

HACKNEY CARRIAGE & PRIVATE HIRE DRIVERS LICENCES

NEW APPLICATION

Should you have any questions with regards to submitting your application and supporting documentation you should contact the Licensing Processing Team via email licensing@northumberland.gov.uk for further advice.

Knowledge and Locality Test

All new applicants for a hackney carriage and/or private hire drivers' licence are required to pass a test to show that their knowledge of the local area and the hackney carriage and private hire licensing policy is of a satisfactory standard.

Hackney carriage and private hire applicants are required to sit paper one which is based on the Hackney Carriage and Private Hire legislation this paper includes elements of the highway code.

Hackney carriage applicants are required to sit a second paper is based on the knowledge of the required zone or zones. The Hackney Carriage zones are Alnwick, Berwick Upon Tweed, Blyth Valley, Castle Morpeth, Tynedale and Wansbeck.

The required mark to pass is 80%.

All knowledge tests are conducted at West Hartford Fire Station, West Hartford Business Park, Cramlington, Northumberland, NE23 3JP by appointment only. Appointments can be booked by telephoning the Licensing Processing Team on 01670 623856 or by email at licensing@northumberland.gov.uk.

The fee for the knowledge test and Child and Adult sexual exploitation course is £33.00 and must be paid prior to the test by credit/debit card online at <https://paymentportal.northumberland.gov.uk/Payment/NCC/Misc/>

Prospective applicants will need to email the following information prior to allow us to book the test:-

- a) DVLA driving licence both sides. 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) Full Name Address DOB email and telephone contact details and their national insurance number Which test they require HCD/PHD or both and Zone if HCD is Required
Company they will be working for. If applicable

Applicants have three attempts at the knowledge test. Should prospective applicants fail three times they cannot apply to take another test until 6 months has passed.

For a sample list of locality questions on any of the hackney carriage zones, please go to:-
<http://www.northumberland.gov.uk/Business/Licences/Taxi.aspx#taximinicablicence>

All applicants will be required to have an officer interview after their knowledge test has been completed.

Submitting Applications

Applicants are required to email their completed application with the required documentation and receipt for payment to licensing this can be submitted prior to the knowledge test and course.(see below for fees). Original identification documents must be seen in person by appointment only at West Hartford Fire Station.

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.

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 or help with the internet.

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
- DVLA licence - **must state the applicant's current address**
- Completed Medical Certificate (can be submitted at a later date but no licence will be produced until received)
- 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 – to be submitted in person at the knowledge test or by appointment with the Licensing team
- 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.

Payment of Licensing Fees

Payment can be made by the following methods:

- By phone on 0345 600 6400
- Online <https://paymentportal.northumberland.gov.uk/Payment/NCC/Misc/>

<u>Fees with effect from 1st November 2018</u>	
One year licence	£85.00
Knowledge test	£23.00
Additional drivers licence	£34.00
Disclosure & Barring Service (DBS)	£61.00
Child and Adult Sexual Exploitation Awareness Training	£10.00

Disclosure and Barring Service Certificate (DBS)

Applicants must submit a DBS application via the online Nereo system by completing the DBS Application contained within the orange highlighted box [Online Disclosures \(matrixscreening.com\)](https://matrixscreening.com)

Organisation reference: NCCPPL
Password: NCC

Once the DBS certificate has been received the applicant should email the certificate to licensing@northumberland.gov.uk. Alternatively certificates can be posted to the Processing Team, Licensing, West Hartford Fire Station, West Hartford Business Park, Cramlington, Northumberland, NE23 3JP. In all cases the certificate should be forwarded to the Licensing Office within 7 days of receipt.

DVLA Share Driving Licence Code

Applicants are required to provide a code enabling the Council to check their DVLA details. The code can be activated on the Government webpage <https://www.gov.uk/view-driving-licence> or by telephone on 0300 083 0013. The code provided will only be valid for **21 days**.

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 through an appropriately qualified advanced driving instructor. Please see the links below or contact the Licensing section for more information.

<https://advanced-driving.co.uk/advanced-defensive-driving-courses-newcastle-upon-tyne/>

<https://signaturesom.co.uk/driving-lessons-blyth/>

Applicants who have spent time abroad

Where an applicant has been continuously absent from the United Kingdom and the 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 Exploitation 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. Courses are only run on a monthly basis and you are advised to book as soon as possible.

Following the appointment

Until you have received your certificate from the DBS the drivers licence cannot be issued. Provided that the DBS certificate is clear, all other required documentation has been received and are satisfactory and you have attended the CASE training the drivers licence and badge may be produced.

Applicants may wish to notify the Licensing Section that they have received their DBS.

Where there are any matters raised on your DBS, driving licence or medical you may be invited to meet with Licensing.

Hackney Carriage Zones

There are currently six hackney carriage licensing zones in Northumberland. Vehicle and Drivers licences are issued specific to these zones. Applicants for drivers licences can apply for more than one zone but there is an additional fee for each additional licence.

National Register of Taxi Licence Revocations & Refusals (NR3)

The licensing authority provides information to the National Register of Taxi Licence Refusals and Revocations (NR3) about hackney carriage or private hire drivers where licences are revoked, or an application is refused. The licensing authority will also check the register for all applicants.

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 use of any further information provided to it.

Privacy Notice

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

The Licensing Department
Northumberland County Council
West Hartford Fire Station,
West Hartford Business Park
Cramlington
Northumberland
NE23 3JP



Northumberland
County Council

**APPLICATION FOR A HACKNEY CARRIAGE DRIVERS LICENCE/PRIVATE HIRE DRIVERS
LICENCE
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976
TOWN POLICE CLAUSES ACT 1847**

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

Type of application	
New HCD or PHD or both	[]

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 [] Please give details below. NO []
Have you ever held a hackney carriage or private hire driver's licence?	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 []
Do you have an exemption, on medical or physical grounds, from the duties to assist wheelchair passengers in accordance with	YES [] Please give details below. NO []

Section 165 of the Equality Act 2010?

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 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.

Checklist for Licence Application

<u>Document</u>	<u>Submitted Y/N</u>
Application	
Receipt of fees	
Driving Licence	
Second form of ID	
Third form of ID	
DBS	
Group 2 Medical	