



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 (must complete)			
Email Address (must complete)			

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 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 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.