

NEW APPLICATION	
NEW APPLICATION G/RIGHTS	

**APPLICATION FOR A LICENCE TO DRIVE A HACKNEY CARRIAGE OR PRIVATE HIRE VEHICLE**



North Tyneside Council

<b>Date received:</b>		INITIALS
<b>DVLA driver licence number:</b>		
<b>DVLA Licence Valid:</b>	<b>From:</b>	<b>To:</b>
<b>RTW CHECK CONDUCTED DATE</b>		INITIALS
<b>PSE TRAINING COMPLETED:</b>		INITIALS
<b>NR3 CHECKED:</b>		INITIALS
<b>DVLA LICENCE CHECKED:</b>		INITIALS
<b>D.B.S. REFERENCE NUMBER:</b>		INITIALS
<b>D.B.S. SUBMITTED / RECEIVED</b>		INITIALS
<b>DATE LICENCE ISSUED:</b>		INITIALS
<b>DATE LICENCE EXPIRES:</b>		INITIALS

**IMPORTANT: PLEASE REFER TO THE EXPLANATORY NOTES ON PAGE 5 BEFORE SUBMITTING YOUR APPLICATION. THE FOLLOWING ARE REQUIRED WHEN MAKING YOUR APPLICATION:**

- **A FULL, CURRENT, UK OR EU/EEA DRIVER'S LICENCE WHICH MUST HAVE BEEN HELD FOR AT LEAST 12 MONTHS**
- **THE LICENCE FEE (Hackney Carriage or Private Hire).** (You can pay with debit or credit card);  
**New Application:** One year £141.00; Two years £203.00; Three years £265.00);  
**New Application with Grandfather Rights:** One year £116.00; Two years £178.00; Three years £240.00);
- **DISCLOSURE AND BARRING SERVICE CHECK / APPLICATION FEE - £49.50** - (You need to first register online and upon submitting your application provide a minimum of three documents along with your application. To assist the DBS in confirming your identity, please refer to the DBS Information provided. (You can pay with debit or credit card; the fee will then be forwarded to the Disclosure & Barring Service).  
*(A Disclosure is valid for six months from the date of issue).* Once your DBS Certificate has been issued you must sign up to the DBS Update Service within 30 days of the date of issue of the certificate. The cost is £16.00 per year and you pay the DBS direct.
- **RIGHT TO WORK (RTW) - FORM IC3** – You must provide a document or document combination that is stipulated as being suitable for this check. (Please refer to the information provided for list of acceptable documents). Alternatively, you can provide us with a Right to Work check share code.
- **SAFEGUARDING AWARENESS FOR TRANSPORT SERVICES** - Please provide a valid email address so that an account can be set up for you with the Authority's Learning Pool.
- **DVLA CHECK** – Provide your DVLA Share Code on the attached form (LCC) and submit it along with your application for a driver's licence. This will allow the Authority to access up to date information held on your DVLA record.
- **MEDICAL CERTIFICATE - FORM MC1** (Group 2 Medical Standard of Fitness Applies) (Can follow after you have submitted your application).  
*(A Doctors Certificate is required on initial application for a licence and then at each five-yearly renewal at age 45, then every year after age 65).  
 (A Medical Certificate is valid for six months from the date it is signed by the G.P.)*
- **KNOWLEDGE TEST / APPLICATION FEE - £35.00** - You can sit your knowledge test before or after you submit your application for a Private Hire / Hackney Carriage driver's licence. Appointments can be made by contacting the Licensing Office. (Please refer to the knowledge test application pack provided for more details). *(A knowledge test pass certificate is valid for 12 months from the date passed and will be retained at the Licensing Office following your test).*
- **OVERSEAS CRIMINAL RECORD CHECK (if applicable)** (Can follow after you have submitted your application). Where an applicant has been absent from the U.K. and Channel Islands for three months or more they should provide a Certificate of Good Conduct or equivalent document from each country where they have been resident / domiciled. The same conditions may also apply if you were born outside of the UK.
- **NATIONAL REGISTER OF TAXI LICENCE REVOCATIONS, REFUSALS AND SUSPENSIONS (NR3S)** - North Tyneside Council has signed up to the National Register of Taxi Licence Revocations, Refusals and Suspensions (NR3S). This means that when an application for a hackney carriage or private hire driver's licence (new and renewal) is refused, or when an existing drivers' licence is suspended or revoked, that information will be placed upon the register. The policy that covers the use that this Authority will make of the ability to access and use information contained on the register can be found at [www.northtyneside.gov.uk](http://www.northtyneside.gov.uk)

**PART 1 – APPLICANT DETAILS**

1. **FULL NAME:** \_\_\_\_\_  
**DATE OF BIRTH:** \_\_\_\_\_ **PLACE OF BIRTH:** \_\_\_\_\_  
**NAT. INS.NO:** \_\_\_\_\_ **CONTACT TEL NO:** \_\_\_\_\_
2. **CURRENT ADDRESS:** \_\_\_\_\_  
**POSTCODE:** \_\_\_\_\_
3. **INDICATE TYPE OF LICENCE APPLIED FOR:** (Hackney Carriage / Private Hire) \_\_\_\_\_

4. GIVE ALL ADDRESSES THAT YOU HAVE RESIDED WITH DATES IN THE LAST FIVE YEARS (use a separate sheet of paper if necessary):

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5. GIVE ANY OTHER NAMES THAT YOU HAVE USED IN THE PAST: \_\_\_\_\_

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6. HAVE YOU EVER HELD A LICENCE OF SIMILAR TYPE WITH THIS OR ANY OTHER AUTHORITY? YES / NO  
IF SO, WHICH AUTHORITY (S) AND DATE(S) LICENCE ISSUED AND EXPIRED

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7. WAS THAT LICENCE EVER SUPENDED OR REVOKED? YES / NO  
IF SO, GIVE DETAILS OF WHICH AUTHORITY(S) AND DATES(S)

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8. HAVE YOU EVER HAD AN APPLICATION FOR A HACKNEY CARRIAGE/PRIVATE HIRE DRIVER'S LICENCE REFUSED? YES / NO  
IF SO, GIVE DETAILS OF WHICH AUTHORITY(S) AND DATES(S)

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9. NAME, ADDRESS AND TELEPHONE NUMBER OF YOUR CURRENT GENERAL PRACTITIONER:

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10. I CONFIRM THAT I AM AWARE OF MY TAX RESPONSIBILITIES AND I AM AWARE OF THE GUIDANCE ISSUED BY HMRC. YES / NO  
<https://www.gov.uk/guidance/changes-for-taxi-private-hire-or-scrap-metal-licence-applications-from-april-2022>

11. IF YOU ARE APPLYING FOR THE SAME TYPE OF LICENCE YOU HAVE PREVIOUSLY HELD AND THAT CEASED BEING VALID LESS THAN A YEAR AGO, OR IF YOU ARE APPLYING FOR THE SAME TYPE OF LICENCE YOU ALREADY HOLD WITH ANOTHER LICENSING AUTHORITY, PLEASE PROVIDE YOUR NINE-DIGIT TAX CHECK REFERENCE NUMBER

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**PART 2 - TO BE COMPLETED BY APPLICANTS RE-APPLYING FOR A LICENCE WITHIN SIX MONTHS OF THE EXPIRY OF THEIR LAST LICENCE WITH THIS AUTHORITY.**

1. SINCE THE EXPIRY OF YOUR LAST LICENCE HAVE YOU BEEN CAUTIONED BY THE POLICE OR OTHER REGULATORY AUTHORITY OR BEEN CONVICTED OF ANY OFFENCE(S) INCLUDING MOTORING OFFENCES? YES / NO  
IF YES, COMPLETE SECTION 3 (DECLARATION OF PREVIOUS CONVICTIONS).

2. SINCE THE EXPIRY OF YOUR LAST LICENCE HAVE YOU SUFFERED ANY ILLNESS, INJURY OR ALLERGY THAT WOULD CALL INTO QUESTION YOUR ABILITY TO CARRY OUT THE DUTIES OF A HACKNEY CARRIAGE OR PRIVATE HIRE DRIVER? IF YES, COMPLETE FORM MC2 (AVAILABLE FROM LICENSING OFFICE). YES / NO

3. SINCE THE EXPIRY OF YOUR LAST LICENCE HAVE YOU SPENT ANY CONTINUOUS PERIOD OF MORE THAN THREE MONTHS OUTSIDE THE U.K.? IF YES, COMPLETE SECTION 4 (TIME SPENT OVERSEAS). YES / NO

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**DECLARATION** (To be signed by all applicants)

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ANSWERS GIVEN ON THIS FORM ARE TRUE AND I SIGN IT KNOWING THAT I MAY BE LIABLE TO PROSECUTION IF I HAVE WILFULLY STATED IN IT ANYTHING WHICH I KNOW TO BE FALSE OR DO NOT BELIEVE TO BE TRUE, OR HAVE OMITTED A MATERIAL PARTICULAR. IF A LICENCE IS GRANTED I UNDERTAKE TO COMPLY WITH ALL LEGISLATION, BYELAWS AND, WHERE APPLICABLE, CONDITIONS ATTACHED TO THE GRANT OF THE LICENCE.

THE RIGHT TO WORK IN THE UK WILL BE CHECKED AS PART OF THE LICENSING APPLICATION, THIS COULD INCLUDE THE LICENSING AUTHORITY CHECKING YOUR IMMIGRATION STATUS WITH THE HOME OFFICE. I HEREBY AUTHORISE THE AUTHORITY TO TAKE SUCH STEPS AS THEY CONSIDER REASONABLY NECESSARY TO VERIFY THE ACCURACY AND/OR TRUTH OF THIS DECLARATION.

I CONFIRM THAT I AM AWARE OF MY TAX RESPONSIBILITIES AND I AM AWARE OF THE GUIDANCE ISSUED BY HMRC.

USUAL SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

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 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. For further information see: [www.northtyneside.gov.uk/nfi](http://www.northtyneside.gov.uk/nfi)

North Tyneside Council processes personal data consistent with the General Data Protection Regulation and the Data Protection Act 2018. For more information about how the Authority processes your personal data, please see our privacy notice on our website at: [www.northtyneside.gov.uk](http://www.northtyneside.gov.uk)

**NORTH TYNESIDE COUNCIL  
PUBLIC PROTECTION SERVICES  
HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING**

**DECLARATION OF PREVIOUS CONVICTIONS**

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 has been amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2002 (SI 2002/441). The order has been amended to add hackney carriage and private hire drivers to the list of "Excepted Occupations". This means that you must disclose **ALL** previous criminal convictions, not just unspent convictions under the terms of the Rehabilitation of Offenders Act 1974.

**ALL OFFENCES** means not only criminal convictions such as offences relating to dishonesty, indecency or violence, but you also need to disclose all motoring convictions, Official Cautions either by the Police or other Regulatory Body and any offences relating to your work as a hackney carriage and/or private hire driver if you have held a licence in the past.

Under no circumstances are you entitled to omit details of convictions or cautions that you consider irrelevant. It is for the Authority to decide if convictions are relevant or not.

Furthermore, if you have spent time living overseas you must disclose any convictions that may have come about whilst living abroad.

**The Disclosure & Barring Service** now checks all new applicants for licences to drive hackney carriage and/or private hire vehicles. Criminal record checks on renewal applications are conducted every three years. Please see the separate information and forms relating to DBS checks for more information. The Authority's policy on the relevance of convictions is available from the Licensing Office and on the Authority's website.

**Hackney Carriage / Private Hire Driver  
Preliminary – Questionnaire**

**SECTION 1**

Full name			
Date of Birth		Badge No.	
Country of Birth		Place of Birth (Town & District)	
Nationality			
Current Address			
Home Tel. No.		Mobile Tel. No.	
Email address:			

**SECTION 2**

Which Company are you driving for? (or if Independent please state)	
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**SECTION 3 – CONVICTIONS AND CAUTIONS**

**HAVE YOU EVER BEEN CAUTIONED BY THE POLICE OR OTHER REGULATORY AUTHORITY,  
OR BEEN CONVICTED OF ANY OFFENCE(S) INCLUDING MOTORING OFFENCES?**

Enter YES or NO

**IF NONE, PLEASE ENTER 'NONE' IN THE BOXES OVERLEAF.**

Date	Offence	Court / Country	Conviction/Sentence/Caution
Date	Offence	Court / Country	Conviction/Sentence/Caution
Date	Offence	Court / Country	Conviction/Sentence/Caution
Date	Offence	Court / Country	Conviction/Sentence/Caution

(Please continue on a separate sheet if necessary)

**Are there any ongoing criminal investigations or court proceedings in your name? Yes / No**  
**If yes, please give details below.** (Please continue on a separate sheet if necessary)

Date	Court	Alleged Offence(s)

**SECTION 4 – OVERSEAS RESIDENCY**

<p><b>Have you ever been absent from the UK for a period of more than 3 (three) months on each occasion? (excluding time spent in HM forces). The same conditions may also apply if you were born outside of the UK</b></p>				<p><b>Yes / No</b></p>
<p>If yes, please detail below the periods of absence from the UK:-</p>				
<b>Date</b>		<b>Full Address</b>	<b>Country</b>	<b>Occupation</b>
From	To			

(Please continue on a separate sheet if necessary)

**SECTION 5 – DECLARATION:** I understand that the information on this document, consisting of ( ) pages, will form part of my application and hereby declare that to the best of my knowledge and belief the answers given on this questionnaire are true. **If any person knowingly or recklessly makes a false statement or omits any material particular in giving information he / she shall be guilty of an offence.** The Authority may prosecute applicants who make false statements and/or take disciplinary action against them.

Signed: ..... Date: .....  
 (applicant)

## EXPLANATORY NOTES FOR APPLICANTS

**DRIVING LICENCE:** All applicants must have held a full current UK or E.C./ E.E.A. driving licence for at least 12 months. If you have been issued with a photocard driving licence it must be valid. If you are not the holder of a U.K. driving licence contact the Licensing Office for advice.

**THE LICENCE FEE:** All applicants must pay the appropriate licence fee when submitting their application. If you withdraw your application or are refused a licence you are entitled to a refund of the fee, minus an administration fee. No refund will be given if the application is refused on appeal. If a licence is surrendered, the Authority will refund each full year remaining on the licence and an administrative charge will apply. No refund will be given in the event of a licence being revoked or suspended by the Authority for any reason.

When submitting an application for a licence to drive a hackney carriage or private hire vehicle you are required to declare whether or not you have any criminal convictions or cautions. This includes **ALL** previous criminal convictions, not just unspent convictions under the terms of the Rehabilitation of Offenders Act 1974. This means not only criminal convictions such as offences relating to dishonesty, indecency or violence, but you also need to disclose all motoring convictions, Official Cautions either by the Police or other Regulatory Body and any offences relating to your work as a hackney carriage and/or private hire driver if you have held a licence in the past. Under no circumstances are you entitled to omit details of convictions that you consider irrelevant. It is for the Authority to decide if convictions are relevant or not. The information you give will be treated in confidence and will only be taken into account in relation to your application.

**DISCLOSURE & BARRING SERVICE (DBS) – (Enhanced disclosure):** A criminal record check is carried out on initial application for a licence. Applicants must now complete an on-line form and this must be done before the application for a licence is submitted. If you cannot access a computer or cannot use your mobile device a number of Customer Service Centres or Libraries are available in North Tyneside. Please note the Licensing Office does not have this facility. When you apply online you must enter the following address in the web browser: <https://disclosure.capitarvs.co.uk/nereuo>. Please refer to additional information provided - (DBS easy- guide)

**DBS Certificate:** You will receive your DBS Disclosure at your home address direct from the DBS. The length of time this takes varies but is typically 2 to 3 weeks. The Authority will receive an online notification as soon as your disclosure has been completed.

- If the result is clear and there are no matters disclosed on the certificate you need take no further action. Officers will record only the date that the Disclosure was completed. Officers do not have to see the certificate;
- If the disclosure contains any information regarding police records, irrespective of how old these are, then you will need to bring your certificate to the Licensing Office as soon as practicable so that officers can examine it and discuss the information provided on it with you. Failure to provide the Disclosure Certificate will result in officers being unable to make a decision on your application.

You should be aware that the Licensing Authority is empowered in law to check with the Disclosure & Barring Service for the existence and content of any criminal record held in the name of an applicant. Information received from the Disclosure & Barring Service will be kept in strict confidence while the licensing process takes its course and will be retained for no longer than is necessary. The disclosure of a criminal record or other information will not debar you from gaining a licence unless the Authority considers that the conviction(s) renders you unsuitable. In making this decision the Authority will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors that may be relevant (reference should be made to the guidance relating to the relevance of convictions, cautions and endorsable fixed penalties contained in North Tyneside Authority's Hackney Carriage and Private Hire Licensing Policy, (copies of which are available from the above office and on the Authority's website). Any applicant refused a drivers' licence on the grounds that he/she is not a fit and proper person to hold such a licence has a right of appeal to the Authority's Regulation & Review Committee and/or a Magistrates Court. If you would like to discuss what effect a conviction or caution might have on your application you may contact the above office for confidential advice. Should you have any doubt you are urged to consult a solicitor.

**DBS Update Service:** From 1<sup>st</sup> April 2020 anyone who applies for their next criminal record check must subscribe to the DBS Update Service. This will cost £16 per year in addition to the original disclosure application fee. The Update Service will allow them to keep their criminal record certificate up to date so that they can take it with them from role to role, within the same workforce. Applicant's wishing to subscribe to this service must do so within 30 calendar days from the date of issue of their certificate. The Update Service will allow the Authority to carry out free, instant online checks of an individual's certificate to check that it is up to date. When an applicant is subscribing to this service, the Authority will only have to seek a new criminal record check if the DBS tells us something has changed. Applicants subscribing to the Update Service will need to provide the Authority with details when applying for a licence and confirm in writing by completing a Mandate that they consent to us carrying out the online check. Further information is available on the DBS website: [www.gov.uk/dbs](http://www.gov.uk/dbs)

**RIGHT TO WORK CHECK (RTW):** You are required to provide certain documents which show you have permission to be in the UK and can undertake work as a Hackney Carriage / Private Hire driver. Please refer to additional information provided – (IC3 form). Alternatively, you can provide us with a Right to Work check share code.

**SAFEGUARDING AWARENESS FOR TRANSPORT SERVICES:** All applicants must complete Safeguarding Awareness training. This is online training accessed through the Authority's Learning Pool. It can be accessed via a smart-phone, tablet/device or pc and can be undertaken at a time of your own choosing. Please supply a valid email address so that a learning pool account can be set up for you. You will then be sent a link to access the online training. Please note there are specific questions relating to Safeguarding Awareness contained in the Authority's Knowledge Test so it is recommended that you undertake the online Safeguarding Awareness Training before you attempt the Knowledge Test.

**DVLA CHECK:** Provide your DVLA Share Code on the attached form (LCC) and submit it along with your application for a driver's licence. This will allow the Authority to access up to date information held on your DVLA record.

**MEDICAL CERTIFICATE:** All applicants must meet Group 2 Entitlement. This is the same standard for bus or lorry drivers. A medical certificate is required on initial application for a licence and then at five yearly intervals from the age of 45, and every year after age 65. The medical must be completed by your own G.P. or one having access to your full medical history. The medical certificate may be returned to the Licensing Section by post by the G.P. before or after you submit your application for a licence. (Medical form MC1 is attached). If you have any concerns about your medical fitness you are advised to consult your G.P. prior to submitting your application.

**KNOWLEDGE TEST:** This is a written, multi-choice, examination split into three sections. Applicants for a Private Hire Driver's licence are only required to take Section 1. Applicants for a Hackney Carriage Driver's licence must take all three sections. In Section One you will be asked thirty questions relating to Driver Conduct, Licensing Law, Safeguarding, Conditions of Licence and the Highway Code where it is particularly relevant to licensed drivers. Guidance notes and copies of the current conditions of licence relating to drivers, vehicle proprietors and operators have been included in the knowledge test application pack to assist you with this part of the test. In Section Two you will be asked to identify the location of thirty five well known places such as pubs, clubs, night clubs and other places of entertainment or leisure, shopping centres, transport facilities, hospitals, specialist schools and colleges, public buildings and various other places of interest in North Tyneside and the surrounding area. The questions you will be asked will be drawn from the list of locations included in the pack. Section Three will require you to select the shortest route between two points for a total of five routes. The list of routes the questions will be drawn from are also included in the pack. The pass rate is 90% and the test can be carried out before or after you submit your application for a hackney carriage/private hire driver's licence. You can have three attempts at passing the knowledge test within a 3 month period. If you fail to pass the test after three attempts you must wait for a period of at least 6 months from the date of the last test you took before being permitted to sit the test again.

**OVERSEAS CRIMINAL RECORD CHECK (if applicable):** Where an applicant has been continually absent from the U.K. and Channel Islands for three months or more they should provide a Certificate of Good Conduct or equivalent document from each country where they have been resident/domiciled. Further information on how to apply to individual countries is available from the Licensing Office.