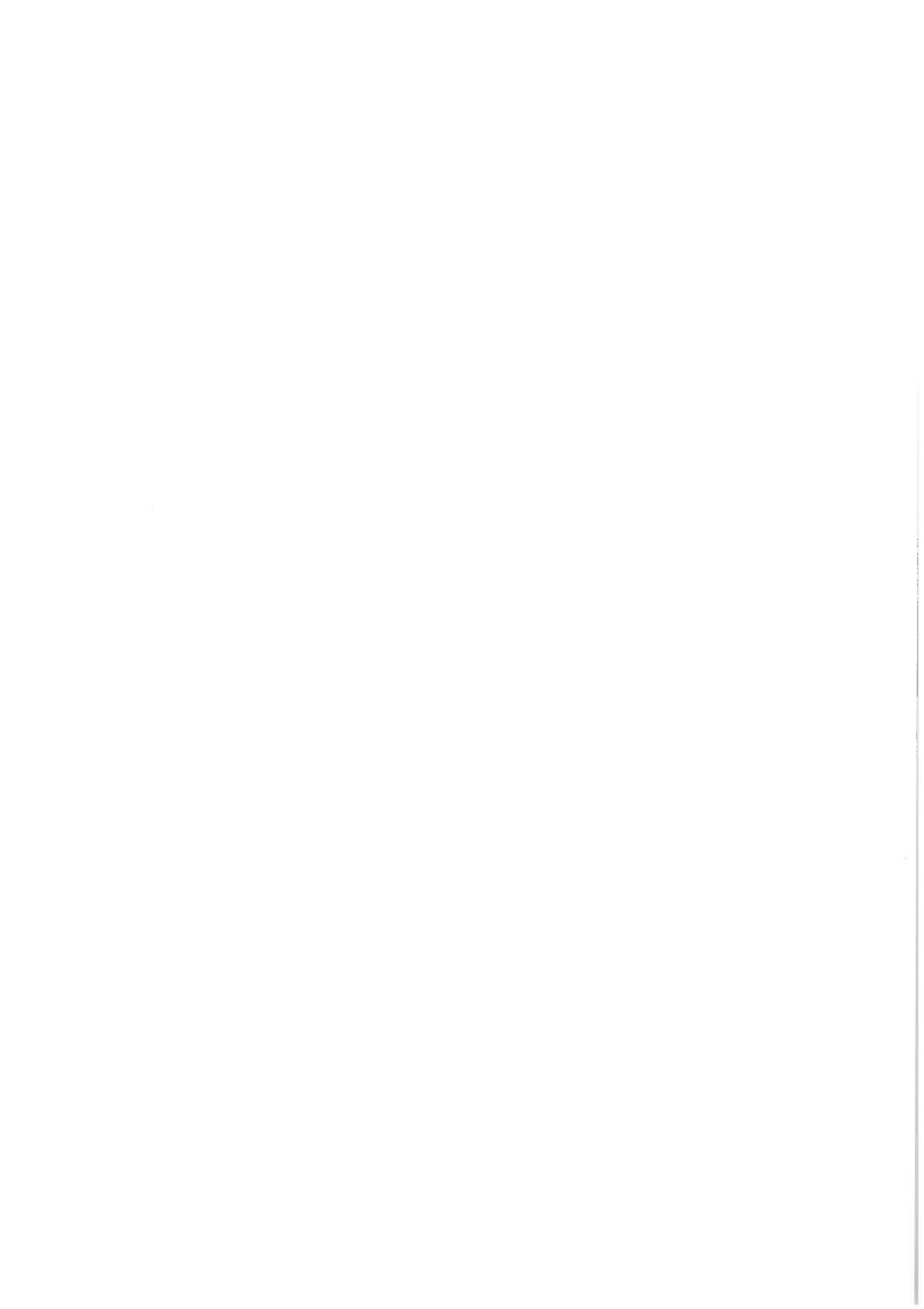
The Licensing Section is constantly reviewing the ways it delivers services to residents and customers, to ensure that it is being as effective and efficient as possible. To help us shape future services it is important that we understand the views and experiences of our service users. Customer satisfaction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

December 2018





Northumberland
County Council

**APPLICATION FOR RENEWAL OF PRIVATE HIRE AND/OR HACKNEY CARRIAGE
DRIVERS LICENCE**

Details of Current Licences	
Private Hire Driver Licence Number	
Hackney Carriage Driver Licence Number(s)	

Term of Licence					
One Year		Two Year		Three Year	

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		National Insurance Number	
Telephone Numbers			
Email Address (optional)			

How long have you held a full driving licence?	
Do you hold a hackney carriage/private hire drivers licence with any other Licensing Authority?	YES [] Please give details below. NO []
Have you ever had a hackney carriage or private hire drivers licence refused, suspended, or revoked?	YES [] Please give details below. NO []
Have you ever held a hackney carriage or private hire vehicle licence?	YES [] Please give details below. NO []
Have you ever had a hackney carriage or private hire vehicle licence refused, suspended or revoked?	YES [] Please give details below. NO []
Have you any physical disability or medical condition which could affect your driving ability or prevent you assisting passengers with luggage?	YES [] Please give details below. NO []
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 below) 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 hackney carriage 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 hackney carriage driver.

I declare that to the best of my knowledge and belief, the answers given in this application for a licence to drive hackney carriage 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 hackney carriages 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](#)

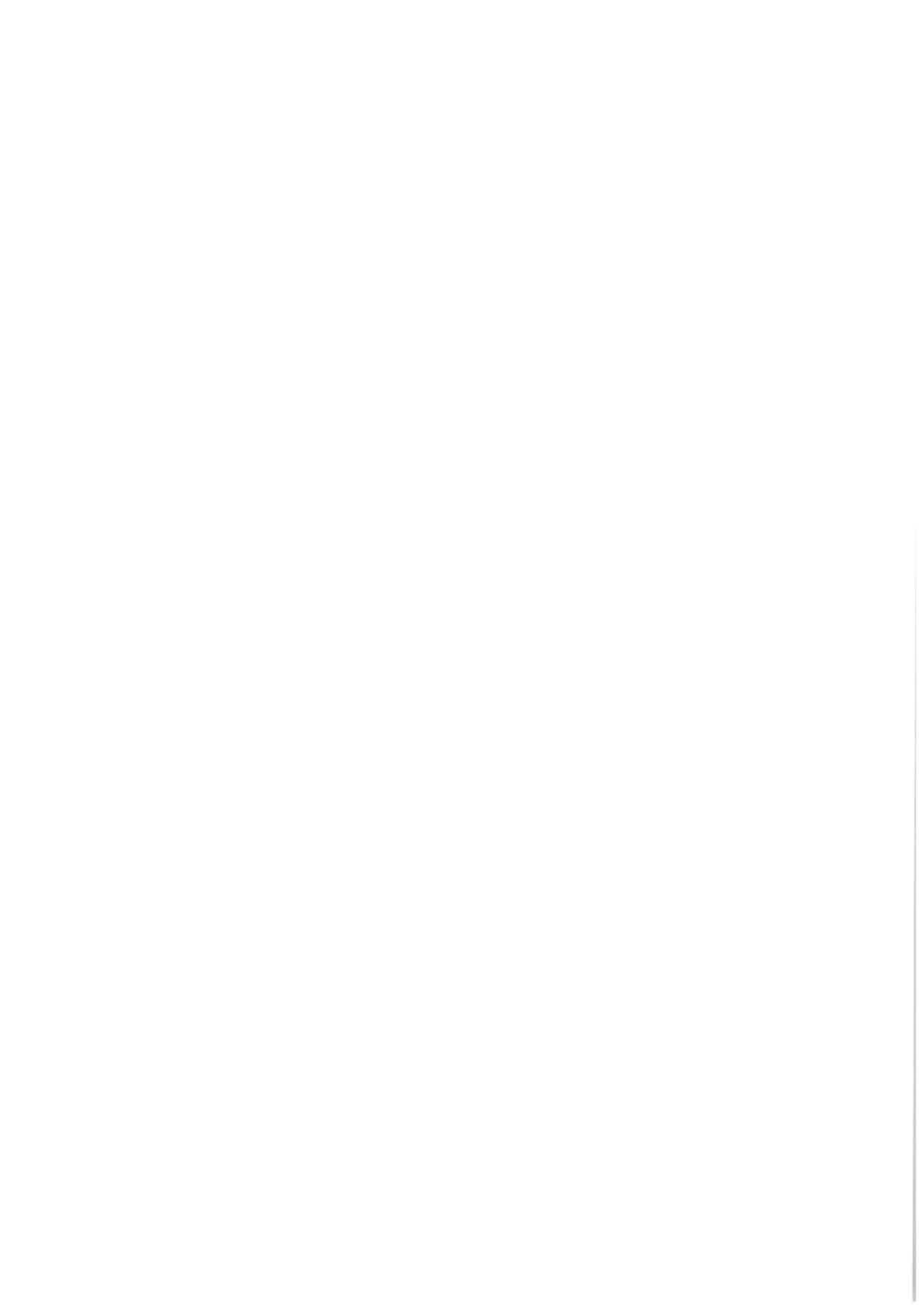
I understand that it is an offence to give a Licensing Authority information which is false or misleading and by doing so I understand that I shall be liable to prosecution and/or this could invalidate my application and result in the matter being referred to the Regulatory Committee who have the power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

Signed:

Date:

Equal opportunities

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





Northumberland
County Council

CONFIDENTIAL
Medical Declaration

Full Name	
Date of Birth	
Address	

Since the grant of your last Hackney Carriage or Private Hire Driver's Licence have you:-	
Suffered from, or received treatment for, any eye disorder, loss of vision, or any other visual defect? (If yes, please specify)	
Suffered an attack of epilepsy, vertigo, blackouts, impaired consciousness, sudden giddiness or fainting? (If yes, please specify)	
Suffered from narcolepsy/cataplexy? (If yes, please specify)	
Received treatment for Diabetes Mellitus? (If yes, please specify)	
Suffered from any heart or lung disorder for which you have received treatment? (If yes, please specify)	
Received any treatment for abnormally high or low blood pressure? (If yes, please supply)	
Suffered any deformity or loss of limbs or part of limbs? (if yes, please specify)	
Suffered from, or received treatment for, any defect in hearing? (If yes, please specify)	

Received treatment for addiction to alcohol, tobacco, drugs or solvents? (If yes, please specify)	
Suffered from any other physical or mental disorder? (If yes, please specify)	
Are you currently undergoing any tests or receiving any treatment or medication for any ailments or conditions? (If yes, please specify)	

DECLARATION

I consider myself to be in a good state of physical and mental health and that I am capable of the duties of a Hackney Carriage or Private Hire Driver.

I declare that to the best of my knowledge and belief, the answers given in this document are true. I understand that if I have provided any information in this form that I know to be false or do not believe to be true any licence issued to me may be suspended or revoked.

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

Where further medical opinion or the completion of a medical certificate from the Doctor is required I understand that this will be at my expense.

Signed: _____ Date: _____

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).

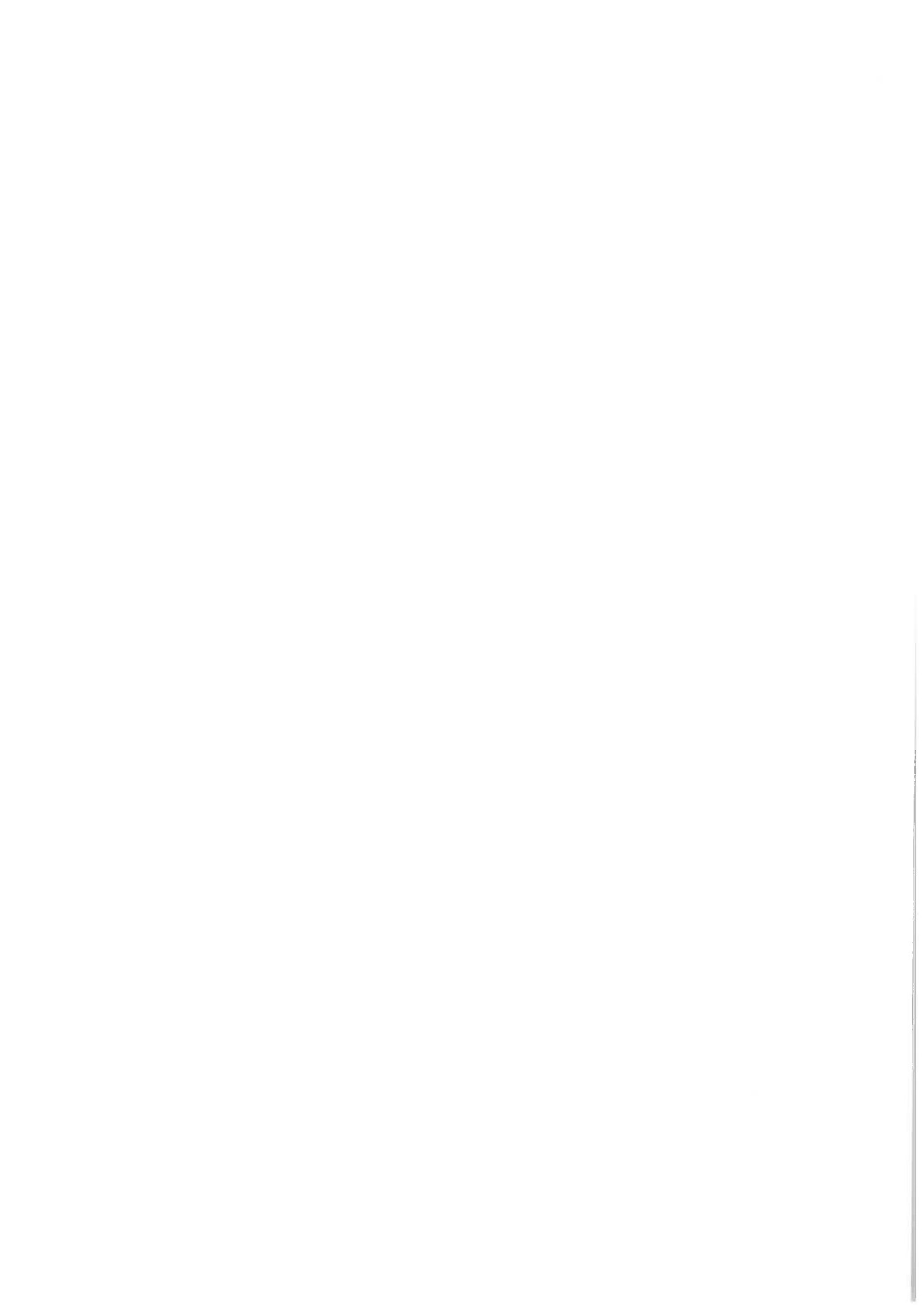
Convictions

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.



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

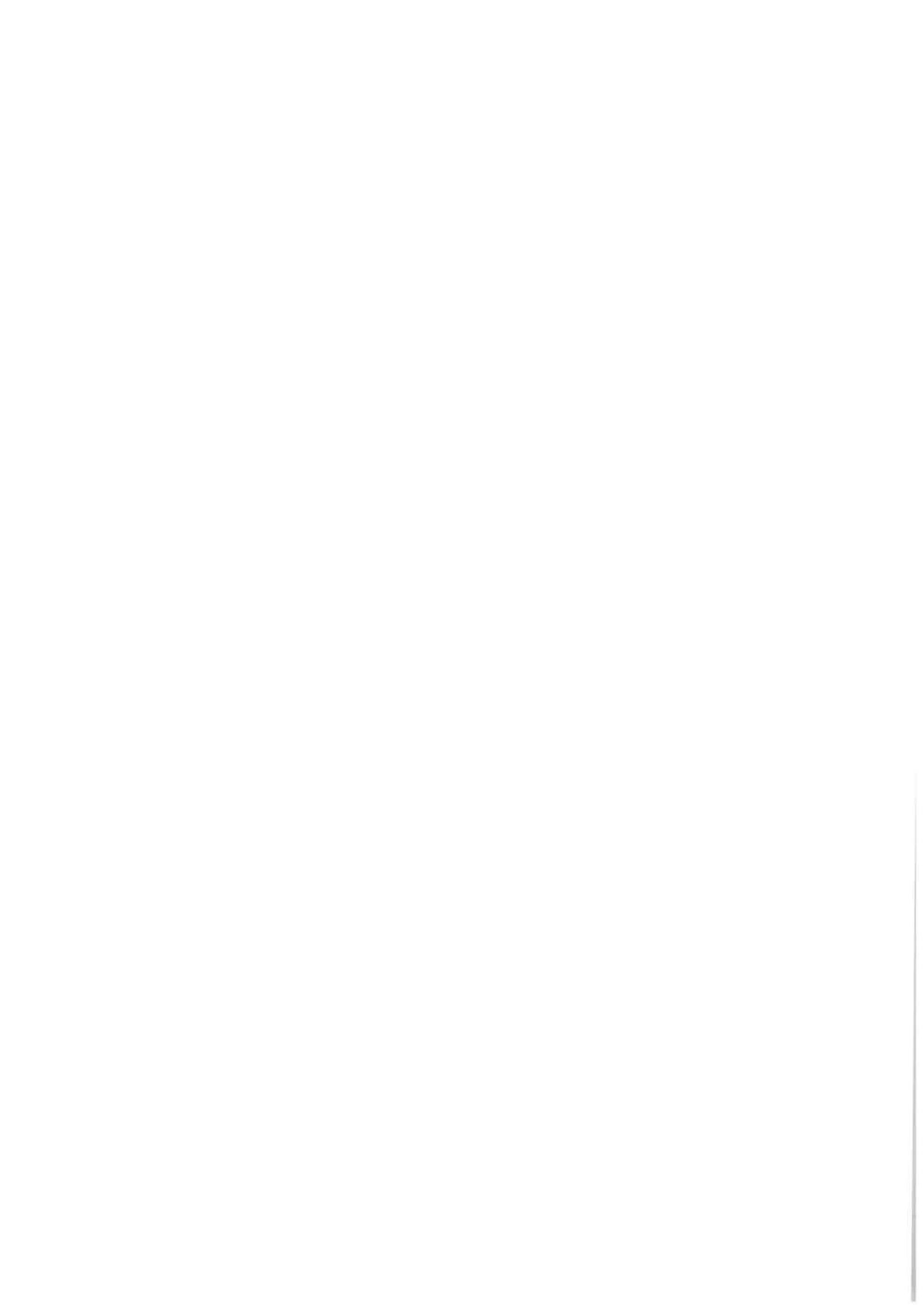
One document from Group 1 plus any two others from Groups 1 or 2

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.