

## Renewal of a Taxi or Private Hire Car Driver Licence Guidance Notes

These guidance notes have been provided to help you complete the application form and ensure you are aware of additional documentation needed to evidence you have the right to work in the UK, additional documentation required as part of the criminal conviction checks as well as your Tax obligations and responsibilities

**All questions on the application form must be answered, evidence of your right to work in the UK, together with any required criminal convictions checks translated into English and verified by the relevant UK based embassy, must also accompany your application form**

Applicants must submit their application in person at the Licensing Hub to have the documents and completed application form checked by a licensing officer and 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.

### **CHECKLIST**

Any application submitted without a fully completed checklist and all required additional documents i.e. application form, evidence of entitlement to work in the UK, a paper or photo card driving licence, completed criminal convictions list and the relevant fee, cannot 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. 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 holder's responsibility to ensure that a fully completed application for renewal of the existing licence is checked and submitted 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.

## **PART 1 – APPLICANT DETAILS**

All questions in part 1 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 - ***Our preferred method of communication is by email, so it is essential that you provide a 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 2 – EVIDENCE OF ENTITLEMENT TO WORK IN THE UK**

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.

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.

To make application you must attend in person to have these documents checked by a licensing officer at:

The Licensing Hub  
33 Murrayburn Road  
Edinburgh  
EH14 2TF

The following documents should be provided when you attend the licensing hub:

- 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 not a British citizen, you must provide a share code or **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 3 – HMRC TAX CHECK**

From 2 October 2023, the government has introduced tax requirements for applications for certain licences in Scotland. This is supported by a new digital service, being developed by HMRC. It helps people in the taxi and private hire industries to complete a tax check

In Scotland this means that anyone (Individuals, companies and any type of partnership) applying for or renewal of

- taxi driver licence
- private hire car driver licence
- 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 who are new to licensing or have been out of the 'trade' for more than 12 months, 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](#) and are aware of their tax obligations. The links below provide more Information about your tax registration obligations:

<https://www.gov.uk/register-for-self-assessment>

<https://www.gov.uk/corporation-tax>

<https://www.gov.uk/income-tax/how-you-pay-income-tax>

Applicants must do the check themselves and will receive a 9-character code which must be given to the licensing team along with a fully completed application form when attending the Licensing Hub for your face to face document checks

The tax check should only take a few minutes to complete and there is guidance on [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 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

#### **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.

Changes to the DVLA photo card and paper driving licences mean that they no longer provide an accurate account of driving endorsements you may have. This information is now held electronically by the DVLA. In order that the Licensing Authority can check your DVLA Driving Licence details for endorsements, you must [provide a check code from the GOV.UK](#) web site

## **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**

All relevant convictions 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.

## **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
- You have read and understood the HMRC Tax Responsibilities and acknowledge that you will have to provide an online tax check code on any renewal application submitted

## **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 note:**

It is no longer possible to apply online for this type of application. This is because:

- Your right to work in the UK must be checked as part of your licence application. You must provide original documentation to support your application that will be checked in your presence.
- Any required documentation in relation to criminal record checks must be checked in your presence.
- We need to be satisfied that you are aware of your tax registration obligations.
- Your photograph must be taken. The photograph will be added to any licence documents for identification purposes.

To apply for a licence you must attend in person to:

The Licensing Hub  
33 Murrayburn Road  
Edinburgh  
EH14 2TF

to have the documents detailed in the checklist below checked by a licensing officer

**YOU MUST FULLY COMPLETE THE CHECKLIST BEFORE YOU ATTEND THE LICENSING HUB.**

**IF YOU CANNOT FULLY COMPLETE THE CHECKLIST, ANY DOCUMENTS ARE NOT PROVIDED, ARE INCOMPLETE, OR HAVE EXPIRED, YOUR APPLICATION WILL NOT BE ACCEPTED.**

<b>CHECKLIST</b> - use the tick ✓ box beside each item to confirm					
Renewal of - please tick ✓	TAXI DRIVER LICENCE <input type="checkbox"/>	PRIVATE HIRE CAR DRIVER	<input type="checkbox"/>		
Duration applied for	1 Year licence <input type="checkbox"/>	3 Year licence	<input type="checkbox"/>		
Current licence number		Expiry date			
I have provided a fully completed application form	<input type="checkbox"/>				
I have provided evidence of my entitlement to work in the UK	<input type="checkbox"/>	A list of acceptable documents can be found in List A and List B attached to this form			
I have provided my original paper or photo card driving licence and share code	<input type="checkbox"/>				
I have provided all required criminal convictions checks, translated into English ( <i>where necessary</i> ) and Verified by the relevant Embassy	<input type="checkbox"/>	please see part 2 on the guidance notes			
I have completed the Tax check required by HMRC and provided a share code	<input type="checkbox"/>				
I have a Debit or credit card to make payment – we cannot accept cash	<input type="checkbox"/>	application fees are non refundable			

**PART 1 – APPLICANT DETAILS**

Full Name(s)								
Maiden / Previous Name(s)								
Home Address								
Postcode								
Contact Phone No								
Mobile Phone No								
Contact email address*								
<b><i>*Our preferred method of communication is by email, so it is essential that you provide a current email address</i></b>								
Date of Birth						Age		
Place of Birth								
Nationality								
National Insurance number								
Please list all previous addresses during the last 3 years - <i>(continue separate sheet if necessary)</i>								
Address								
Postcode								
Address								
Postcode								
Address								
Postcode								

**CHECKS ON PREVIOUS CONVICTIONS – this includes anyone born outside the UK**

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>

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	

**continue on a separate sheet if necessary**

Official use only

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

<b>Licensing Officer:</b>	<b>Date</b>
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**PART 2 – 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

If you are not a British citizen, you can prove your right to work in the UK with a share code. Providing a share code means you will not be required to provide any physical documents to prove a right to work in the UK

All other applicants	a	<input type="checkbox"/> one of the acceptable documents from List B on the 'Right to Work' checklist
	b	<input type="checkbox"/> Share code – enter the share code details below

Right to Work share code									
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Official use only  
The above details have been checked against the original documentation and verified correct

<b>Licensing Officer:</b>	<b>Date</b>
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**PART 3 – HMRC TAX CHECK – from 2 Oct 23 a tax check will be required with all licence renewal applications**

Please follow the instructions below to generate a 'Tax Check Code'

a Use your Government Gateway User ID and Password to access the HMRC Tax Check Service.  
 ) If you do not have one go to GOV.UK and [create a Government Gateway User ID](#) .

b Complete an HMRC Tax Check, and create a 9 character Tax Check Code  
 )

c) Enter your 9 character Tax check code in the boxes below:

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Official use only  
The above details have been checked and verified correct

<b>Licensing Officer:</b>	<b>Date</b>
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**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*

*if you answered 'yes', please provide details here*

**\* continue on a separate sheet if necessary**

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"/> - <i>please enter the date of the examination below</i>
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"/> - <i>please provide details below*</i>
<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	

\*Changes to the DVLA photo card and paper driving licences mean that they no longer provide an accurate account of driving endorsements you may have. This information is now held electronically by the DVLA

In order that the Licensing Authority can check your DVLA Driving Licence details for endorsements, the following must be completed.

Check code form DVLA																			
DVLA Driving Licence Number																			

Official use only

*The above details have been checked and verified correct*

<b>Licensing Officer</b>	<b>Date</b>
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**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		
Do you currently hold a Wheelchair Exemption Certificate*	NO <input type="checkbox"/>	
	YES <input type="checkbox"/>	expiry date:
*If you wish to be considered for another exemption when you renew your licence, you will need to submit another form and be reassessed by the Council's Medical Assessment provider. The administration fee will also apply again		

**PART 7 – DETAILS OF CONVICTIONS**

All relevant convictions 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. Please refer to the guidance note accompanying this form before completing this section and read the guidance note on spent convictions and non-disclosable convictions on our website.

If you are in any doubt about “spent” or “protected” convictions, please obtain your own independent 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 understood the HMRC Tax Responsibilities and am aware of my tax obligations

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
<b>Print name</b>	

## Lists of acceptable documents

<b>List A: No restrictions on right to work in the UK.</b>	
1.	A passport showing 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 passport card showing the holder is a national of the Republic of Ireland.
3.	A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4.	A current 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.
5.	A current 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, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
6.	A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer
7.	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with 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 certificate of registration or naturalisation as a British citizen, together with 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: Group 1 – Restrictions on the right to work in the UK**

1.	A current 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 document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
3.	A current 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, together with 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: Group 2 - Restrictions on the right to work in the UK**

1.	A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service
2.	A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service
3	A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules or Appendix EU to the Immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration