



Northumberland
County Council

APPLICATION FOR RENEWAL OF PRIVATE HIRE VEHICLE LICENCE

The application form should be completed in BLOCK CAPITALS. Where the required relevant information is not provided, applications may not be accepted and may be returned to the applicant.

Please note that any new or replacement vehicle MUST BE Euro V Technology standard in respect of passenger cars and Euro IV Technology standard in respect of light commercial vehicles.

You can check this on <http://www.vcacarfueldata.org.uk/> or check with the manufacturer.

Please note that applications are not complete unless they contain **all** the documentation listed below.

- Fully completed application form
- Registration document in the proprietor's name
- Current certificate of insurance and schedule if on a fleet policy. The insurance certificate submitted must cover the vehicle to be used as private hire. Where the applicant is not the holder of the insurance, the Council may require further information.
- A vehicle inspection certificate (MOT and Taxi Compliance Report) – see vehicle testing below.
- Proof of payment of licence fees
- Individual Vehicle Approval certificate or equivalent documentation where the vehicle has been subject to any modification that may affect its conformity to the terms of its type approval certificate
- Evidence of compliance with Euro V Technology standard

Vehicle Testing

Vehicle tests must be carried out not more than 28 days before the expiry of the licence and complete applications - including the inspection certificate - must be submitted before the date of expiry.

Applicants should arrange directly with one of the garages listed overleaf for the vehicle to be inspected. The inspection fee is payable to the garage at the time of inspection. The fee for the inspection is £55.00. Vehicles must be tested at one of the garages listed below.

Address	Telephone no
Alnwick Depot, Northumberland County Council, Lionheart Industrial Park, Blackthorn Close, Alnwick, NE66 2ER	01670 624392
Stakeford Depot, Northumberland County Council, East View, Stakeford, Choppington, NE62 5TR	01670 622937
Tyne Mills Depot, Northumberland County Council, Tyne Mills Industrial Estate, Hexham NE46 1XW	01670 623746

Once the vehicle has passed the inspection the garage will provide the applicant with a vehicle testing certificate. This certificate must be submitted with the licence application. Applicants are advised that all vehicle test certificates are valid for 28 days only.

Where modifications have been carried out to the vehicle that may affect the vehicles conformity to the terms of the type approval certificate, the Council will require proof of SVA/IVA certificate. These

certificates should be produced at the time of vehicle inspection and may be required to be produced during the application process.

Payment of Licensing Fees

The licence fee for a private hire vehicle licence is £226.00 or where the vehicle is LPG or bio-diesel £204.00.

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.

Submission of Applications

Applications 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.**)

The Air Quality (Taxis and Private Hire Vehicles Database) (England and Wales) Regulations 2019

Licensing authorities are required to provide weekly reports of every hackney carriage and private hire vehicle. The details to be required are:-

- the registration mark of the vehicle
- licence number
- the date from which the licence has effect
- the date on which the licence is due to expire
- whether the vehicle is a taxi or private hire vehicle

Although it is not a legal requirement authorities are also requested to provide details of whether the vehicle is wheelchair accessible. Northumberland County Council also provide these details on a weekly basis. The information is then shared with those authorities operating a Clean Air Zone.

Privacy Notice

The Public Protection Privacy Notice is available at

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