

Taxi/Private Hire Booking Office Licence Guidance Notes

These guidance notes have been provided to help you complete the application form and ensure you are aware of any additional information and/or documentation required as part of your application as well as your Tax obligations and responsibilities.

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 fees

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

Why do I need a booking office licence?

A licence is required for premises whose business consists to any extent of taking bookings, by any means of communication from members of the public for the hire of a taxi or private hire vehicle. No licence is required where the number of vehicles in respect of which bookings are taken does not at any time exceed 3 vehicles.

CHECKLIST

Any application submitted without a fully completed checklist and all required additional documents i.e. application form, layout plans of the premises to be licensed etc will not be accepted

You must indicate which licence type 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.

APPLICANT DETAILS – PARTS A, B & C

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

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

- full name/s
- surname
- any maiden or previous name
- current address
- place and date of birth
- contact telephone numbers
- current 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 B & C** and **Part D** must be fully completed, and you must provide the following for all directors or Partners::

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

The Council is required to copy your application to the police who require this information to carry out appropriate vetting checks.

Please also ensure that any additional sheets used to provide the required information are stapled or otherwise secured to the application form.

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 D

If the applicant is a Company or Partnership, details of the individual who will be responsible for the day to day management of the Booking Office **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

HMRC TAX CHECK

From 2 October 2023, the government has introduced tax requirements for applications for certain licences in Scotland.

This means that anyone (Individuals, companies, and any type of partnership) applying for or renewal of a Booking Office licence, on or after 2 Oct 2023, must complete a tax check with HM Revenue and Customs (HMRC) before applying for the licence

Applicants must also complete a tax check if applying for:

- the same type of licence already held with another licensing authority.
- the same type of licence previously held, that stopped being valid less than a year ago

Applicants must do the check themselves and will receive a 9-character code which must be provided on the application form.

The tax check should only take a few minutes to complete and there is guidance on [GOV.UK](https://www.gov.uk) to help you complete the check. Anyone who needs extra support will be able to complete the tax check by phone through HMRC's customer helpline

Please note that the tax code provided from HMRC is valid for 120 days so please ensure when submitting a renewal application that a valid tax code is provided on the application

New licence applicants do not need to carry out a tax check however, they must confirm as part of their application, that they:

- are registering for tax
- have read and understood the [HMRC Tax Responsibilities](#)
- are aware of their tax obligations.

The links below provide more information about tax registration obligations:

[Self-assessment](#)
[Corporation tax](#)
[Income tax](#)

Applicants must do the check themselves and will receive a 9-character code which must be provided on the application form. **Renewal application forms will not be accepted by the licensing service without the 9 character tax code.**

The tax check should only take a few minutes to complete and there is guidance on [GOV.UK](https://www.gov.uk) to help you complete the check. Anyone who needs extra support will be able to complete the tax check by phone through HMRC's customer helpline.

HMRC have also produced a [tax check factsheet](#) which will help you understand what is required for new or renewal applications

For the avoidance of doubt, Edinburgh City Council do not receive any of your tax information, only confirmation that you have completed the relevant check

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.

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 and that that you understand that any Booking Office licence granted will be subject to these conditions

CORRESPONDENCE DETAILS

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

DISPLAY OF PUBLIC NOTICE

The enclosed site notice must be completed and displayed at or near the premises to be licensed, where it can be easily read by the public premises for a period of 21 days, starting on the day the application is submitted and paid for. The 21 days will not commence until the application has been accepted as a valid application.

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.

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 Booking Office licence conditions are available to download from our web site and a copy will be issued to you with any licence granted. 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 for the grant of a licence are granted for a period of one year,

ISSUE OF LICENCE

Once you are in receipt of your licence you must ensure that it is not altered or defaced in any way. If your licence is lost damaged or becomes illegible, you must obtain a replacement from the Licensing Service 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 address of the premises, the name of the applicant and any anyone appointed to manage the premises on a day-to-day basis, the decision, the issue date and duration of the licence, and a note of any withdrawal, suspension, or surrender of the licence. This information is available for inspection by any member of the public