

# **NORTHAMPTON AREA**

## **Taxi/Private Hire Driver Renewal**

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# Taxi/Private Hire Driver Renewal

As part of the online application process you will be asked to confirm that you have read and understood all of the terms and conditions and understood the application process that apply to all driver renewals.

## 1. Application Process

2 You must apply and pay online for your 3 Year Driver licence.

- Payment of £140.00 for a Driver Renewal - must be made online by credit /debit card.

3. For renewals you should submit your online application request **8 weeks** prior to the expiry of your existing licence. **If you submit your application before the 8-week period, your application will be automatically rejected.**

4. You can make your online application on the [licensing portal](#).

If you have already applied for your driver or vehicle renewal online, you will already have an activated licensing account. There are [guidance notes](#) on how to log in to your account, creating a new account and how to make your online application.

5. Once you have submitted and paid for your online application, this will be subject to verification of the following;

- A valid up to date Enhanced DBS Certificate
- A valid and up to date Medical Certificate
- Applicable Right to Work Documents
- An online check of your current driving licence status.

- A check if you have notified the Licensing Team of any change in your circumstances in accordance with the terms and conditions of your licence.

**Further important information regarding the requirement for these documents is detailed at sections 12-16 below.**

6. Once your application has been vetted to ensure that all the above documentation is up to date, your licence will be posted to you by 2<sup>nd</sup> class post, unless alternative arrangements have been made. It is important to keep the licensing team up to date with your current residential address.
7. Your online licensing account will show if your licence has been granted. This will show under my current licences with an updated expiry date.
8. If you have not received your licence and you have complied with all the DBS/Medical/Right to Work/DVLA requirements, you should email [licensing.nbc@westnorthants.gov.uk](mailto:licensing.nbc@westnorthants.gov.uk) to check the status of your licence. This service is available on the self-service terminals in the One Stop Shop. A licensing team member will always respond to you by email or phone as soon as possible to discuss your query.
9. You can submit supporting documentation by email to [licensing.nbc@westnorthants.gov.uk](mailto:licensing.nbc@westnorthants.gov.uk)
10. Make sure that copies of documents are in a clear and legible format.
11. **LAPSED LICENCE**

If you do not apply for your renewal before the expiry of your current licence, it will automatically lapse, and you will be required to apply as a new driver. The option to apply for a

renewal once the expiry date has passed will be assessed upon the individual merits of each application, and in any event no further consideration will be given once a period of 12 months has lapsed since the licence expired.

## 12. **THE DBS APPLICATION PROCESS**

- 12.1 It is the responsibility of the licenced driver to keep a note of when their DBS and Medical are due.
- 12.2 For most licensed drivers, a DBS and Medical are due at the same time their licence expires. If your DBS/medical are due at a different time, you should have already completed these at the appropriate time.
- 12.3 If you do not submit the results of a DBS certificate every 3 years, your licence may be suspended/revoked.
- 12.4 You do not need to wait for a reminder to start the DBS application process and/or obtain the medical form. The application process and forms are available [online](#).
- 12.5 It is recommended that applicants start the DBS process and/or arrange an appointment with their medical provider approximately 3-4 months before their licence expiry.
- 12.6 The process to start a DBS application can be found at [TaxiPlus](#). The fee is approximately £63.00 (subject to variation)
- 12.7 The DBS application with TaxiPlus also includes a check of your current driving licence status. If you do not use the Councils approved DBS provider, you will be asked to obtain a DVLA check sharing code and this may cause delays with your renewal application. Details of the DVLA check code can be found at section 14

12.8 Taxi Plus will send applicant 3 emails:

- A step by step guide with instructions and how to have their ID documents verified
- DBS application form – a username and password to log into the DBS system to enter their details.
- DVLA check application form – a link to a site where they enter their details and provide TaxiPlus with consent to conduct the DVLA check.

12.9 TaxiPlus will also ask that you have your identification documents verified by visiting a Post Office (plus applicable post office fee). Verified documents are sent to TaxiPlus.

12.10 Once the DBS check is completed, a certificate will be posted to the applicant's current address.

12.11 TaxiPlus will update the licensing team confirming that the certificate has been issued and send the applicant an email with further instructions detailing any further action required.

12.12 If the DBS certificate is;

**"clear"** – there is no requirement to submit this to the licensing team.

**"contains information"** this **must** be submitted to the licensing team for consideration.

12.13 Certificates are **only valid for 3 months from the date of issue**. If the DBS is not produced for consideration within this timescale you will be asked to make another DBS application, and this will need to be provided at the applicant's own expense.

## **13. THE ENHANCED DBS APPLICATION PROCESS – ALTERNATIVE DBS PROVIDERS & SCHOOL CONTRACTS**

13.1 If you use an alternative DBS provider and do not use the above DBS weblinks, the licensing team will not be able to track the progress of your application and will not receive the relevant notifications and updates regarding your certificate. This may cause delays with the processing of any licence renewals. Therefore, unless you intend to undertake a school contract it is recommended that you use this Council's weblink to make the application with [TaxiPlus](#).

13.2 The enhanced DBS certificate for the general taxi and private hire falls into the DBS work category;

### **“other workforce”**

This is a requirement of the DBS service and not the Council. This type of enhanced certificate may not be acceptable for school contracts.

13.3 If you wish to undertake a school contract you will need to obtain an enhanced DBS certificate that has the work category;

### **“child and adult workforce”**

This is a requirement of the DBS service and not the Council.

13.4 The licensing team will accept school contract certificates obtained from alternative DBS providers, but you must ensure that the following requirements are met.

- The DBS is produced to the licensing team for consideration within 3 months of the date of issue on the DBS certificate & you must produce the

results of a DBS certificate to the licensing team every 3 years.

13.5 The licensing team have continued to accept school contract certificates to assist the trade, however it is your responsibility to ensure that you comply with the above requirements.

#### **14. DRIVING LICENCE CHECK**

14.1 TaxiPlus will carry out a check of your current driving licence status at the same as your DBS application and the results will be available to view by the licensing team.

14.2 If you do not undertake your DBS with TaxiPlus via this Councils website, you will need to obtain a [GOV.UK](https://www.gov.uk) check sharing code. This code can be emailed to [licensing.nbc@westnorthants.gov.uk](mailto:licensing.nbc@westnorthants.gov.uk) . You will also need to include the last 8 digits of your DVLA driving licence number in the email.

#### **15. RIGHT TO WORK**

15.1 The Immigration Act 2016 introduced new measures requiring licence holders to prove their right to work status.

15.2 This means that your licence may only be granted for a maximum of 6 months and an update of your right to work status will need to be undertaken upon every 6-month renewal.

15.3 You will be required to submit an online renewal application every 6 months; however, you are only required to pay the £140.00 fee once every 3 years.

15.4 At the same time as submitting your 6-month renewal, you will need to provide an update of your right to work status and this may be done using the Home Office online checking

service. The Home Office have introduced an online right to work checking service that should now make it easier for you to share your current right to work status with the licensing team. This service is for use by non-EEA Nationals who hold Biometric Residence permits or cards and by EEA Nationals who wish to demonstrate their right to work status under the EU Settlement Scheme, as an alternative to using their passport or National ID Card.

15.5 You can now give your consent for the licensing team to check these details by generating a share code available at [GOV.UK](https://www.gov.uk). Once you have obtained the code, you should forward this onto [licensing.nbc@westnorthants.gov.uk](mailto:licensing.nbc@westnorthants.gov.uk) for verification.

15.6 You may also submit any updated documents that you may have received from the Home Office regarding any applications or appeals etc. currently in process. There are occasions in more complex situations when the Licensing Team may need to verify your status directly with the Home Office and please note that this may cause a delay with your licence renewal whilst the outcome of any further enquires is pending.

15.7 The Home Office have issued [guidance](#) for licensing authorities to prevent illegal working the taxi and private hire trade.

15.8 You should update the Licensing Team immediately regarding any change in your right to work entitlement.

## **16. CHANGE IN CIRCUMSTANCES**

16.1 The online renewal process is a declaration that you have notified the licensing team of any change in your circumstances. If your circumstances have changed you should notify the licensing team immediately at the time of the change.



16.2 The types of changes that you should notify includes, but is not limited to the following;

- Medical conditions that may affect your Group 2 medical status.
- Any cautions or convictions, any driving endorsements or a driving ban etc.
- Your right to work in the United Kingdom.
- Your residential address and operator details.
- Any other applicable changes that may affect your failure to observe the conditions of the licence or byelaws of this Council.

16.2 You should notify the licensing team immediately of any change in your circumstances, this can be done by emailing [licensing.nbc@westnorthants.gov.uk](mailto:licensing.nbc@westnorthants.gov.uk)

Do not wait for your renewal to declare any important changes, if you submit the online application without notifying the licensing team first, this may affect your application.

# Taxi/Private Hire Vehicle Renewal & New

## 17 VEHICLE APPLICATION PROCESS

17.1 As part of the online application process you will be asked to confirm that you have read and understood all of the terms and conditions and understood the application process that apply to all vehicle proprietors.

17.2 You must now apply and pay online for your vehicle licence, before presenting documents for verification.

- Payment of £93.00 for a Renewal or £99.00 for a New Application - must be made online by credit /debit card.

17.3 For renewals you should submit your online application request **4 weeks** prior to the expiry of your existing licence. **If you submit your application before the 4-week period, your application will be automatically rejected.**

17.4 You can make your online application on the [licensing portal](#)

If you have already applied for your driver renewal online, you will already have an activated account. There are [guidance notes](#) on how to log in to your account, creating a new account and how to make your online vehicle application.

## 18 TEST CENTRES

18.1 Once you have submitted your online application, you should make an appointment with a local authority approved vehicle examiner to have your vehicle tested. There are two approved test centres as detailed below;

**Jackson MOT Centre  
Westbridge Depot  
St James Mill Road  
Northampton  
Telephone:  
(01604) 750330**

**Brackmills MOT Centre  
Osyth Close  
Brackmills  
Northampton  
Telephone:  
(01604) 765086**

The MOT Centres will make a charge for this test.

## **19 SUITABLE VEHICLES**

19.1 You must make sure that your vehicle is suitable to be licensed as a Hackney/Private Hire Vehicle before presenting it for testing at either of the garages. The vehicle specifications and emissions policy are detailed on our website and if you are in doubt about the suitability of a vehicle, you should email the licensing team for guidance **BEFORE** purchasing a vehicle. This is particularly important for vehicles being licensed for the first time, for the avoidance of any doubt the licensing team will provide the applicant with a confirmation email that can be presented to the testing garage.

19.2 If your vehicle passes the applicable tests, the garage will issue you with a MOT and a signed Hackney/Private Hire Vehicle Inspection Form. An example of this form is shown in **Appendix C**

## **20. SUPPORTING DOCUMENTS**

20.1 Once you have submitted your online application and your vehicle has passed the relevant tests, the garage will email the MOT/Inspection form direct to the Licensing Team.

It is the applicants responsibility to email the insurance certificate to [licensing.nbc@westnorthants.gov.uk](mailto:licensing.nbc@westnorthants.gov.uk)

**20.2 You must submit your online application before taking your vehicle for testing and before any documents are sent.**

20.3 If you submit your documents before making an online application, the licensing team will not be able to match the documents and they will be rejected. This **will** lead to a delay with your application not being processed within the applicable timescales.

20.4 A list of supporting documents for licence vehicle applications is shown at **Appendix C**

## **21 TIMESCALES**

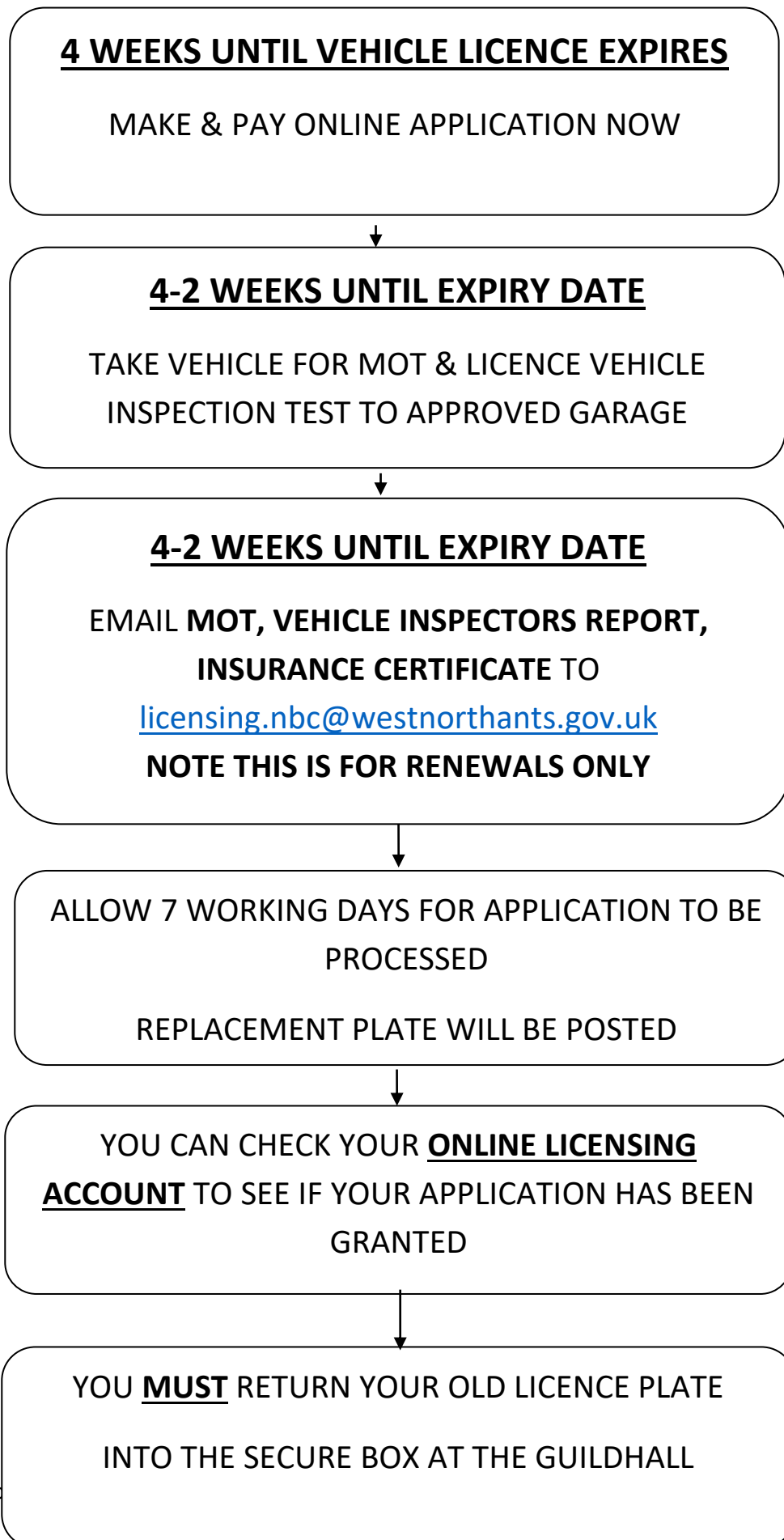
21.1 Once you have made your online application, including payment and sent all of your documents, you **must** allow a 7-working day period for your licence and plate to be processed.

21.2 If your application is successful your online licensing account will confirm that a licence has been granted. If you have submitted all the required documents, this may show as granted sooner than the 7 working days.

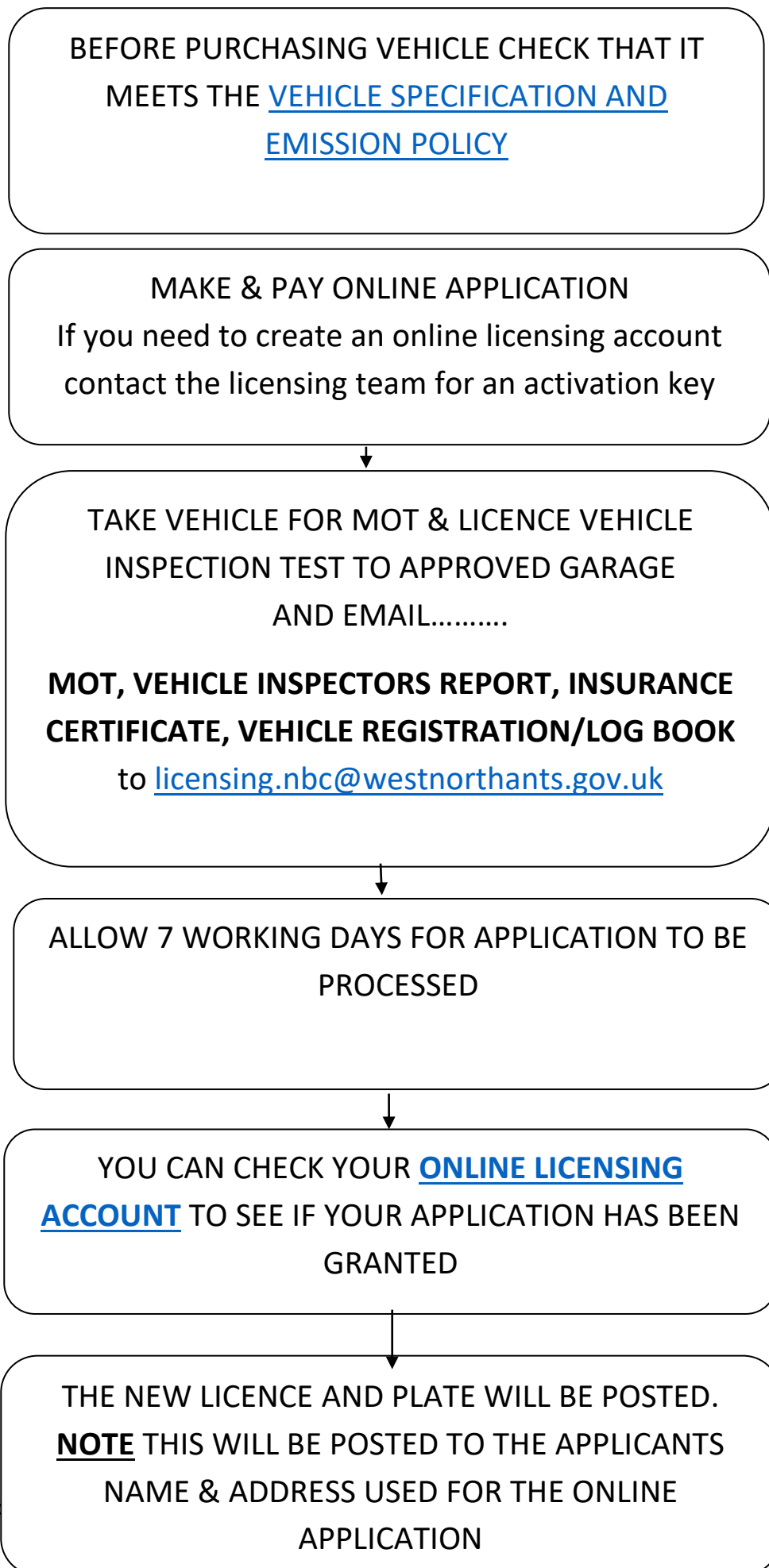
21.3 Once your application is showing as granted, your new/renewed licence/plate will be posted to you. You **must** return any old expired plate by posting this into a secure box that will be made available in the self-service area of the Guildhall, St Giles Square, Northampton, NN1 1DE. (This is in the area just before the One Stop Shop).

- 21.4 Please note renewals will only be acceptable up to one month\* after the existing plate expiry date and will be backdated to the last expiry date. \*If you allow a vehicle licence to lapse for more than one month, please contact the licensing team for guidance.
- 21.5 If you need to discuss anything about your application, please email [licensing.nbc@westnorthants.gov.uk](mailto:licensing.nbc@westnorthants.gov.uk) This service is available on the self-service terminals in the One Stop Shop. A licensing team member will always respond to you by email or phone as soon as possible to discuss your query.

## APPENDIX A - VEHICLE RENEWAL FLOWCHART



## APPENDIX B – NEW VEHICLE FLOWCHART



# APPENDIX C – DOCUMENTS REQUIRED



## NORTHAMPTON AREA ONLY

### Vehicle New & Renewal

HACKNEY VEHICLE

### INSPECTORS REPORT

PRIVATE HIRE VEHICLE

**This section to be completed by the Councils approved testing station**  
(Jacksons or Brackmills MOT testing stations)

VEHICLE PHV/HC LICENCE NUMBER

VEHICLE REGISTRATION NUMBER

Please select as appropriate:

Vehicle DOES conform to Northampton Borough Council  
Inspection requirements.

Seating Capacity (excluding driver)

Vehicle DOES NOT meet the legal requirements.

*(If you use this vehicle for hire or reward before these repairs have been carried out you will  
commit the offence of using an unroadworthy vehicle)*

Date Inspected ..... Vehicle Inspector .....

### If your vehicle failed the test please read the following notes.

*It is an offence to use on a public road a vehicle of testable age that does not have a  
current certificate of compliance except when:*

- *Bringing it away from a testing station*
- *Taking it to or bringing it away from a place whereby PREVIOUS ARRANGEMENT  
repairs are to be or have been made to remedy the defects for which the vehicle has  
failed.*
- *Taking it to the testing station for a test booked in advance.*

*Even in the above circumstances you may be prosecuted for driving an unroadworthy  
vehicle if it does not comply with the various regulations affecting its construction and use.  
Additionally, the insurance may not be operative.*



Once this form has been completed it should be emailed with the MOT to; [licensing.nbc@westnorthants.gov.uk](mailto:licensing.nbc@westnorthants.gov.uk)

The insurance certificate should be emailed by the applicant. For **fleet policies** this must include the **insurance certificate & schedule** which details the registration numbers included in the policy

**RENEWAL PRIVATE HIRE & TAXI VEHICLE ONLINE APPLICATION**

- MOT
- INSURANCE DOCUMENT
- VEHICLE INSPECTION FORM (THIS FORM)

**NEW PRIVATE HIRE & TAXI VEHICLE ONLINE APPLICATION**

- MOT
- INSURANCE DOCUMENT
- VEHICLE INSPECTION FORM (THIS FORM)
- VEHICLE REGISTRATION DOCUMENT (LOGBOOK)