

TAXI / PHC VEHICLE (NEW)

Application for grant of a Taxi / Private Hire Car (PHC) vehicle licence

This application must be accompanied by the appropriate fee which is non-refundable and lodged with:

Licensing Section
The City Of Edinburgh Council
249 High Street, Edinburgh EH1 1YJ

T: 0131 529 4208 F: 0131 529 4207

OFFICIAL USE ONLY Record of Application	
DATE	
TILL NO.	
RECEIPT NO.	
INITIALS	
FEE	

- ALL QUESTIONS MUST BE ANSWERED IN TYPESCRIPT OR BLOCK CAPITALS
- PLEASE READ THE NOTES CAREFULLY BEFORE COMPLETING THIS FORM
- IF YOU HAVE EVER HAD A LICENCE OF ANY TYPE YOU MUST STATE THE REFERENCE NO. (ON ORIGINAL DOCUMENTATION) HERE _____

1. Grant of the Licence is normally for a period of 1 year, unless revoked or surrendered, and is then renewable.
2. When the licence is to be held in the name of a company or partnership and a day to day manager, documentary proof of the existence of the company/partnership must accompany the application form.
3. Any partner or director involved in applying for a taxi licence who is also on the list of persons interested in obtaining a taxi licence must agree to have their name removed from this list.
4. In making this application you should be aware that the City of Edinburgh Council will hold the information supplied by you ('data') for its purposes as local licensing authority. If you wish to check or amend the data held, or request deletion of data, you should contact the Council Solicitor (Licensing) on the details above. In processing the data it will be disclosed to the police and other public bodies involved with licensing enforcement. By submitting this application you are giving your consent for your information to be held and processed for the stated purposes.

APPLICATION TYPE			
1	State whether the application is for the grant of a Taxi or a Private Hire Car licence, or for a change of day-to-day manager	Taxi	<input type="checkbox"/>
		PHC	<input type="checkbox"/>
		Day-to-day manager	<input type="checkbox"/>
2	State whether the licence holder is to be an individual or a company / partnership	Individual	<input type="checkbox"/>
		Company / Partnership	<input type="checkbox"/>

PART 1 – DETAILS OF VEHICLE for which licence is sought			
Registration number		Date of first registration	
Make		Model	
CC rating		Seating Capacity	
Colour		Number of doors	
Chassis No			
Address at which licensed vehicle will be kept			
		Postcode:	

PART 2 – DETAILS OF INDIVIDUAL or COMPANY / PARTNERSHIP

a	Full Name of Applicant or Company / Partnership	
b	Maiden / Previous Name (<i>individual only</i>)	
c	Date of Birth / Town of Birth / Nationality (<i>individual only</i>)	DoB: Town: Nationality:
d	Address of Applicant or Registered / Principal Office	Postcode:
e	Contact telephone numbers	
f	Inland Revenue Unique Tax Ref. No. (<i>Individual only</i>)	

PART 3 – DETAILS OF MANAGER

Details of person responsible for day-to-day management of the vehicle. Only to be completed if there is a day-to-day manager as well as the individual named in Part 2. If the licence is to be held by a company or partnership, a day-to-day manager must be named below.

a	Full Name	
b	Maiden / Previous Name	
c	Date of Birth / Town of Birth / Nationality	DoB: Town: Nationality:
d	Home Address	Postcode:
e	Contact telephone numbers	
f	Inland Revenue Unique Tax Ref. No.	

PART 4 – DETAILS OF ALL DIRECTORS / PARTNERS

1	a	Full Name		
	b	Maiden / Previous Name		
	c	Date of Birth / Town of Birth / Nationality	DoB:	Town:
			Nationality:	
	d	Home Address		
			Postcode:	
e	Contact telephone numbers			
f	Inland Revenue Unique Tax Ref. No.			
2	a	Full Name		
	b	Maiden / Previous Name		
	c	Date of Birth / Town of Birth / Nationality	DoB:	Town:
			Nationality:	
	d	Home Address		
			Postcode:	
e	Contact telephone numbers			
f	Inland Revenue Unique Tax Ref. No.			
3	a	Full Name		
	b	Maiden / Previous Name		
	c	Date of Birth / Town of Birth / Nationality	DoB:	Town:
			Nationality:	
	d	Home Address		
			Postcode:	
e	Contact telephone numbers			
f	Inland Revenue Unique Tax Ref. No.			
4	a	Full Name		
	b	Maiden / Previous Name		
	c	Date of Birth / Town of Birth / Nationality	DoB:	Town:
			Nationality:	
	d	Home Address		
			Postcode:	
e	Contact telephone numbers			
f	Inland Revenue Unique Tax Ref. No.			

Attach a further sheet if there are any further directors / partners and include all details as requested above.

PART 5 – PREVIOUS CONVICTIONS			
a	Subject to the provisions of the Rehabilitation of Offenders Act 1974, state below all convictions (including traffic offences) against any of the applicants within any Court in the United Kingdom, or answer “NONE” if applicable.		
	Date	Court	Offence
	Sentence		
			<i>Continue on separate sheet if necessary</i>

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/We hereby make application for a licence in the above terms and certify that the information given is true and correct.

I/We have read and understand the standard conditions of licence and acknowledge that these will be attached to any licence granted to me/us.

Signature of Applicant / Agent <i>(delete as appropriate)</i>		Date
		/ /
Agent's & Firm's Name, Address & Tel. No. <i>(If signed by Agent)</i>		

For official use only	Signature	Date
Granted	Principal/Senior Solicitor	/ /
Agreed Non-contentious	Councillor 1	/ /
	Councillor 2	/ /

Applications for Grant of New Taxi Licences

Anyone who wishes to make an application for the grant of a new taxi licence can do so at any time. Application fees are generally non refundable in the event of refusal of an application, although requests for refunds can be made.

There have been occasions where the Council has permitted applications for new taxi licences to be made without a vehicle being identified or presented for inspection/approval of suitable type, size and design/confirmation of appropriate insurance. In these cases, if a licence is granted, the licence would not come into effect until a suitable vehicle was inspected, approved and appropriately insured.

It is recommended that, before a particular vehicle is purchased for use as a taxi, Lothian and Borders Police Taxi Inspection Centre are contacted so that applicants can be clear of the types of vehicle generally permitted as licensed taxis in Edinburgh. Reference should be made to the Councils Conditions of Fitness. Care should be taken as there are a wide variety of designs and variants of taxi vehicles and some can be permitted on one licensing authority and not permitted in another. Applicants are encouraged to check with the Taxi Inspection Centre to see that the particular vehicle they intend to purchase is suitable for licensing in Edinburgh.

Applicants should be aware that the Council presently operates a policy of limiting the number of taxi licences issued. If applications for new taxis are received, applications will be referred to the Regulatory Committee for a decision. The Committee has to make a decision on such applications within 6 months, otherwise the application is deemed to have been granted. The Committee will make an assessment of the demand for taxi services at that time the application is considered by them. If no significant unmet demand for taxi services in the city is identified, the Council can refuse applications for new taxis in terms of S10(3) of the Civic Government (Scotland) Act 1982.

Potential applicants for new taxi licences should also be aware that applications for new taxi licences have on occasion been granted over the last decade to persons on a list of persons who had previously expressed an interest in obtaining a taxi licence. This list was closed to new entrants in 1994. Some of these grants to persons on the list have been made when the Council has also had applications from persons not on this list.

All potential applicants should obtain legal advice from their solicitors before they make an application.