**DRIVER APPLICATION CHECKLIST**

**Note – this checklist must be fully completed in order to submit your application**

|  |  |  |
| --- | --- | --- |
| **I have enclosed the following – please tick to confirm (or enter N/A)** | | |
| Completed application form |  | |
| Correct application fee |  | See East Lothian Council website – Civic Licence Fees |
| Medical assessment fee (if applicable) |  |  |
| 1 recent photograph of true likeness |  |  |
| Valid driver licence |  | See guidance notes |
| Passport (or similar ID) |  |  |
| Evidence of Right to Work in the UK |  | See Annex A |
| Valid HMRC tax code  (9-characters) |  | See guidance notes |

**OPERATOR APPLICATION CHECKLIST**

**Note – this checklist must be fully completed in order to submit your application**

|  |  |  |
| --- | --- | --- |
| **I have enclosed the following – please tick to confirm (or enter N/A)** | | |
| Completed application form |  | |
| Correct application fee |  | See East Lothian Council website – Civic Licence Fees |
| V5 document |  |  |
| MOT document |  | See guidance notes |
| Valid Insurance document |  |  |
| Valid HMRC tax code |  | See guidance notes |