

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

# APPLICATION FOR THE GRANT / RENEWAL OF A TAXI DRIVER'S LICENCE

Please read the accompanying guidelines before completing this form.

## 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:

**To be completed by the day-to-day manager of the activity**

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

\_\_\_\_\_

Forename \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Tel. No. \_\_\_\_\_ Email address \_\_\_\_\_

Date of birth \_\_\_\_\_ Age \_\_\_\_\_

Place of birth \_\_\_\_\_

**PART B – Grant or Renewal of License**

**Grant of New licence or Renewal of Existing licence?**

Grant / Renewal (*delete as appropriate*)

Have you ever applied for, and been refused a taxi / private hire driver's licence by any Council? YES  NO

If yes, when and which council refused the licence?

\_\_\_\_\_

Have you ever held a taxi / private hire driver's licence which was suspended / revoked? YES  NO

If yes, when and which council suspended / revoked the licence?

\_\_\_\_\_

How long have you held your DVLA driving licence? \_\_\_\_\_ years

\_\_\_\_\_

## Driving Licence information

Driving licence number \_\_\_\_\_

Date valid, from \_\_\_\_\_ To \_\_\_\_\_

HMRC Tax Check Code \_\_\_\_\_

## Groups – Name and address of the person / company you will be working for

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

## Part C – Fitness to drive a taxi

### Have you ever had any treatment in relation to the following medical conditions?

Heart problems i.e. angina, high/low blood pressure,  
irregular heart beat or fainting spells YES  NO

Drug or alcohol misuse YES  NO

Diabetes / Epilepsy YES  NO

Eyesight / Hearing problems YES  NO

Any other medical condition liable to affect your driving YES  NO

Are you applying for an Exemption to provide  
Mobility Assistance under S166 of the Equalities Act 2010? YES  NO

Provide details of reasons for Exemption application \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you applying for an Exemption to carry Assistance  
Dogs under S169 or S171 of the Equalities Act 2010? YES  NO

\_\_\_\_\_

## PART D – Convictions, Offences, Endorsements and/or Fixed Penalties

All convictions, offences, endorsements and fixed penalties must be listed below, of any motoring offence or any other offence or conviction. This includes any which are spent or admonished.

Have you any pending convictions or offences that have not yet been dealt with? YES  NO

Have you been convicted of any offence or crime in Court, even if admonished? YES  NO

Have you received any warning, caution or fixed fine in relation to any offence? This includes any procurator fiscal fine. YES  NO

Have you had your DVLA driver's licence endorsed? YES  NO

If you have answered Yes to any of the above questions, provide details below:

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

# CONSENT TO MEDICAL EXAMINATION AND CONSENT TO ACCESS MEDICAL REPORTS

I agree / do not agree (*delete as appropriate*) to (1) a medical examination and (2) permission for my doctor (GP or Consultant) to report on my medical history.

A medical report from your doctor can only be obtained with your consent. The report will remain confidential but the information will be used to advise East Lothian Council if you are fit to drive a Taxi / Private Hire vehicle or are eligible for exemption to provide Mobility Assistance.

The Access to Medical Reports Act give you the right to check the accuracy of the medical reports prepared by your doctor or hospital consultant in response to a request for information.

I agree / do not agree (*delete as appropriate*) that if any further reports / medical tests are required, I will pay any costs.

**Please note:**

If you require any further tests / information that incurs a cost, you will be required to pay for them. East Lothian Council will only pay for the initial medical test.

D4Drivers in Edinburgh will arrange your medical appointment directly with you. You must contact D4Drivers directly on 0300 303 0668 or [bookings@d4drivers.uk](mailto:bookings@d4drivers.uk) at least 48 hours prior to your appointment if are unable to attend. If you fail to attend your medical examination without prior notice, you will be charged a fee of £50.00.

Full Name \_\_\_\_\_

Date of birth \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Tel. No. \_\_\_\_\_ Email \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_



## 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.