

EAST LoTHIAN COUNCIL

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

APPLICATION FOR GRANT/RENEWAL OF PRIVATE HIRE LICENCE

**NOTES FOR GUIDANCE**

1. Please ensure that all questions are answered.
2. An applicant for Grant of Licence shall lodge with the Council along with the **completed** application form, the application fee (Non Returnable)
3. The vehicle specified in the application requires to be less than three years old (from date of first registration) on the date on which the licence is to take effect.
4. The applicant requires to produce to the Licensing Office **along with** the **completed** application form
  - (a) **The registration document for the vehicle**
  - (b) **The relevant insurance document**
  - (c) **An MOT Certificate dated not more than 30 days prior to the date on which the vehicle is to be inspected.**
5. In terms of paragraph 6, Schedule 1 of the Act, where a licensing authority has refused an application, the licensing authority shall not entertain within 1 year from date of refusal an application for a taxi/private hire operator's licence unless there has been a material change in their circumstances.
6. **Please note that paragraph 10 on the application form refers to any convictions/offences and not solely to those relating to driving convictions/offences and must be completed accurately. All unspent convictions/offences should be declared. Failure to do so may be taken into account in determining your application. If no convictions/offences of any kind, please enter "None".**
7. Please return this application form with the appropriate enclosures to:-

**Taxi Licensing Office  
East Lothian Council  
John Muir House, Haddington  
East Lothian, EH41 3HA**

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CIVIC GOVERNMENT (SCOTLAND) ACT 1982

APPLICATION FOR GRANT/RENEWAL OF TAXI LICENCE

NOTES FOR GUIDANCE

1. Please ensure that all questions are answered.
2. An applicant for Grant of Licence shall lodge with the Council along with the **completed** application form, the application fee (Non Returnable)
3. The vehicle specified in the application requires to be less than three years old (from date of first registration) on the date on which the licence is to take effect.
4. The applicant requires to produce to the Licensing Office **along with** the **completed** application form
  - (d) **The registration document for the vehicle**
  - (e) **The relevant insurance document**
  - (f) **An MOT Certificate dated not more than 30 days prior to the date on which the vehicle is to be inspected.**
5. In terms of paragraph 6, Schedule 1 of the Act, where a licensing authority has refused an application, the licensing authority shall not entertain within 1 year from date of refusal an application for a taxi/private hire operator's licence unless there has been a material change in their circumstances.
6. **Please note that paragraph 10 on the application form refers to any convictions/offences and not solely to those relating to driving convictions/offences and must be completed accurately. All unspent convictions/offences should be declared. Failure to do so may be taken into account in determining your application. If no convictions/offences of any kind, please enter "None".**
7. Please return this application form with the appropriate enclosures to:-

**Taxi Licensing Office  
East Lothian Council  
John Muir House, Haddington  
East Lothian, EH41 3HA**

**N.B. No Taxi Licence will be granted or renewed on or after 1<sup>st</sup> January 2000 except in respect of vehicles which are wheelchair accessible**

Application Fee: see fee list

Non Natural Person(Company/partnership)

**EAST LoTHIAN COUNCIL  
CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

**APPLICATION FOR GRANT/RENEWAL OF A TAXI/PRIVATE HIRE CAR  
OPERATOR'S LICENCE**

**TO BE COMPLETED BY APPLICANT – ALL QUESTIONS MUST BE ANSWERED (IN  
BLOCK LETTERS)**

**PARTICULAR ATTENTION SHOULD BE TAKEN WHEN DETAILING CONVICTIONS AND FIXED  
PENALTIES.**

<b>Each question must be answered</b>	
<b>1. Full Name of Company/Partnership</b>  <b>N.B Legal proof of Company/Partnership is required to be lodged with this application</b>	
<b>2. Company/Partnership Address</b>  <b>Company Registration No.</b>  <b>Telephone Number ( Company and Mobile)</b>	
<b>3. Full names/private addresses, place of birth and dates of birth of all directors, partners or other persons responsible for the management of the business</b>	
<b>4. Full names/private address, place of birth and date of birth of employee or agent responsible for the day to day management of the business</b>	
<b>5. (a) Type of licence applied for?</b>  <b>(b) Whether for grant or renewal?</b>	
<b>6 Registration number</b>  <b>Date of first registration of the vehicle</b>	

<p><b>7. <u>Description of Vehicle</u></b></p> <p>a) <b>Make &amp; Model of Vehicle</b></p> <p>b) <b>c.c. Rating</b></p> <p>c) <b>Number of doors</b></p> <p>d) <b>Colour</b></p> <p>e) <b>Chassis Number</b></p> <p>f) <b>Measurement across back seat.</b></p>	
<p><b>8. Has the vehicle been previously licensed as a taxi or hire car?</b></p> <p><b>If so, give date and type of licence last licence.</b></p>	Yes / No
<p><b>9. Address of premises where vehicle is to be kept.</b></p>	
<p><b>10. During what hours and days will the vehicle be available for hire?</b></p>	

**11. ALL CONVICTIONS/FIXED PENALTIES (CRIMINAL & ROAD TRAFFIC) MUST BE LISTED BELOW EVEN IF YOU HAVE DISCLOSED THEM ON A PREVIOUS APPLICATION FORM.**

State below particulars of any convictions/endorsements against you and any of the person(s) named in paragraph 3 & 4 above (continue on a separate sheet if necessary)

Date	Court	Offence	Sentence

I declare that the particulars given by me on this form are true and I hereby make application to East Lothian Council for the grant or renewal of the licence applied for.

Date..... Signature of applicant or agent.....

Agents Address.....

.....

**N. B.**

**False Statements**

**any person who in or in connection with the making of this application makes any statement, which he/she 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 £500.00**

**Information supplied on this form may be held on computer and applicants are advised that in processing this application background enquiries will be made which may include reference to personal data held on computer**

**East Lothian Council is required by law to protect the public funds it administers. Thus the Council may share the information you provided to them with other bodies responsible for auditing or administering public funds, in order to prevent and detect fraud**

**OFFICE USE ONLY**

Date Received	Fee Paid	Date Passed to Police	Date of Decision	Decision	No. of licence issued