

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

GUIDANCE NOTES

LICENSING OF TAXI/PRIVATE HIRE CAR OPERATOR'S LICENCE

1. Ensure all questions are answered
2. Substitute licenses will expire after 28 days
3. Replacement licenses will remain in place for the remainder of the original license period
4. The application fee (non-returnable) will be lodged along with the completed application form
5. 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
6. The following documentation is to be submitted along with the completed application form:
 - The registration document for the vehicle
 - The relevant insurance document
 - An MOT certificate dated not more than 30 days prior to the date on which the vehicle is to be inspected
7. 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 one year from the date of refusal, an application for a taxi/private hire operator's licence unless there has been a material change in their circumstances

8. Part D of the application form refers to any convictions/offences and not solely to those related to driving convictions/offences and must be completed accurately. All unspent convictions/offences are to be declared. Failure to do so may be taken into account in determining your application. If there are no convictions/offences of any kind, please enter 'None'
9. No licence will be granted or renewed on or after 1 January 2000 except in respect of vehicles which are wheelchair accessible
10. Any person who, 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
11. Information supplied on this form will be held electronically and applicants are advised that in processing this application, background enquiries will be made which may include reference to personal data held electronically
12. East Lothian Council is required by law to protect the public funds it administers. Thus, the Council may share the information you provide with other bodies responsible for auditing or administering public funds, in order to prevent and detect fraud

Please return the application form with appropriate fee and enclosures to:

Licensing Team
East Lothian Council
John Muir House, Haddington
EH41 3HA