

Taxi & Private Hire Car Vehicle Licence Guidance Notes

Please make sure that you have read all the guidance notes provided as they will help you complete the application form. All questions on the form must be answered. If a question is irrelevant, please mark it “not applicable” unless otherwise stated.

The following information is required before an application can be accepted:

- A fully completed and signed application form
- The correct application fee

Incomplete application forms will not be accepted and will be **returned to you within 2 weeks of submission.**

Private Hire Car Vehicles

Licences granted will be valid for one year and all journeys have to be pre-booked. Private Hire Vehicles are not allowed to ply for hire or be hailed in the streets. They are recognised by ‘Pre booked hire only’ stickers on the front doors, and council ‘plates’ on the front and rear of the vehicle. Private Hire vehicles cannot use taxi ranks or display the word taxi, cab, or for hire.

Taxi Vehicles

Licences granted will be valid for one year and entitle Taxi drivers to ply for hire or be hailed in the streets or hired at a taxi rank. They are recognised by an illuminated roof sign and yellow council ‘plates’ on the front and rear of the vehicle

Vehicle Inspections

Vehicle inspections for Taxis and Private Hire vehicles are required in addition to the MOT test and must take place annually, unless the vehicle is older than 10 years old, where inspections will be conducted every 6 months.

You will be required to bring your vehicle to the Licensing Hub, 33 Murrayburn Road, EH14 2TF, so that an inspection of the vehicle can take place prior to any licence being granted. On the day of the inspection, you must:

- (a) Provide the Vehicle Registration Certificate (V5c) document which must be in the applicants name
- (b) Provide the vehicle insurance document which must also be in the applicants name
- (c) Ensure a 1kg fire extinguisher is stored within the vehicle

Vehicle licence conditions must be met in order to pass the inspection. Information regarding the [Vehicle Inspection and Compliance process](#) can be downloaded from our website. A copy of the vehicle compliance and inspection sheet, completed during the vehicle examination is attached at appendix A

Application Form – Guidance

The following guidance has been provided to help you complete the application form

Before submitting your application for a licence please ensure that you read the guidance carefully.

PART 1 – APPLICATION TYPE

You must indicate which type of vehicle licence you are applying for:

- **New Taxi vehicle licence** – can be hailed in the streets or hired at a taxi rank. They are recognised by an illuminated roof sign and yellow council ‘plates’ on the front and rear of the vehicle
- **New Private Hire Car vehicle licence** – Private Hire Vehicles are not allowed to ply for hire or be hailed in the streets and cannot use taxi ranks

PART 2 – APPLICANT DETAILS

You must indicate whether the licence will be held in the name of an Individual, a Company, or a Partnership

If the licence is to be held in the name of an Individual, **Part 2A** must be fully completed, you must provide the following:

- first name/s
- surname
- any maiden or previous name
- current address
- date and place of birth
- contact telephone numbers
- contact email address

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.

If the licence is to be held in the name of a Company or Partnership, **Parts 2B, 2C** and **Part 3** must be fully completed, and you must provide the following for all directors or Partners:

- first name/s
- surname
- any maiden or previous name
- current address
- place and date of birth
- contact telephone numbers
- contact email address

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

Please also note that when the licence is to be held in the name of a company or partnership, documentary proof of the existence of the company/partnership must accompany the application form

PART 3 – DAY TO DAY MANAGER DETAILS

If the applicant is a Company or Partnership, details of the individual who will be responsible for the day-to-day management of the vehicle licence **must** be provided.

Applicants are advised to take their own independent legal advice if they are in any doubt as to who should be detailed on their application. In particular applicants should note that a day to day manager will be considered a joint licence holder and, should that manager leave during the currency of a licence, there will be implications for the licence

PART 4 – DETAILS OF CONVICTIONS

All relevant convictions against the persons named in the application must be declared, including any convictions which are spent in terms of the Rehabilitation of Offenders Act 1974, unless they are “non-disclosable” convictions as defined in Article 2A of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013. If you are in any doubt about “spent” or “non-disclosable” convictions, please obtain your own independent legal advice.

Please refer to our guidance note on spent convictions and non-disclosable convictions which is available on the licensing pages of the Council’s website:

<https://www.edinburgh.gov.uk/downloads/file/39537/guidance-note-disclosure-of-convictions-taxi-and-phc-driver-licence>

Staff within the Licensing section are unable to provide advice on whether a specific conviction should be declared. If you are uncertain as to the details/dates of any crimes or offences, you should contact Disclosure Scotland (0300 020 0040) or attend any police office to collect a form enabling you to request subject access to your record or seek independent legal advice.

IF YOU ARE IN ANY DOUBT, PLEASE OBTAIN YOUR OWN LEGAL ADVICE.

PART 5 – VEHICLE DETAILS

Ensure you complete all questions relating to the vehicle to be licensed. You must provide:

- Emission standard – *note we can only accept Euro 6 vehicles for licensing*
- Fuel type
- Whether wheelchair accessible – *note all new Taxi vehicles must be wheelchair accessible and the vehicle must be side loading*
- Vehicle Registration number
- Make, Model, Colour, Seating Capacity, Doors etc
- Chassis no
- Details of any Safety Cameras installed in the vehicle

PART 6 – 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 the 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 [Vehicle Compliance and Inspection guidance](#) and can confirm that the vehicle is ready for the vehicle examination and compliance test.
- You have read a copy of the Council's Standard Licensing Conditions, for [Taxi](#) and [Private Hire](#) and that that you understand that any Taxi or Private Hire Car licence granted will be subject to these conditions

PART 7 – CORRESPONDENCE

Please provide full contact details, including an email address, for where all correspondence relating to the licence application, should be sent.

Appendix A

Taxi & Private Hire Car – MOT & Compliance check sheet

Date:	Time:	Ramp no:	
Examiner no:			
Plate No	Registration number		
Vehicle Make & Model			
Mileage		Euro standard	
Chassis no			
Engine capacity (CC or BHP)			

Lighting and Ancillary Equipment	Pass	Fail	Advisory	Defects/Comments/Advisory
Front & Rear Lamps (including Fog)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Head Lamps & Head Lamp Aim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Panel Lights, Warning Lights, Switches, Interior Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stop Lights/ Reverse Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hazard Warning and Direction Indicators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rear Reflectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Battery Wiring Engine Compartment Components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Passenger Door Safety Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Taxi Sign (for hire) Light, Wiring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Meter Lights Seals Calibration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Windscreen (driver's view of road)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Windscreen (cracks/scratches)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Windscreen wipers and washers (F/R)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Horn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Speedometer Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Steering and Suspension	Pass	Fail	Advisory	Defects/Comments/Advisory
Steering Wheel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Steering Mechanism System Turning Circle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Power Steering Operation and Leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transmission Shafts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wheel Bearings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Front Suspension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rear Suspension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Shock Absorbers (F/R)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wheel Alignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Brakes	Pass	Fail	Advisory	Defects/Comments/Advisory
Controls Foot Pedal/Hand Brake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Service Brake System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Parking Brake System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hand Brake Pan/ Ratchet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Brake Pipes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fuel System	Pass	Fail	Advisory	Defects/Comments/Advisory
All Visible Fuel System Components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tyres and Road Wheels and Trims	Pass	Fail	Advisory	Defects/Comments/Advisory
Tyre Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tyre Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tyre Condition / TPMS system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Road Wheels and Nut Wheels Trim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
General	Pass	Fail	Advisory	Defects/Comments/Advisory
Vehicle Structure (Chassis Cross Engine Mountings Gear Box)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exhaust System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Oil Leaks Eng. – G/Box R/Axle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicle Interior Seats/Floor Mats etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wheelchair Equipment/Ramps/Steps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Seat Belts and Fixings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Door Hinges, Weather-Strips, Windows, Locks, CH, Straps, Pillars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Interior and External Mirrors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Registration Plates and Bumpers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Door Stickers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicle Paintwork Body Panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Smoke Emission Petrol/ Diesel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clutch Pedal Clutch Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Extinguisher BS. No.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
First Aid Kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No Smoking/Vaping Signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Non-Approved Additional Extras	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is Vehicle Displaying Scale of Charges Inside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicle Displaying Door Lock Safety Signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reg. No. of Taxi Displayed Inside Passenger Compartment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Break Test Results if required

	Service	Lock		Park	Lock		Imbalance
Axle 1 N/S			N/S			Axle 1 N/S	
Axle 1 O/S			O/S			Axle 1 O/S	
Axle 2 N/S			Total			Difference	
Axle 2 O/S						Result	
Total			Service		Park		Imbalance

Prohibition Notice Affixed to Vehicle

Please note the information below

The vehicle is Meantime Certified Unfit for Public Use and cannot operate until the Prohibition Notice has been removed by an authorised officer

Vehicle to be uplifted as considered dangerous

Please note the information below

The vehicle is dangerous, and you may be committing an offence if driven from the Examination Centre

OUTCOME	PASS	<input type="checkbox"/>				
	FAIL	<input type="checkbox"/>	FULL MOT	<input type="checkbox"/>	RETEST	<input type="checkbox"/>

NOTE

- a) It is the licence holder's responsibility to ensure the vehicle is returned for retest by 10 working days from date of first test, failure to do so will result in another full test being carried out
- b) This sheet must be produced on the day of any re-test
- c) All 'Tests' must be pre-booked by calling 0131 529 4042 (Option 1)

Examiners Signature: