



Northumberland

County Council

HACKNEY CARRIAGE / PRIVATE HIRE DRIVER RENEWAL

To renew your hackney carriage / private hire driver licence you are required to submit your completed application **before** the expiry date. Applications that are not submitted prior to the expiry of the licence will be treated as a new application and the new application procedure will be followed.

Should you have any questions with regards to submitting your renewal 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**.

Submission of Applications

Applications to renew a drivers licence may be made in the following ways:

- In person by appointment with the Licensing Processing team at Stakeford Depot, East View, Stakeford, Northumberland, NE62 5TR. To make an appointment, applicants should contact the Licensing Processing Team on 01670 623856.
- In person at the Information Point, Queens Hall, Beaumont Street, Hexham or The Information Point, Greenwell Lane, Alnwick every two weeks. To check availability, applicants should contact the Licensing Processing Team on 01670 623856.
- By hand at any Northumberland County Council Information Point
- By post to the Licensing Processing Team. (Where it is necessary to return documents to applicants, these will be sent by ordinary post. The Council accepts no responsibility for documents lost in the post. **Cash should NOT be enclosed with postal applications.**)

Required Documentation to produce with application

Applicants are required to provide ALL the following items *at the time of application*.

- Completed application form (including details of payment of fees)
- Proof of payment of relevant fees
- DVLA licence (**must state the applicant's current address**) and DVLA activation code
- Completed medical certificate (You will receive a separate letter if you require a medical))
- Proof of identity – Please note you must provide documents to prove your entitlement to work in the UK. Where you are applying for a Disclosure and Barring certificate you are required to submit further identification documents.
- 2 Passport photographs (Original passport photographs can only be used for up to 3 years)
- Certificate of Good Conduct where appropriate (applicants who have spent time abroad)

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 |
| Two year licence | £112.00 |
| Three year licence | £146.00 |
| Additional drivers licence | £ 30.00 |
| Disclosure & Barring Service (DBS) | £ 67.00 |

Applicants can only opt for a 2 or 3 year licence where they have subscribed to the DBS update service.

In addition, the Council considers it appropriate to grant licences for less than 3 years where:

- A renewal applicant has accumulated 9 penalty points on their DVLA licence;
- A renewal applicant who has been to committee before their licence was renewed;
- A renewal applicant where there are medical reasons to grant a shorter duration licence; and
- Any other reasonable cause.

Disclosure and Barring Service Certificate (DBS)

Renewal applications for a 2 or 3 year licence can only be submitted if the applicant has subscribed to the update service.

Where an applicant has registered for the DBS update service but online checks reveal that there may be further information on the certificate or where the online subscription is no longer valid, the applicant will be required to submit a completed DBS application form together with the relevant fee.

Where the applicant is not subscribed to the update service they 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**.

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>

October 2019