



## Northumberland County Council

### 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.

**You can check the Euro Status of your vehicle on <https://www.hpi.co.uk/content/diesel-news-the-future-of-diesel/hpi-euro-emission-standards-checker/> 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 VI Technology standard
- Current plate
- Indicate in appropriate box whether applying as Sole Trader or Limited Company

#### Vehicle Testing

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.

### **Replacement Vehicle Applications**

Where the application is to licence a replacement vehicle, the licence and identification plate for that vehicle will not be issued until the identification plate for the vehicle that is being replaced is returned.

Licences for replacement vehicles will be granted for 1 year. A refund of £12.50 per calendar month remaining on the surrendered licence will be granted.

### **Payment of Licensing Fees**

The licence fee for a private hire vehicle licence is £241.00. If there are full months outstanding on the current plate, please refer to the table below for fee

Number of Full Calendar Months Remaining on Current Licence at time of complete application*	Fee Payable at the time of application
11	88.50
10	101.00
9	113.50
8	126.00
7	138.50
6	151.00
5	163.50
4	176.00
3	188.50
2	201.00
1	213.50
0	241.00

Payment can be made by the following methods:

- By phone on 0345 600 6400
- 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 West Hartford Fire Station 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 West Hartford Fire Station, West Hartford Business Park, Cramlington, NE23 3JP. To make an appointment, applicants should contact the Licensing Processing Team on 01670 623856.
- Via email to Licensing @northumberland.gov.uk

## **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>

Updated April 2024







**Northumberland**  
County Council

**PRIVATE HIRE VEHICLE LICENCE APPLICATION**  
Local Government (Miscellaneous Provisions) Act 1976

<b>1. Type of application - Please ✓ relevant type</b>			
New	<input type="checkbox"/>		
Renewal	<input type="checkbox"/>	Licence Number	
Vehicle Replacement	<input type="checkbox"/>	Licence Number	

<b>2. Applicant Type</b>					
Applying as an individual	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If yes go to section 3
Applying as a business or organisation, including a sole trader	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If yes go to section 4

<b>3. Applicant (should be the principal proprietor)</b>	
Full Name	
Operator Number/company name (must complete)	
Address	
Post Code	
Telephone No/s (must complete)	
Email Address (must complete)	

<b>4. Applicant Business</b>						
4.1	Is your company registered with companies house?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If no go to section 5.3
4.2	Registration Number (Company Number/Charity Number)					
4.3	Name of Business					
4.4	Name of authorised signatory					
4.5	Applicant's position in the business					

<b>Business Address – This should be your official address – The address required of you by law to receive all communication</b>	
4.6	Building name or number
4.7	Street

4.8	City or Town	
4.9	County	
4.10	Post Code	
4.11	Country	
4.12	Telephone Number	
4.13	Email	

<b>5. Vehicle Details</b>		
Make		
Model		
Colour		
Registration number		
Date of first registration		
Euro Status		
Type of fuel		
Number of passenger seats		
Cubic capacity of engine		
Is a radio telephone fitted?	Please <input type="checkbox"/> YES [    ]    NO [    ]	
Is the vehicle wheelchair accessible?	Please <input type="checkbox"/> YES [    ]    NO [    ]	
Is the vehicle currently licensed by another licensing authority?	Please <input type="checkbox"/> YES [    ]    NO [    ] Please specify issuing authority	
Has the vehicle had any modification carried out that may affect its conformity to the terms of its type approval certificate?	Please <input type="checkbox"/> YES [    ]    NO [    ] If yes, please specify	
Where is the vehicle to be usually kept when not in use?		

**DECLARATION BY APPLICANT or DECLARATION ON BEHALF OF A BUSINESS**

I declare that I shall hold the licence applied for as principal proprietor with a controlling interest in the vehicle and that every proprietor or part proprietor of the vehicle, or person concerned either solely or in partnership with any other person in the keeping, employing or hiring of the vehicle is named in this application. I understand that if I or my employees fail to comply with any condition attached to a licence, the licence shall be liable to be suspended, revoked or not renewed by the council.

I declare that the statements I have made on this form are true.

I consent to the information provided in this application being used by Northumberland County Council for the purposes of undertaking its statutory licensing functions and understand that it may be 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.

I note that the Council is under a duty to protect the public funds it administers, and to this end may use the information I have provided on this form 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 understand that if I have knowingly or recklessly made a false statement in connection with this application, I shall be liable to prosecution and/or any licence granted to me as a result of a false statement may be suspended or revoked by the Council.

Signed	
Dated	

**DECLARATION BY ADDITIONAL PROPRIETORS**

I declare that the statements made on this form are true.

I understand that if I have knowingly or recklessly made a false statement in connection with this application, I shall be liable to prosecution and/or any licence granted to me as a result of a false statement may be suspended or revoked by the Council.

I consent to the information provided in this application being used by Northumberland County Council for the purposes of undertaking its statutory licensing functions and understand that it may be 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.

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Signed	
Dated	
Full name	
Address	

**Equal opportunities**

All applicants will be treated equally, regardless of ethnic or national origin, gender, religion, age and sexual orientation.

