

# **APPLICATIONS FOR NEW HACKNEY CARRIAGE DRIVERS LICENCES**

**PLEASE READ CAREFULLY**

## **Knowledge Test**

All new applicants for a hackney carriage drivers' licence are required to pass a test to show that their knowledge of hackney carriage 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**

Payment can be made by telephone in advance of the submission of the application. Please ensure that the person named on the card is present at the time of the telephone call. The reference number, amount paid and date of payment will need to be provided with the 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**: Stakeford depot does not have any cash handling facilities.

## **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/db](http://www.gov.uk/db)s

### **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 October 2018

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

Details of Hackney Carriage Zone(s)			
Alnwick		Berwick	
Blyth Valley		Castle Morpeth	
Tynedale		Wansbeck	

DVLA SHARE DRIVING LICENCE CODE	
Activation Code	
Date code activated	

Details of applicant	
Full Name	
Address	
Postcode	
Date of Birth	
Telephone numbers	
How long have you held a full driving licence?	

<p>Are you the current holder of an NCC hackney carriage or private hire drivers licence?</p>	<p><b>YES</b> [ <input type="checkbox"/> ] Please give details below.  <b>NO</b> [ <input type="checkbox"/> ]</p>
<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 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.

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.

Fees Schedule with effect from 1<sup>st</sup> November 2018

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	£78.00
One Year Licence – Renewal Applicants Only	£78.00
Two Year Licence – Renewal Applicants Only	£112.00
Three Year Licence – Renewal Applicants Only	£146.00
Additional Drivers Licence	£30.00
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 with effect from 1<sup>st</sup> November 2018

LKN	£23.00
HCD Initial Licence	£78.00
CRBD	£44.00
CRBA	£23.00

If dual badge applied for:-

PHD	£30.00
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Please give this sheet to the cashier