



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 for further advice. To make an appointment or for further advice please ring **01670 623856**.

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 every Tuesday at Stakeford Depot, East View, Stakeford, NE62 5TR by appointment only.

The fee for the test is £23.00 and must be paid prior to the test by credit/debit card via telephone call direct to licensing on 01670 623856. Please note there are no facilities to take cash within the licensing department at Stakeford depot.

Prospective applicants will need to bring the following items with them to be checked prior to taking the test:-

- a) DVLA driving licence. 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 if paid at an external office
- c) Passport photograph signed on the back

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

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>

Appointment for Submitting Applications

Once the knowledge test has been passed, applicants are required to make an appointment at Stakeford Depot to have a new driver interview and hand in the application form and required documentation to make a duly made application. This appointment should take approximately 30 minutes.

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. To make an appointment or require further advice please ring 01670 623856.

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.

Prior to the appointment

- The medical certificate must be completed and signed by your own GP or other medical practitioner who has full access to your medical records. The medical certificate must state that the applicant meets the requirements of the DVLA Group 2 medical standards of fitness to drive.
- A Disclosure and Barring Service Certificate (DBS) application must be completed and submitted via the online Nereo system (please refer to Disclosure and Barring Service Certificate (DBS) below).
- Child and Adult Sexual Awareness (CASE) Training (please refer to CASE below)

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
- 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
- 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 on 01670 623856.

Payment of Licensing Fees

Payment can be made by the following methods:

- By phone on 01670 623856
- By cheque made payable to Northumberland County Council
- In person at any of the Northumberland County Council buildings (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:** County Hall, Bedlington Information Point and Stakeford depot do not have any cash handling facilities.

<u>Fees with effect from 1st November 2018</u>	
One year licence	£78.00
Knowledge test	£23.00
Additional drivers licence	£30.00
Disclosure & Barring Service (DBS)	£67.00
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 <https://disclosure.capitarvs.co.uk/nereo/>

Organisation reference: NCCPPL

Password: NCC

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.

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 contact the licensing department for further details.

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. Once you have received your certificate please contact the Licensing Section on 01670 623856 within 7 days of receipt of the DBS certificate to make an appointment at Stakeford depot to submit the certificate. Alternatively you can post your certificate to the Processing Team, Licensing, Stakeford Depot, East View, Stakeford, Northumberland, NE62 5TR.

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>