

For Office Use Only:
Amount Paid:
Receipt No.
Licence Exp.

CITY OF NEWCASTLE UPON TYNE
APPLICATION FOR A PRIVATE HIRE/ HACKNEY CARRIAGE
/DUAL DRIVER LICENCE

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976
TOWN POLICE CLAUSES ACT 1847
TO BE COMPLETED BY THE APPLICANT PLEASE ANSWER ALL QUESTIONS

Hackney Carriage		Private Hire		Dual	
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Name	
Address	
Phone Number	
Email	
Date of Birth	
Place of Birth	
National Insurance Number	

Have you previously held a licence?	
Type of licence	
Issuing Authority	
Date of issue and expiry date	

Has your previous licence been revoked, suspended or refused?	
Type of licence	
Issuing Authority	
Date of Revocation, Suspension or Refusal	

Name and Address of the Private hire Operator you intend to work for

Company Name	
Address	

Applicant Declaration

If any person knowingly or recklessly makes a false statement or omits any material particular in giving information under this section, he shall be guilty of an offence.

Name	Signature	Date

NFI Fair Processing Notices – Council Application Forms

The Council has to make sure that the money we use is safe from fraud. We may use the information you have provided on this form for the prevention and detection of fraud. We can also share this information provided with other organisations responsible for auditing or administering public money for these purposes. For further information please visit: www.newcastle.gov.uk/core.nsf/a/nfi?opendocument or contact the FOI and Data Protection Officer at Newcastle City Council. Email dataprotection@newcastle.gov.uk

STATEMENT AS TO STATE OF HEALTH AND MEDICAL CONDITION
ALL QUESTIONS MUST BE ANSWERED

Have you ever suffered from any of the following?	
Suffered an attack of epilepsy, vertigo, sudden giddiness or fainting? (If yes, please specify).	
Suffered from any heart or lung disorder for which you have received treatment? (If yes, please specify).	
Received any treatment for abnormally high or low blood pressure? (If yes, please specify).	
Suffered any deformity or loss of limbs or part of limbs? (If yes, please specify).	
Suffered from, or received treatment for, any eye disorder, loss of vision, or any other visual defect? (If yes, please specify).	
Suffered from, or received treatment for, any defect in hearing? (If yes, please specify).	
Received treatment for addiction to alcohol, tobacco, drugs, or solvents (If yes, please specify).	
Suffered from any other physical or mental disorder? (If yes, please specify).	
Been refused a policy for life insurance on medical grounds? (If yes, please specify).	
Are you currently undergoing any tests or receiving any treatment or medication for any ailments or conditions? (If yes, please specify).	
Are you registered as disabled?	

Declaration

All answers given are true to the best of my knowledge and belief.

I consider myself to be in a satisfactory state of physical and mental health and that I am capable of the duties of a Hackney Carriage or Private Hire Driver.

Name	Signature	Date

Important information

The Council reserve the right to seek a further medical opinion or require the completion of a medical certificate from the applicant's GP at the applicant's expense.

The following information is required by us to measure the effectiveness of our Equal Opportunities Policy and Training.

Please provide details about yourself by ticking the appropriate boxes.

Please note that ethnic origin questions are not about nationality, place of birth or citizenship. They are about colour and broad ethnic group. UK subjects can belong to any of the ethnic groups indicated below.

I would describe my ethnic origin as (tick one box only)

Black African	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>
Black other	<input type="checkbox"/>
Chinese	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
White	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Other	<input type="checkbox"/>

I am:

Male	<input type="checkbox"/>
Female	<input type="checkbox"/>

I am:

Married	<input type="checkbox"/>
Single (includes widowed, divorced etc).	<input type="checkbox"/>

Hackney Carriage / Private Hire Driver Licence Holders

The City Council is committed to equal opportunities and we expect you to work within the following policy statement.

“I will not treat anyone unfavourably on the grounds of sex, marital status, religion, sexuality, class, age, disability, race, colour, ethnic origin, or any other factor that could form the basis of discriminatory behaviour”

Do you agree with the above statement?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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DECLARATION OF PREVIOUS CONVICTIONS

ALL APPLICANTS MUST COMPLETE THIS SECTION OF THE APPLICATION FORM.

IMPORTANT NOTICE

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 effect of this order has been to add 'TAXI DRIVERS' (defined as Hackney Carriage and Private Hire drivers) to the list of 'excepted occupations'.

This means that you must now disclose ALL PREVIOUS CONVICTIONS FOR ANY OFFENCES you have committed 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.

ALL OFFENCES MEANS not only motoring or driving offences, but also any other offences including dishonesty, indecency or violence, or offences relating to your work as a taxi driver or to Hackney Carriage or Private Hire Vehicles.

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.

Disclosure & Barring Service

All applicants are required to complete an enhanced DBS check. On renewal this will be completed every three years. Please find enclosed a separate information sheet on how to apply for the DBS check online.

Data Protection Act 1998

The information you provide on this form will be used by Newcastle City Council for the purpose of Licensing.

For further information please visit: www.newcastle.gov.uk/core.nsf/a/nfi?opendocument or contact the FOI and Data Protection Officer at Newcastle City Council. Email dataprotection@newcastle.gov.uk

DECLARATION OF PREVIOUS CONVICTIONS

Name	
Date of Birth	
Address	

Please tick the appropriate box:

I have never been convicted or received an official caution for ANY offence

I have been convicted or received a caution for the following offence(s)

Please complete table below with relevant information:

Date	Offence	Court/Country	Conviction
Date	Offence	Court/Country	Conviction
Date	Offence	Court/Country	Conviction
Date	Offence	Court/Country	Conviction
Date	Offence	Court/Country	Conviction
Date	Offence	Court/Country	Conviction
Date	Offence	Court/Country	Conviction
Date	Offence	Court/Country	Conviction

Are there any ongoing criminal investigations or court proceedings in your name?

YES		NO	
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If yes, please complete table below with relevant information

Date	Offence	Court

Declaration by the Applicant

FALSE STATEMENTS OR FAILURE TO PROVIDE REQUIRED INFORMATION CAN RESULT IN PROSECUTION

To the best of my knowledge and belief, the particulars on this form are correct and complete, and I hereby authorised the Council to take such steps, as they consider reasonably necessary to verify the accuracy and/or truth of this declaration. The Council may prosecute applicants who make false statements and/or take disciplinary action against them.

Name	Signature	Date

Disclosure and Barring Service checks

As part of your application to be a licensed driver with Newcastle City Council you are now able to complete a Disclosure and Barring Service check with Online Disclosures who will administer your Disclosure application on our behalf.

Online DBS application

To apply online you will need access to a computer and a valid email address.

The online application form will guide you through each step of the application to ensure your application is complete and accurate and therefore minimising the risk of your application being delayed. The online application can be completed with these five steps:

1. Go to www.gbg.onlinedisclosures.co.uk and select Register, using the PIN code and secret word in the table below.

Org name NCC – Licensing

Org PIN 144314

Secret word NCCTaxi

2. Create your password and then login using your PIN code, email address and password to complete the application online.

3. Select the relevant identification documents (ID) for verification using the online help tool. You will need your Passport or Driving Licence plus two proofs of address, in the form of an official letter such as a utility bill, bank statement or credit card statement. The documents need to be in your name at your current address.

4. Take original documents to the licensing administrator at Newington Road East for verification. The licensing administrator will verify your identity using these documents. Please note documents must be originals. Downloaded and printed statements are not suitable for the identity checking process.

5. Once your identity has been verified your application will be sent electronically to the Disclosure and Barring Service. Your Enhanced Disclosure will be sent to your current address.

Applicants may login using their PIN, email and password to receive status updates on their application. Applicants wishing to register with the Update Service will either require the DBS issued E-number or Disclosure number and go to the DBS Update Service at <https://www.gov.uk/dbs-update-service>. Please note a Disclosure must be registered in the Update Service within 19 days of the issue date.

Keep track of your application

You can track the progress of your application by asking for automatic email updates as you are completing your application. Or login via the online portal using your PIN, email and password.

Help and support

Should you require help and support with your Disclosure application you can contact the Online Disclosures support team on 0845 251 5000 or email: onlinedisclosures@gbgplc.com. The support team helpline is available between 8.30am – 5.30pm Monday to Friday with a 24-hour messaging service.

**HACKNEY CARRIAGE/PRIVATE HIRE DRIVER'S
APPLICATION FORM AND GUIDANCE FOR APPLICANTS
GUIDANCE – WHAT YOU WILL NEED**

You must be over 18 and half years of age to apply.

DRIVING LICENCE

You must have held a full DVLA Driving Licence for at least 12 months. Your DVLA driving licence must be presented when applying for the licence.

Drivers will need to complete and return the DVLA mandate as part of their application process.

FEES

Options:

One year licence: New applicants and existing driver renewals

Hackney Carriage Drivers Licence, Private Hire Driver Licence

**Cost £60 per year plus £60 DBS/DVLA checks once every three years
Total cost over 3 year period £240**

Dual (Hackney Carriage & Private Hire) Driver Licence

**Cost £90 per year plus £60 DBS/DVLA check once every three years
Total cost over 3 year period £330**

Three year licence: New applicants and existing driver renewals
Hackney Carriage Driver Licence, Private Hire Driver Licence

**Upfront cost of £180 – incorporating three year DBS/DVLA fee
Total cost £180**

Dual (Hackney Carriage & Private Hire) Driver Licence

**Upfront cost of £210 – incorporating three year DBS/DVLA fee
Total cost £210**

You will note that the 3 year option offers a saving of £60 for hackney carriage and for private hire and £120 for Dual over the three year period.

PHOTOGRAPHS

You will need to submit 2 recent identical passport sized photographs on application to the Licensing Office which will be used for your identification badge.

MEDICAL

You need to have Group II DVLA Medical Form (enclosed) completed by your own GP. If this has not been carried out by your own GP then the medical practitioner MUST have access to your full medical records and history. A separate fee will be charged for completion of the form and will be paid by the applicant.

Please note: You do not need the medical report on application, this can be submitted at a later date.

DISCLOSURE AND BARRING SERVICE CHECK (DBS)

Disclosure & Barring Service are made using on line services. Please refer to the enclosed **DOCUMENT 1** advising on how to complete on line Disclosure & Barring Check.

If you have not lived in the UK for 5 consecutive years or more the Authority will require a "Certificate of Good Conduct" from your previous country of residence. You will need to apply for this via your local embassy. Your application cannot be progressed without this.

DISCLOSURE AND BARRING SERVICE CHECK (DBS) – UPDATE SERVICE

If you currently have a DBS Certificate and have applied for the update service at the time of application, you will not be required to complete a further DBS application. You will however need to present the certificate and reference number on submitting your licensing application.

The certificate must include the following information

- a) Be an enhanced check
- b) be issued within the last 12 months
- c) 'Position applied for' on the Certificate must state Child and Adult Workforce or Other Workforce Taxi Driver

The Authority will check the status of your certificate at the time of submitting your licensing application.

CONVICTIONS

You must declare all previous convictions including Cautions, Reprimands and Fixed Penalty Notices. Convictions for driving offences or criminal matters may require you to appear before the Regulatory & Appeals Sub-Committee who will make further determination. You will be advised of referral if required at the time of submitting your application.

RIGHT TO WORK

As part of your application for a licence you will need to provide documentation proving that you have the right to work in the United Kingdom in accordance with the requirements of the Immigration Act 2016

Right to Work information is provided on **DOCUMENT 2**.

THE LOCALITY TEST – HACKNEY CARRIAGE / DUAL LICENCE

You are required to pass a locality test which must be booked when applying for the Licence.

Tests are held at the **City Library, New Bridge Street West, Newcastle upon Tyne, NE1 8AX**, you will be allocated a date and time once your application has been accepted.

Your first test is included in the Licence fee. If you fail to attend or do not pass the test a further non-refundable fee of £24 is payable for any subsequent tests. This is payable on booking of a re-made via the Licensing Office, Newington Road or alternatively by Telephone on 0191 2783864

An Officer will test you on your knowledge of the area. To pass the test you must be able to demonstrate a good geographical knowledge of the area.

You should for example, know the names of the main streets in the City, the location of hotels, places of interest, churches, hospitals, public houses and public buildings. You should know the shortest routes to take between destinations in the City.

You must bring the test sheet and your driving licence with you every time you attend a re-test.

Locality test information is provided on

DOCUMENT 3.

THE INTERVIEW – PRIVATE HIRE

The City Council Licensing Authority has decided to replace the topographical “locality test” with a new statement of knowledge and understanding.

Applicants will still be required to attend a one to one meeting with Licensing Officers though will now be briefed on matters deemed relevant to Private Hire Driver licensing, as opposed to the passing of the former topographical test.

The statement of knowledge and understanding will include an overview of:

- Relevant Legislation
- Conditions
- Authority expectation of licensed professional drivers
- Carriage of vulnerable and disabled passengers
- Medical criteria and notification to the Licensing Authority
- Offences (including motoring and illegal ply for hire), together with potential legal and licensing action
- Reporting of convictions
- Licensed Private Hire Vehicles – Outline of conditions, required standards and maintenance checks

Applicants are required to have good topographical knowledge of the City and surrounding areas. If good knowledge is not held by the applicant, the Officer will ask the applicant to rebook the interview once the topographical knowledge is held by the applicant.

Applicants must confirm that they understand all matters contained in the statement and will be required to sign a declaration to confirm this.

SAFEGUARDING VULNERABLE PASSENGERS – LICENSED DRIVER TRAINING

The City Council Licensing Authority recognise that the ‘taxi trade’ play an important role as part of the public transport network within the City and given the nature of licensed driver work the Authority believes that licensed drivers are well placed to act as the eyes and ears within our local communities.

A pre-requisite of any licence grant will be the undertaking of safeguarding training to update and refresh your knowledge of the safety factors concerning licensed driver work and that of your passengers.

Safeguarding is ‘everybody’s business’ and the Council are committed to working in partnership with and supporting our local businesses to raise awareness. The purpose of the session is to give everybody an improved understanding of what might make a passenger vulnerable to abuse, what you could do if you were worried about the safety of a passenger, what to look out for and to feel confident and comfortable in reporting any concerns to relevant agencies. There is no associated cost (as this is incorporated in the application fee), though failed attendance (without prior notice) will result in a subsequent charge for re-booking.

A licence cannot be granted without completion of the course.

You will be booked to attend the course on submission of the application.

If you wish to cancel or change the date you must give at least three working days’ notice. **If you fail to give the required notice or fail to attend you will be charged £20.**

The Licensing Office Opening Hours:

Monday – Friday: 8.00am - 3.30pm

Telephone: 0191 278 3864

Email: Licensingnewingtonroad@newcastle.gov.uk

Please Note:

To submit your Driver Application you will need to ensure you arrive at least 30 minutes prior to the office closing to allow sufficient time to process your application.

DOCUMENT 1

Disclosure and Barring Service checks for Newcastle City Council – Licensing

As part of your application to be a licensed driver with Newcastle City Council you are now able to complete a Disclosure and Barring Service check with Online Disclosures who will administer your Disclosure application on our behalf.

Online DBS application

To apply online you will need access to a computer and a valid email address. The online application form will guide you through each step of the application to ensure your application is complete and accurate and therefore minimising the risk of your application being delayed. The online application can be completed with these five steps:

1. Go to www.gbg.onlinedisclosures.co.uk and select Register, using the PIN code and secret word in the table below.

Org name: NCC-Licnesing

Org Pin: 144314

Secret word: NCCTaxi

2. Create your password and then login using your PIN code, email address and password to complete the application online.

3. Select the relevant identification documents (ID) for verification using the online help tool. You will need your Passport or Driving Licence plus two proofs of address, in the form of an official letter such as a utility bill, bank statement or credit card statement. The documents need to be in your name at your current address.

4. Take original documents to the licensing administrator at Newington Road East for verification. The licensing administrator will verify your identity using these documents. Please note documents must be originals. Downloaded and printed statements are not suitable for the identity checking process.

5. Once your identity has been verified your application will be sent electronically to the Disclosure and Barring Service. Your Enhanced Disclosure will be sent to your current address.

Applicants may login using their PIN, email and password to receive status updates on their application. Applicants wishing to register with the Update Service will either require the DBS issued E-number or Disclosure number and go to the DBS Update Service at <https://www.gov.uk/dbs-update-service>.

Please note a Disclosure must be registered in the Update Service within 19 days of the issue date.

Keep track of your application

You can track the progress of your application by asking for automatic email updates as you are completing your application. Or login via the online portal using your PIN, email and password.

Help and support

Should you require help and support with your Disclosure application you can contact the Online Disclosures support team on 0845 251 5000 or email: onlinedisclosures@gbgplc.com.

The support team helpline is available between 8.30am – 5.30pm Monday to Friday with a 24-hour messaging service.

Newcastle City Council

DOCUMENT 2

Application for Hackney Carriage/Private Hire Driver Licence Immigration Act 2016 The right to work in the United Kingdom

Your right to work in the UK will be checked as part of your licensing application, this could include the licensing authority checking your immigration status with the Home Office. You must therefore provide a document or document combination that is stipulated as being suitable for this check.

You must bring the original document(s), such as a passport or biometric residence permit as indicated in our published guidance, so that the check can take place. The document(s) will be copied and the copy retained by the licensing authority. The original document will be returned to you.

If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstances, the check will be repeated each time you apply to renew or extend your licence. If, during this period, you are disqualified from holding a licence because you have not complied with the UK's immigration laws, your licence will lapse and you must return it to the licensing authority, failure to do so is a criminal offence. In order to demonstrate an entitlement to work in the UK one of the following documents must be produced for checking at the time of presenting your application –

List A: No immigration restrictions on right to a licence in the UK. Once you have undertaken the necessary check once in respect of an application made on or after 1 December 2016, if you retained the copy, you will not have to repeat the check when they subsequently apply to renew or extend their licence.

1. A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4. A Permanent Residence Card issued by the Home Office to the family member of a national a European Economic Area country or Switzerland.
5. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document

giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

8. A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

10. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

List B: Immigration restrictions on the right to a licence in the UK. You may issue the licence (subject to statutory limitations) up to the expiry date of the permission to work in the UK. You will need to check immigration status each time they make an application to renew or extend their licence.

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.

2. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.

3. A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.

4. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

1. A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with Verification from the Home Office Evidence and Enquiry Unit. The licence may be granted for six months from the date of the Certificate of Application.

2. A Verification issued by the Home Office Evidence and Enquiry Unit to you, which indicates that the named person may stay in the UK because they have an in time application, appeal or administrative review and which is outstanding. The licence may be issued for six months from the date of the licence decision.

IN ALL CASES – ORIGINAL DOCUMENTS MUST BE PRODUCED FOR CHECKING, PHOTOCOPIES ARE NOT ACCEPTABLE

DOCUMENT 3

HACKNEY CARRIAGE / DUAL DRIVER **ADVISORY NOTES TO APPLICANTS FOR A LOCALITY TEST**

The following is to assist applicants in their preparation for the City Council's Locality Test. The test is designed to establish that, prior to obtaining a licence applicants have sufficient knowledge of the locality, and of their responsibilities, to operate effectively.

There are two parts to the test. The first part of the test will be verbal and you will be asked various routes between any two given locations around the City. All routes will be within the City of Newcastle upon Tyne boundaries. You will be expected to determine and describe the shortest possible route in distance between these two locations, and to name each road or street travelled upon on that route.

The second part of the test will also be verbal and you will be asked where various places are in the city. Please find below a list of various subjects you may be asked about.

Hospitals & Medical Centres
Social Clubs
Pubs / Bars Churches
Nightclubs & Other Licensed Premises
Restaurants
Civic Buildings & Places of Interest
Culture
Leisure & Sports Facilities
Police Stations
Supermarkets & Shopping Centres
Libraries
Customer Service Centres
Hotels
Halls of Residence

The Licence Fee must be paid prior to booking a locality test. If you fail to attend or do not pass the test a further non-refundable fee of **£24** is payable for any subsequent tests.

If you wish to cancel or change your test date you must give at least three working days' notice. If you fail to give three working days' notice you will be charged for the replacement test. If you have any queries with your test booking please contact the Licensing Administration team on 0191 2783864.

A current DVLA Driving Licence must be produced at the time of test thereafter you should produce your current DVLA licence at every subsequent Locality Test.

Locality tests are held at the **City Library, New Bridge Street West, Newcastle upon Tyne, NE1 8AX**

You must arrive for your test 10 minutes before your booked test time.