



North Tyneside Council

PUBLIC PROTECTION SERVICES
Harvey Combe, Killingworth, NEWCASTLE UPON TYNE, NE12 6QQ
Tel: (0191) 643 2165 Email: taxi.licensing@northtyneside.gov.uk

APPLICATION PACK FOR A HACKNEY CARRIAGE / PRIVATE HIRE VEHICLE PROPRIETOR'S LICENCE

GENERAL GUIDANCE FOR APPLICANTS

Please submit your application by emailing a scanned copy along with all relevant documents. Once your application is processed a member of the licensing team will contact you to request payment. Attendance at the Licensing Office is by appointment only.

This application pack consists of two parts.

Part 1 is the vehicle specification. This is split into four sections. The first section is a general specification that applies to all vehicles. The second, third and fourth sections apply to private hire vehicles, hackney carriages and wheelchair-accessible hackney carriages respectively.

The main impact of these specifications is that you are limited in the choice of vehicle that you can obtain a licence for from the Council. It is therefore important, particularly for new applicants, that you read Part 1 carefully and in cases of uncertainty you confirm with the Council that a particular vehicle or model is suitable to be licensed before you make any financial commitment to purchase the vehicle.

Part 2 is the application form that must be completed in full and submitted together with the appropriate fee, proof of ownership of the vehicle and your certificate of motor insurance. More information on making an application is given on the first page of the application form.

Attached to the grant of each licence is a set of conditions that all hackney carriage/private hire vehicle proprietors must comply with. A copy of the conditions will be supplied with the vehicle licence when it is issued. It is important that you familiarise yourself with the conditions as breaches of condition may result in the suspension or revocation of the licence and/or prosecution.

Before any hackney carriage/private hire vehicle licence is issued the vehicle must pass a vehicle safety test which is carried out at the Council's vehicle testing station at Killingworth. Vehicles under 4 years old will be subject to an annual test whereas vehicles over 4 years old will be subject to an annual test and an interim test approximately 6 months into the licence. The cost of vehicle testing is included in the licence fee; however, you will be charged an additional fee for any re-test or missed test (including any test cancelled by you without giving at least 48 hours notice).

The Council currently limits the number of hackney carriage licences it issues and because of this a new application for a licence is likely to be refused if this limit has been met. If the limit has not been met and hackney carriage licences are available, they will only be available for wheelchair-accessible vehicles. There is no limit on the number of private hire vehicle licences the Council can issue.

An application may occasionally be put before Regulation & Review Committee for a decision on whether or not to grant a licence. In these circumstances you will be given notice in writing and you will be invited to attend committee to speak if you wish to do so.

If a licence is surrendered, the Council will refund one quarter of the licence fee for each complete 3-month period remaining on the licence minus the vehicle test fee(s). No refund will be given in the event of a licence being revoked or suspended by the Council for any reason.

For more information regarding policies and specifications for vehicles, conditions of licence, byelaws etc. please refer to the Council's Hackney Carriage and Private Hire Licensing Policy (available from the above office or the Council's website). The current table of fees and charges is shown overleaf. Payment is by either debit or credit card.

Basic DBS: All applicants must provide a current (dated within 1 month) Basic DBS Certificate (and on an annual basis thereafter). (Does not apply to holders of a current Hackney Carriage/Private Hire Driver's Licence issued by this Authority).

Designated Vehicles: The Taxis and Private Hire Vehicles (Disabled Persons) Act 2022 requires the Council to maintain and publish details of vehicles it has designated as being wheelchair accessible. The list is published on the Authority's website and will include details of each designated vehicle. In the case of hackney carriages, contact details of the proprietor may also be shown. If a proprietor (or part-proprietor) does not wish their contact details to be shown you must notify the Council of this (question 14 below refers). As private hire vehicles cannot be booked directly but must be booked through a private hire operator, a separate list of operators and their contact details is available.

CURRENT FEES AND CHARGES

Licence	Fee / Charge
Driver - New (private hire, hackney carriage)	1 Year: £141; 2 Year: £203; 3 Year: £265
Driver – New with Grandfather rights (private hire, hackney carriage)	1 Year: £116; 2 Year: £178; 3 Year: £240
Driver - Renewal (private hire, hackney carriage)	1 Year: £107; 2 Year £169; 3 Year: £231
Private Hire Vehicle - New (under 4 yrs old)	£209 (£171 + one vehicle test £38)
Private Hire Vehicle - New (over 4 yrs old)	£247 (£171 + two vehicle tests £76)
Private Hire Vehicle - Renewal (under 4 yrs old)	£197 (£159 + one vehicle test £38)
Private Hire Vehicle - Renewal (over 4 yrs old)	£235 (£159 + two vehicle tests £76)
Hackney Carriage Vehicle - New (under 4 yrs old)	£209 (£171 + one vehicle test £38)
Hackney Carriage Vehicle - New (over 4 yrs old)	£247 (£171 + two vehicle tests £76)
Hackney Carriage Vehicle - Renewal (under 4 yrs old)	£197 (£159 + one vehicle test £38)
Hackney Carriage Vehicle - Renewal (over 4 yrs old)	£235 (£159 + two vehicle tests £76)
Private Hire Operator - New	1 Year: £354; 5 Years: £1360
Private Hire Operator – Renewal	1 Year: £325; 5 Years: £1331

Additional Charges	Fee / Charge
Vehicle test/retest	£38
Partial vehicle retest	£19
Replacement vehicle (inc. test fee)	£76 (£38 + vehicle test £38)
Failure to present vehicle for test	£38
Transfer of proprietor	£0
Enhanced DBS fee (forwarded to the DBS)	£38
Knowledge test	£35
Knowledge test re-sit	£26
Amendment to licence / Additional licence (e.g. change of address)	£0
Additional proprietor to licence	£0
Decals	£10 (pair)
Replacement i.d. badge	£8 (each)
Replacement plate	£10 (each)
Cheque Refer to Drawer fee	£20
Tariff card (fare table)	£1
Refund on surrender of licence (admin fee)	£7

PART 1
Hackney Carriage and Private Hire Vehicle Specifications

All licensed vehicles shall comply in all respects with the requirements set out below as appropriate for the type of vehicle. This is in addition to all requirements of the Road Traffic legislation, which relates to all motor vehicles.

All vehicles must comply with the requirements of Section A. Private Hire vehicles must comply with the requirements of Section B and Hackney Carriages must comply with the requirements of Section C.

If you are making a new application for a Hackney Carriage proprietor's licence or are replacing a hackney carriage first licensed after July 1992, the vehicle must be wheelchair accessible and must also comply with the requirements of Section D.

All vehicles must have the appropriate Type approval.

The following vehicle specification must be maintained throughout the licence period unless changes have prior approval by the Authority.

Section A - General specification for all vehicles

GENERAL CONSTRUCTION

1. The vehicle shall comply fully with all relevant statutory provisions relating to the construction of motor vehicles and including in particular those contained in the Road Vehicles (Construction and Use) Regulations 1986 (or any successor legislation).
2. Any modification to the vehicle (e.g. conversion to wheelchair accessible, alteration of the original seat configuration or any other 'adaptation') must be approved by the Authority and the appropriate certificate produced.
3. The vehicle shall be right hand drive with a fixed head type body.
4. The vehicle shall be capable of carrying in reasonable comfort at least four passengers.
5. The vehicle shall be M1 category. In the case of post registration conversions Individual Vehicle Approval is required.
6. The vehicle shall have a minimum unladen height of 1.325 metres (53").

PASSENGER COMFORT

7. Every passenger seat in the vehicle must meet the following minimum dimensions:
 - Individual seat width – 41cm (16")
 - Bench seat width (i.e. rear seat of a saloon vehicle) – 124.5cm (49") Width between door handles – 124.5cm (49")
 - Width between rear doors – 132cm (52")
 - Seat squab height measured from vehicle floor - 30cm (12")
 - Seat squab depth – 45cm (18")
 - Headroom measured from centre of seat to underside of roof – 87.5cm (35")
 - Legroom measured from seat back diagonally to vehicle floor – 94cm (37")
 - Unobstructed space in front of seat measured from seat back – 63.5cm (25")

Licensing Officers are able to exercise their discretion as to the suitability of a vehicle where the measurements are below the above dimensions.

8. There shall be no obstructions or features in the vehicle (e.g. prominent transmission tunnels, door furniture, vehicle controls, etc) which in the opinion of the Authority materially interferes with the comfort of any passenger.
9. The vehicle shall have an adequate heating and ventilation system for the comfort of all passengers.
10. The vehicle shall be equipped with either:
 - (a) A spare wheel of full or space save design above the legal tread requirement and the tools to change a wheel, or
 - (b) An emergency puncture repair kit (with compressor/inflation pack) or
 - (c) Run flat tyres or
 - (d) Provide evidence of a contract with a mobile tyre replacement specialist.

In the event of a space – saver tyre, run flat tyres (when punctured) or puncture repair kit being used, it is only to complete a fare and must comply and be maintained in accordance with the manufactures' recommendations. Any such defective wheel should be replaced before taking another fare to ensure passenger safety.

PASSENGER SAFETY

11. Glass shall have a minimum light transmittance of 75% for the front windscreen, 70% for the front side windows and 34% for all other vehicle window glass. If tinted windows are fitted as standard there will be no minimum light transmission to the rear of the B pillar.

Licensing Officers are able to exercise their discretion as to the suitability of a vehicle where the light transmittance of the windows is below 34% where tint has not been fitted as standard. This discretion however does not apply to the front windscreen or the front side windows.

12. The vehicle shall have at least 4 doors and open sufficiently wide so as to allow safe and easy access and egress. Each passenger, other than a front seated passenger, shall have access to at least two doors.
13. Every passenger seat shall be either forward or rear facing and shall be fitted with an approved (lap & diagonal) seat belt.

LUGGAGE CAPACITY

14. The vehicle shall have capacity to convey an appropriate quantity of luggage.

Section B - Specification for Private Hire Vehicles

15. The vehicle must not be black in colour or a colour which closely resembles black in the opinion of the Licensing Officer.
16. If the Private Hire vehicle is fitted with a meter, it must be properly tested and sealed.
17. Private Hire vehicles must not have a roof sign.

Section C - Specification for Hackney Carriages

18. Hackney Carriage vehicles must be black in colour.
19. Hackney Carriage vehicles must have fitted on the roof, an internally illuminated TAXI top sign meeting a specification in relation to size and colour approved by the Authority and relevant to the type of vehicle.
20. Hackney Carriage vehicles must be fitted with a taximeter, properly tested and sealed, and calibrated to enable testing in accordance with the Authority's current Hackney Carriage Fare Table.

Section D - Specification for New and Replacement Wheelchair Accessible Hackney Carriages Only

GENERAL CONSTRUCTION

21. The vehicle must comply fully with the requirements of the Road Vehicles (Construction and Use) Regulations 1986 (or any successor legislation) as well as all general policies and specifications of the Authority which relate to hackney carriage vehicles.
22. The vehicle must comply fully with Sections A and C of the preceding 'General Specification for all Hackney Carriages and Private Hire Vehicles'.

PASSENGER SAFETY AND COMFORT

23. The vehicle must be capable of accommodating one or more wheelchairs in either a forward or rear facing position allowing adequate space to ensure the safety and comfort of the wheelchair user, and without interfering with the safety and comfort of any other passengers.
24. The design of the vehicle must allow safe access and egress of passengers including elderly and disabled passengers.
25. Wheelchair access to the vehicle must be from the nearside or rear of the vehicle. The door and doorway must be constructed as to permit an unrestricted opening across the doorway of at least 75cm.
26. The clear height of the doorway must not be less than 1.2 metres.
27. Grab handles must be placed at one or more passenger door entrances as appropriate, to assist the elderly and disabled.
28. The vertical distance between the highest part of the floor and the roof in the wheelchair passenger area must be no less than 1.3 metres.
29. Approved anchorages must be provided for the wheelchair and chair bound disabled person. These anchorages must be either chassis or floor linked and capable of withstanding approved dynamic or static tests. Restraints for the wheelchair and occupant must be independent of each other.
30. Suitable means of wheelchair access must be fitted to the vehicle. Ramps must be of suitable design to ensure that they do not slip or tilt when in use and they provide a suitable gradient when in use. Tail-lifts must be of an approved type.
31. If any of the seating within the vehicle has to be removed or adjusted in any way to accommodate one or more wheelchairs, the following conditions will also apply:
 - The removal/adjustment must be able to be carried out quickly and easily so that in the opinion of the Authority there is minimal inconvenience caused to any hirer of the vehicle by the 'conversion'
 - Where one or more seats require removal to accommodate one or more wheelchairs there must be adequate space on the vehicle for the secure storage of any removed seats.
 - Where one or more seats are either removed or they become unusable when the vehicle has been 'converted' for wheelchair use there must be at least one further useable passenger seat.



North Tyneside Council

Public Protection Services

Harvey Combe

Killingworth

Newcastle upon Tyne

NE12 6QQ

Tel: (0191) 643 2165

Email: taxi.licensing@northtyneside.gov.uk

PART 2 – APPLICATION FORM

N.A.	N.A.G.R.	LIC. NO.
Last licence expired:		

1 ST TEST		am / pm
RETEST		am / pm

FOR OFFICE USE ONLY		
DATE RECEIVED:		
DBS CERT. DATE(S):		
DATE OF ISSUE:		
DATE OF EXPIRY:		

**TOWN POLICE CLAUSES ACT 1847
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976
APPLICATION FOR A HACKNEY CARRIAGE/PRIVATE HIRE VEHICLE PROPRIETOR'S LICENCE**

Before completing this form please read all of the accompanying documents. It is particularly important that you read and understand the specifications relating to vehicle type as North Tyneside Council applies different criteria depending on the type of licence you wish to apply for. If you are unsure whether or not a particular vehicle is suitable to be licensed, please contact the Council **before** making an application or committing to purchase a vehicle. If you are completing this form by hand please write legibly in block capitals using black ink. All sections must be completed in full. **Please note that incomplete or incorrectly completed applications may result in a delay in your application being processed.**

Please submit the following documentation and licence fee with this application.

- a) Vehicle registration document in your name or proof of purchase identifying you as the purchaser.
- b) Valid certificate of motor insurance covering the use of the vehicle (e.g. Public Hire or Private Hire).
- c) Licence fee (see attached list of fees and charges).
- d) Taximeter certificate (if applicable, hackney carriage only).
- e) LOLER certificate (if applicable).
- f) Hiring or leasing agreement (if applicable).
- g) Current (within 1 month) Basic DBS Certificate for all applicants (Does not apply to holders of a current Hackney Carriage/Private Hire Driver's Licence issued by this Authority)

Licence Application Type: Hackney Carriage New application Replacement vehicle
 Private Hire Vehicle Transfer of proprietor Additional proprietor

Part A – Proprietor Details (Please complete Part C overleaf if there is any other person(s) concerned either solely or in partnership with any other person in keeping, employing or letting for hire the vehicle specified in this application. Continue on separate sheet of paper if necessary).

Full name of proprietor: D.O.B:

Address: (include Registration Number if a Limited Company)
 Postcode:

Tel/Mobile No: Email:

If a Limited Company Name and address of all Directors (1)
 (2)
 (3)

Part B – Vehicle Details

- 1 Make, model, body type (eg Saloon, Estate)
- 2 Registration number
- 3 Fuel type (petrol / diesel / LPG / other) Euro Status Engine size c.c
- 4 Colour (as stated on registration document)
- 5 Date vehicle first registered (dd/mm/yyyy)
- 6 Date you acquired the vehicle (dd/mm/yyyy)
- 7 Has the vehicle been modified or adapted from the manufacturer's original specification in any way? (If yes provide details). **YES / NO**

- 8 Has the vehicle previously been a write-off? (If yes give details and provide evidence of re-registration of the vehicle) **YES / NO**

- 9 How many passenger seats are fitted in the vehicle? (excluding the driver)
(All seats must be present/fitted when the vehicle inspection is carried out) _____
- 10 Are any of the windows fitted with tinted glass? (The Council's Policy on privacy glass allows a minimum of 75% light transmittance to the windscreen, 70% to the front side windows and 34% to all other windows. If tinted windows are fitted as standard there will be no minimum light transmission to the rear of the B pillar). **YES / NO**
- 11 Is the vehicle fitted with a hydraulic passenger tail lift? (if yes please supply a valid LOLER certificate). **YES / NO**
- 12 Is the vehicle is fitted with a Taximeter? (If yes please state the Make/Model/Serial No. and the rate(s) at which set: **YES / NO**
-
- 13 Please state the private hire office from where the vehicle will be operated: (if none state 'NONE') _____
- 14 If the vehicle is designated as wheelchair accessible, please provide details of proprietor(s) that do not wish their contact telephone number details to be published (see notes on page 1). _____
-
- 15 If the application is to replace a vehicle already licensed, state the licence type, licence number, make, model and registration number of the vehicle being replaced: _____
-
- 16 In the case of a transfer of licence (proprietor) state the name and address of the previous proprietor(s): _____
-
- 17 Is the vehicle currently licensed as a hackney carriage or private hire vehicle with any other authority?
(if yes please give name of Authority, licence number and expiry date of licence). **YES / NO**
-
- 18 Has any person named in this application ever been convicted of an offence or had a Hackney Carriage/Private Hire Vehicle Licence revoked? (if yes please provide details). **YES / NO**
-
- 19 Has any person named in Part A or Part C ever been absent from the UK for a period of more than 3 (three) months on each occasion? (excluding time spent in HM forces). If yes, please provide the following: Country; Date(s) From and To; Full address (s) and Occupation. **YES / NO**
-

PART C - Additional part-proprietor(s): Please give details of every person who is concerned either solely or in partnership with any other person in keeping, employing or letting for hire the vehicle specified in this application (continue on separate sheet of paper if necessary).

Full name of part-proprietor: _____	D.O.B. _____
Address: (include Registration Number if a Limited Company) _____	Postcode: _____
Tel/Mobile No. _____	Email: _____

Full name of part-proprietor: _____	D.O.B. _____
Address: (include Registration Number if a Limited Company) _____	Postcode: _____
Tel/Mobile No. _____	Email: _____

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 Council processes your personal data, please see our privacy notice on our website at: www.northtyneside.gov.uk

PART D – Declaration and Signature(s). (In the case of a Partnership all partners must sign. In the case of a Limited Company only one Director or the Company Secretary need sign). I/we declare that I/we have checked the information given on this form and to the best of my/our knowledge and belief the answers given above are true. I/we understand that by signing this application form I/we confirm that I/we am/are a Part Proprietor and have an interest in the vehicle referred to in this application. Any person knowingly or recklessly making a false statement or omitting any information required in this application may be guilty of an offence and liable, on conviction, to a fine not exceeding level 3 on the standard scale. If a licence is granted I/we undertake to comply with the conditions attached to the licence as well as all relevant legislation and, if applicable, byelaws.

Signed _____	Print Name _____	Date _____
Signed _____	Print Name _____	Date _____
Signed _____	Print Name _____	Date _____