

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

GUIDANCE NOTES

LICENSING OF TAXI/PRIVATE HIRE CAR BOOKING OFFICE

Complete the application form and send to the Legal and Democratic Services, Licensing Team, John Muir House, Haddington, EH41 3HA.

On the date that you send the application form, complete page headed 'Site Notice'. This must be displayed on the premises to which the application relates for a period of 21 days to inform members of the public that you are applying for a Taxi/Private Hire Booking Office Licence. The notice must be on view at a height and place that is convenient for the public to read and must be visible 24 hours a day for the 21 day period.

If the applicant is unable for any reason to post a notice on the premises, a certification to this effect must be made on the application form.

After 21 days has expired, take the notice from your premises and complete the 'Certificate of Compliance'. This certificate gives details of when you displayed the notice in your window and should be returned to the Licensing Team at the address above.

Your application form must include payment of the license application fee

https://www.eastlothian.gov.uk/downloads/file/34189/licensing_fees_booklet_2024

If renewing your licence, you will need a tax check reference number.
You can complete your tax check at

<https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>