

## Taxi & Private Hire Car Driver Licence Guidance Notes

**These guidance notes have been provided to help you complete the application form. All questions on the application form must be answered. If a question is irrelevant please mark it “not applicable” unless otherwise stated.**

Applicants should submit their application in person to allow a photograph to be taken. The photograph will be added to any licence documents for identification purposes. You are required to submit a valid driving licence entitling you to drive in the UK when lodging your application.

Before lodging an application for renewal of a Taxi or Private Hire Car driver licence please ensure that you have read the following guidance.

### **PART 1 – APPLICATION TYPE AND CHECKLIST**

You must indicate which application you are applying for. You cannot apply to renew a licence after it has expired. An application for licence renewal must be made before the expiry of the current licence. Your renewal application will have the effect of keeping your existing licence in force until a final decision has been made in respect of your renewal application.

Please note that it is the licence holders responsibility to ensure that a fully completed application for renewal of the existing licence is received before the current licence expires. Failure to do so will result in the application being treated as a new licence application with the relevant fee payable.

### **Checklist**

Any application submitted without a fully completed application form, and the relevant fee, will be deemed to be incomplete and will be returned.

- **Paper or Photo card driving licence** - your original photo card driving licence must be produced with your application which will be checked and returned to you at the time of lodging your application. We cannot accept an application unless you have held a licence entitling you to drive in the UK for a continuous period of 12 months prior to making your application. Your driving licence must also show your current home address before your application can be accepted.
- **Application fee** - Payment is due at the time of submitting an application. No refund of application fees will be made for applications which are subsequently refused or withdrawn.

## **PART 2 – APPLICANT DETAILS**

All questions in part 2 must be fully completed, you must provide your:

- full name
- any maiden or previous name
- current address
- place and date of birth
- contact telephone numbers
- current email address
- any previous addresses during the last 3 years

Any maiden or previous name, place and date of birth must be provided as the Council is required to copy your application to Police Scotland who require this information to carry out appropriate vetting checks.

### **Previous convictions checks**

Anyone applying for a licence, who was born or has been resident outside the UK for 6 months or more, must produce documentation in relation to criminal record checks

- If you were born outwith the United Kingdom, a criminal record check must be provided from your country of origin. You must also provide a criminal record check from any other country in which you have been resident for six months or more.
- If you were born in the United Kingdom, but have lived in any other country or countries for six months or more, you must provide a criminal record check from those countries.

In all cases, the criminal record checks provided must have been obtained within the six months prior to you submitting your application for a licence, must be translated into English and must be verified by the relevant UK-based Embassy/High Commission.

Information on how to obtain criminal record checks overseas can be found on the GOV.UK web site:

[www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants](http://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants)

Please contact the licensing team on 0131 529 4208, if your Country of origin does not have a process for obtaining criminal record certificates

### **PART 3 – EVIDENCE OF ENTITLEMENT TO WORK IN THE UK**

From 1 December 2016, the Council is under a legal duty to check that any applicant for a taxi or private hire car driver licence is not disqualified due to their immigration status from holding such a licence. A licence cannot be granted without these checks being completed.

From this date all applicants for new and renewal taxi or private hire car driver licences are required to produce original documents demonstrating that they have the right to work in the UK.

Licensing staff must check the validity of the original documents in the presence of the applicant before the application can be processed and a licence issued at a later date.

You will be invited to attend an interview with a licensing officer where evidence of your entitlement to work in the United Kingdom must be provided.

The following documents should be provided when you attend for interview:

- If you are a British citizen you should provide your current passport. If you do not have a passport, you should provide **original documents** from List A on the attached 'Right to Work checklist' of acceptable documents.
- If you are an EU national, you should provide your current passport.
- If you are neither a British citizen nor an EU national, you must provide **original documents** from List B on the attached 'Right to Work checklist' of acceptable documents.

You must produce original documents which will be checked in your presence by licensing staff, copied and returned to you.

### **PART 4 – PREVIOUS LICENCES**

You should provide details of any licences that have been refused or suspended and details of any medical condition that you feel could affect your ability to drive a taxi or private hire car.

### **PART 5 – DRIVING LICENCE DETAILS**

Your paper driving licence and/or photo card driving licence must also show your current home address. All the information requested from your driving licence must be entered onto the application form.

## **PART 6 - ACTIVITY**

Please indicate whether you are self employed or whether you will be employed by someone else to drive their Taxi or Private Hire Car.

If you are self employed you will have registered with HMRC and received a 10 Digit Unique Tax Reference (UTR). You must provide your 10 digit UTR on the application form.

If you are not self employed please provide the information requested regarding the persons employing you to operate as a taxi or a private hire car driver.

## **PART 7 – DETAILS OF CONVICTIONS**

Subject to the Rehabilitation of Offenders Act 1974, as amended by the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 and the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2015. **All convictions must be declared, even if they are otherwise “spent” for the purposes of the Rehabilitation of Offenders Act 1974, unless they are “protected” convictions.**

**If you are in any doubt please obtain your own legal advice.**

## **PART 8 – APPLICANTS DECLARATION**

Before signing and dating the application form, please ensure that:

- The application form has been completed fully and all information provided is accurate and complete.
- You have read the Council’s data protection statement. **By signing and lodging this application form you are deemed to have given consent for your personal data to be held and processed for the stated purpose.**
- You have read the copy of the Council’s Standard Licensing Conditions provided with this application form and that that you understand that any Taxi or Private Hire Car drivers licence granted will be subject to these conditions

## **ADDITIONAL INFORMATION**

### **PROCESSING YOUR APPLICATION**

When your application is submitted together with the relevant fee, all required documentation, checked and validated, a copy of your application will be sent to Police Scotland who will carry out their own investigations before reporting back to the licensing Section.

The Civic Government (Scotland) Act 1982 prohibits the Council from making a decision on your application until a minimum of 28 days has passed from the date a valid application is submitted. During this time any person can object to your application.

The majority of applications with no representations or objections will take 4-6 weeks to process, however applications that are to be considered by the Licensing Sub-Committee will take longer to determine. The Council has a maximum of 6 months from the date a valid application is submitted within which to make its decision.

If an objection or representation is received in relation to your application you will be sent a copy of the representation or objection. Your application and any letter of objection or representation will then be referred to the next available Licensing Sub-Committee for consideration. You will be written to and invited to attend the meeting and given an opportunity to address the committee before a decision is made.

### **CONDITIONS OF LICENCE**

The current Taxi and Private Hire Car Conditions for drivers is available from our web site. A breach of a condition of licence is a criminal offence, therefore you should have a thorough understanding of these conditions and they should be retained as they form part of your licence.

### **DURATION OF LICENCE**

Applications to renew an existing licence are normally granted for one or three years.

### **ISSUE OF LICENCE**

Once you are in receipt of your licence and ID badge, you must ensure that they are not altered, or defaced in any way. They should be kept clean and legible and must not be lent to or used by any other person. If your licence or ID badge is lost damaged or becomes illegible, you must obtain a replacement from the city of Edinburgh Council on payment of the appropriate fee.

### **REGISTER OF APPLICATIONS**

The City of Edinburgh Council will keep a register of applications in which it will enter the date of receipt, the name and address of the applicant, the decision, the issue date and duration of the licence, and a note of any suspension, or surrender of the licence. This information is available for inspection by any member of the public

# TAXI/PHC DRIVER (RENEWAL)

Application for renewal of a Taxi or Private Hire Car driver's licence

Please forward the completed form & all required documentation to;  The Licensing Section City of Edinburgh Council 249 High Street Edinburgh EH1 1YJ	OFFICIAL USE ONLY:  DATE _____ RECEIPT NO _____ INITIALS _____ FEE _____
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**ALL QUESTIONS MUST BE ANSWERED PLEASE READ THE NOTES CAREFULLY BEFORE COMPLETING THIS FORM**

**THIS APPLICATION FORM WILL NOT BE ACCEPTED WITHOUT THE RELEVANT FEE, ALL REQUIRED DOCUMENTS, A COMPLETED CHECKLIST AND COMPLETED APPLICATION FORM. ANY FORM SUBMITTED WITHOUT THESE WILL BE DEEMED TO BE INCOMPLETE AND CANNOT BE ACCEPTED.**

**CHECKS REGARDING YOUR IMMIGRATION STATUS WILL BE CARRIED OUT IN CONJUNCTION WITH THE HOME OFFICE WHERE APPLICABLE**

Checklist		
<b>PART 1 - The checklist must be fully completed in order to submit your application.</b>		
Application Type - please tick ✓	TAXI DRIVER LICENCE RENEWAL <input type="checkbox"/> PRIVATE HIRE CAR DRIVER LICENCE RENEWAL <input type="checkbox"/>	
Duration applied for - please tick ✓	1 Year <input type="checkbox"/> 3 Year <input type="checkbox"/>	
Current licence number		
expiry date		
<b>I have provided the following - please tick ✓</b>		
Completed application form		
Evidence of entitlement to work in the UK		<i>A list of acceptable documents can be found in List A and List B attached to this application</i>
Paper or photo card driving licence		<i>original paper or photo card licence must be produced as photocopies cannot be accepted</i>
Completed criminal convictions check – <i>if relevant (remember that all convictions should be included regardless of when they occurred)</i>		
The relevant application fee		<b>Note:</b> application fees are non refundable

**PART 2 – APPLICANT DETAILS**

Full Name			
Maiden / Previous Name			
Home Address			
Postcode			
Contact Phone No			
Mobile Phone No			
Contact email address			
Date of Birth		Age	
Place of Birth			
Nationality			
National Insurance number			
<u>Official use only</u>			
<i>The above details have been checked against the original documentation and verified correct</i>			
<b>Licensing Officer:</b>		<b>Date</b>	
Please list all previous addresses during the last 3 years - <i>(continue on separate sheet if necessary)</i>			
Address			
Postcode			
Address			
Postcode			
Address			
Postcode			

<b>CHECKS ON PREVIOUS CONVICTIONS – this includes anyone born outside the UK</b>	
Were you born outside the UK	
<input type="checkbox"/> YES	<i>If you were born out with the United Kingdom, a criminal record check <u>must be provided</u> from your country of origin dated within the last 6 months, verified by the relevant UK based Embassy or High Commission and translated into English. You must also provide a criminal record check from any other country in which you have been resident for six months or more</i>
<input type="checkbox"/> NO	<b>Continue below</b>
<u>Official use only</u>	
<i>The above details have been checked against the original documentation and verified correct</i>	
<input type="checkbox"/> YES <input type="checkbox"/> N/A	
<b>Licensing Officer:</b>	<b>Date:</b>

Have you ever lived abroad for more than 6 months	
<input type="checkbox"/> NO	<b>go to part 3</b>
<input type="checkbox"/> YES	<i>If you have lived in any other country or countries for six months or more, <u>you must provide</u> a criminal record check from those countries dated within the last 6 months, verified by the relevant UK based Embassy or High Commission and translated into English</i>
List each country resided in for more than 6 months	
Country	
Country	
Country	
Country	
Country	
<b>continue on a separate sheet if necessary</b>	
<u>Official use only</u>	
<i>The above details have been checked against the original documentation and verified correct</i>	
<input type="checkbox"/> YES <input type="checkbox"/> N/A	
<b>Licensing Officer:</b>	<b>Date</b>



**PART 3 – EVIDENCE OF ENTITLEMENT TO WORK IN THE UNITED KINGDOM - (See list A or B attached for full details of acceptable documents that prove a right to work in the UK)**

British citizen - or a citizen of the UK and Colonies having the right of abode in the UK.	a	<input type="checkbox"/> current UK passport
	b	<input type="checkbox"/> If you do not have a passport, you should provide one of the acceptable documents from List A on the attached 'Right to Work' checklist
EU Nationals	a	<input type="checkbox"/> current passport
	b	<input type="checkbox"/> If you do not have a passport, you should provide one of the acceptable documents from List A on the attached 'Right to Work' checklist
All other applicants		<input type="checkbox"/> you should provide one of the acceptable documents from List B on the attached 'Right to Work' checklist

Official use only

*The above details have been checked against the original documentation and verified correct*

**Licensing Officer:**

**Date**

**PART 4 – PREVIOUS LICENCES - please tick ✓**

Have you ever had a licence Refused or Suspended?	NO <input type="checkbox"/>
	YES <input type="checkbox"/> - please provide details including the licence number & licensing authority below*
<i>if you answered 'yes', please provide details here</i>	
<b>* continue on a separate sheet if necessary</b>	
Have you been examined by this Council's medical examiner in the six months prior to submitting the application	NO <input type="checkbox"/> YES <input type="checkbox"/> - please enter the date of the examination below
Date of examination	
Do you have a medical condition that could affect your ability to drive a Taxi or Private Hire Car	NO <input type="checkbox"/> YES <input type="checkbox"/> - please provide details below*
<i>*if you answered 'yes', please provide details here</i>	

**PART 5 - DRIVING LICENCE DETAILS** – you must have held a valid UK driving licence for a continuous period of 12 months prior to your application for a licence

Have you held a licence enabling you to drive in the UK for a continuous period of 12 months or more <u>prior</u> to this application	NO <input type="checkbox"/> - <b>your application cannot be accepted</b> YES <input type="checkbox"/>
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**DVLA Driving licence details**

Driver Number	
Valid from	
Valid to	
Groups	
Issue number	

**PART 6 - ACTIVITY**

Are you self employed	NO <input type="checkbox"/> - <i>please provide details of the person/company employing you to work at a taxi or private hire car driver</i> YES <input type="checkbox"/> - <i>please provide your tax reference number below</i>
Unique Tax Reference Number	

**Details of the Persons/Company employing you to operate as a Taxi or Private Hire Car Driver**

Name of Individual or Booking Office	
Address	
Postcode	
Plate Number	
Licence expiry date	
Name of Individual or Booking Office	
Address	
Postcode	
Plate Number	
Licence expiry date	

Do you currently hold a Wheelchair Exemption Certificate

NO   
YES  *expiry date:*

## PART 7 – DETAILS OF CONVICTIONS

Subject to the Rehabilitation of Offenders Act 1974, as amended by the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 and the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2015,

**Please state below all (a) convictions (including traffic offences) against you within any Court in the United Kingdom and (b) Fixed Penalties, Conditional Offers, Procurator Fiscal Fines and Cautions you have received in the United Kingdom.**

**If you are in any doubt please obtain your own legal advice.**

Please note that it is an offence if you fail to disclose a conviction against you.

**If you have no convictions, please state “NONE” in the boxes below**

Date*	Court*	Offence*	Sentence*

*\* continue on a separate sheet if necessary*

## PART 8 – APPLICANTS DECLARATION

Any person who, or in connection with, the making of this application makes any statement which he knows to be false, or recklessly makes any statement which is false in a material particular, shall be guilty of an offence and liable, on summary conviction, to a fine not exceeding £2,500.

I confirm that that in submitting this application I consent to the information supplied by me in making this application (“data”) being held and processed by the City of Edinburgh Council (“the Council”) for its purposes as licensing authority. I understand that data will be disclosed to the Police and other public bodies involved with licensing processing and enforcement, Immigration/Home Office or National Fraud Initiatives. I understand that the Council is required to enter the data on to its electronic Register of Applications which may be inspected by members of the public

I hereby make application for a licence in the above terms and certify that the information given is true and correct. I have read and understand the standard conditions of licence and acknowledge that these will be attached to any licence granted to me

**Signature of applicant**

**Date**

**Print name**

### **For official use only**

The details on this application form have been checked against the original documentation required and verified as correct on the date this application was accepted

**Licensing Officer:**

**Date**

## Lists of acceptable documents

<b>List A: No restrictions on right to work in the UK.</b>	
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 <b>current</b> 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 <b>current</b> 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 <b>current</b> 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, <b>together with</b> 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 <b>full</b> 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 (including an official extract of an entry in the register of births in Scotland in long form), <b>together with</b> 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, <b>together with</b> 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, <b>together with</b> 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: Restrictions on right to work in the UK..**

1.	A <b>current</b> 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 <b>current</b> 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 <b>current</b> 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 <b>current</b> 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, <b>together with</b> 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 <b>less than 6 months</b> old <b>together with Verification</b> from the Home Office Evidence and Enquiry Unit.
2.	A <b>Verification</b> issued by the Home Office Evidence and Enquiry Unit to you, which indicates that the named person may stay in the UK and work because they have an in time application, appeal or administrative review and which is outstanding.