

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

APPLICATION FOR THE GRANT / RENEWAL / SUBSTITUTE / REPLACEMENT OF A

TAXI / PRIVATE HIRE OPERATOR'S LICENCE

Please read the accompanying guidelines before completing this form.

This application form is in several parts for different things. Which parts you need to complete depends on what you are applying for:

Part A	About you (the applicant)	p1
Part B	Grant of a New Licence	p4
Part B	Renewal of an Existing Licence	p4
Part C	Substitute Licence	p5
Part C	Replacement Licence	P5
Part D	Declaration	p6

Please select what you require the Council to process (tick all that apply):



Grant a New Licence	Complete parts A, B, and D	
Renew an Existing Licence	Complete parts A, B, and D	
Substitute Licence	Complete parts A, C and D	
Replacement Licence	Complete parts A, C and D	

Should you require extra space to answer any questions, please provide additional details on a separate sheet.

Part A

To be completed if a natural person (individual)

Surname (include any other surname you have been known by)

Forename _____

Home Address _____

_____ Postcode _____

Previous home address (if current address under 3 years)

_____ Postcode _____

Home Tel. No. _____ Work Tel. No. _____

Mobile _____ Email address _____

Date of birth _____ Age _____

Place of birth _____

To be completed if a non-natural person (Company/Partnership)

Company/Partnership Name _____

(NB Legal proof of Company/Partnership is required to be lodged with this application)

Registered address _____

_____ Postcode _____

Previous home address (if current address under 3 years)

_____ Postcode _____

Company Registration No. _____

Work Tel. No. _____

Email address _____

Mobile Tel. No. _____

Names, home addresses and dates of birth of all directors,
partners or other persons responsible for management:

Day to Day Management of Business (if different from the Applicant)

Surname (include any other surname you have been known by)

Forename _____

Home Address _____

_____ Postcode _____

Previous home address (if current address under 3 years)

_____ Postcode _____

Tel. No. _____ Email address _____

Date of birth _____ Age _____

Place of birth _____

PART B – Grant or Renewal of License

Type of licence applied for?

Taxi / Private Hire (*delete as appropriate*)

Grant of New licence or Renewal of Existing licence?

Grant / Renewal (*delete as appropriate*)

Does the applicant propose to operate
the vehicle him/herself?

YES ☐ NO ☐

Vehicle Registration number _____

Date of first registration of vehicle _____

Plate / Disc number _____

Description of vehicle

Make and model of vehicle _____

cc. Rating _____ Number of doors _____

Colour _____ Chassis Number _____

Has the vehicle been previously licensed as a taxi or private hire car? YES ☐ NO ☐

If so, give date and type of last licence _____

Address of premises where vehicle is to be kept _____

During what hours and days will the vehicle be available for hire?

Is the vehicle Wheelchair Accessible? YES ☐ NO ☐

Part C – Substitution or Replacement Licence

Type of licence held?

Taxi / Private Hire (*delete as appropriate*)

Plate or Private Hire disc number _____

Registration number of current vehicle as designated in the licence

Registration no. and date of first registration of the Substitute / Replacement vehicle

Description of vehicle

Make and model of vehicle _____

cc. Rating _____ Number of doors _____

Colour _____ Chassis Number _____

PART D – Declarations

All convictions/fixed penalties (criminal and 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 Part A above (continue on a separate sheet if necessary)

NB – All crimes and offences must be declared

NAME	DATE	COURT	OFFENCE	SENTENCE

I/We declare that the particulars given by me on this form are correct to the best of my/our knowledge and belief

Signature of applicant or agent _____

Agent address _____

Date _____

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 found guilty of an offence and liable, on summary conviction

Please return the completed application form, relevant documents and fee to Licensing Office, East Lothian Council, John Muir House, Haddington, EH41 3HA. This application form must be lodged, together with the appropriate fee not less than 6 weeks before the proposed commencement date of the licence. Please note that the application fee is non-returnable.

DATA PROTECTION ACT 2018

Please note that the information given on this form may be stored electronically by this Authority for the purpose of licensing.

The Identity of the Data Controller under the Data Protection Act 2018 ("the Act").

East Lothian Council, John Muir House, Haddington, East Lothian EH41 3HA ("the Council")

The purpose or purposes for which the data are intended to be processed.

The Data will be processed in order for East Lothian Council to fulfil its statutory duty under the Civic Government (Scotland) Act 1982 in receiving, registering, determining and granting applications for licenses under the said Act. The Data will be shared with public bodies who require to be consulted about the application, such as the Police. It will also be shared with internal East Lothian Council services, particularly within the Environment Department who give advice to the Council as Licensing Authority, in respect of the application.

East Lothian Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Further information can be obtained from:

Data Protection Officer
Licensing, Administration and Democratic Services
John Muir House
Haddington
dpo@eastlothian.gov.uk

ANNEX A

No restrictions on right to work in the UK

Once the necessary checks are completed, you will not have to repeat the check if you apply to renew or extend your licence.

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 national identity card showing the holder is a national of a European Economic Area country or Switzerland
3. A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland
4. A permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland
5. A current Biometric Immigration document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK
6. 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
7. 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
8. A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents (including an official extract of an entry in the register of births in Scotland in long form), 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
9. A birth or adoption certificate issued in the Channel Islands, 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
10. 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

ANNEX B

Restrictions on the right to work in the UK

The Licence (subject to statutory limitations) up to the expiry date of the permission to work in the UK, will need to be checked for immigration status each time you apply to renew or extend the licence.

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 current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question
3. A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence
4. 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
5. A Certificate of Application issued by the Home Office under regulation 17(3) or 18A(2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment, which is less than six months old together with Verification from the Home Office Evidence and Enquiry Unit. The licence may be granted for six months from the date of the Certificate of Application.
6. A Verification issued by the Home Office Evidence and Enquiry Unit to you, which indicates that the names person may stay in the UK and work because they have an in-time application, appeal or administrative review and which is outstanding. The licence may be issued for six months from the date of the licence decision.