



# Northumberland County Council

## **APPLICATION FOR NEW/RENEWAL OF PRIVATE HIRE OPERATOR LICENCE**

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**.

### **Appointment for Submitting Applications**

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**

- A basic criminal disclosure certificate application must be completed and submitted via the Disclosure Scotland website at <https://www.gov.uk/request-copy-criminal-record> (If the applicant is already a licensed driver with Northumberland County Council and has had an Enhanced DBS check, then this will not be required).

### **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.**

New 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.

Renewal applications may be made by post to:-

Licensing Department  
Northumberland County Council  
Stakeford Depot  
East View  
Stakeford  
Choppington  
NE62 5TR

### **Checklist:-**

- Completed application form
- Payment or proof of payment (receipt / reference no.)
- Basic criminal disclosure certificate (for each applicant). This is required on initial application (If the applicant is already a licensed driver with Northumberland County Council and has had an Enhanced DBS check, then this will not be required.)

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.

<b><u>Fees with effect from 1st November 2018</u></b>	
One year licence	£106.00
Five year licence	£502.00

## **Privacy Notice**

The Public Protection Privacy Notice is available at

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

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