

# Application Form for Grant or Renewal of Taxi Driver's or Private Hire Car Driver's Licence

This is an application to apply for the Grant or Renewal of a Taxi Driver's or Private Hire Car Driver's Licence made in terms of Section 13 of the Civic Government (Scotland) Act 1982.



Before completing this form please read the guidance and notes that are attached. If you are completing this form by hand please write legibly in block capitals.

## SECTION 1: TYPE OF LICENCE

1.1 Specify the type of licence you are applying for:

	<i>Please Tick One Box Only</i>
Application for Private Hire Car Driver's Licence	<input type="checkbox"/>
Application for Taxi Driver's Licence	<input type="checkbox"/>

1.2 Specify the type and duration of licence you are applying for:

	<i>Please Tick One Box Only</i>	
	Temporary	3 Years
Grant	<input type="checkbox"/>	<input type="checkbox"/>
Renewal	N/A	<input type="checkbox"/>

## SECTION 2. PERSONAL DETAILS

Surname		First Name(s)	
Date of Birth		Country of Birth	
Home Address ( <i>Include flat position, house name etc</i> )			
Post Town		Postcode	
Daytime Phone No.		Evening Phone No.	Mobile Phone No.
Email			

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Current Licence No.	Expiry Date	Training Course	Prev Suspended
		YES NO	YES NO
Date Lodged	Fee Paid	Receipt No.	Prev Refused
			YES NO

### SECTION 3: CURRENT DRIVING LICENCE

#### Read Note B

*Please Tick One Box Only*

Have you held a full Driving Licence, valid for driving in the UK, for a continuous period of twelve months **immediately** prior to submitting this application?

YES

NO

### SECTION 4: FITNESS TO DRIVE

#### Read Note C

*Please Tick One Box Only*

Are you subject to any Medical Condition or Bodily Infirmary?

YES

NO

If you have answered 'Yes' please provide details below:

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### SECTION 5: APPROVED CUSTOMER CARE TRAINING COURSE

#### Read Note D

*Please Tick One Box Only*

Have you passed an approved Customer Care Training Course and produced the certification to the Licensing Section?

YES

NO

If you are applying to **renew** your licence and you have not yet completed an approved training course you must do so **immediately** and produce the certificate to the Licensing Section.

### SECTION 6: RESIDENT OUTWITH THE UK

#### Read Note E

*Please Tick One Box Only*

Since your were born have you lived outside the UK for 6 months or more?

YES

NO

If you have answered 'Yes' please provide details of all the countries where you have lived.

For each country where you have lived **since the age of 16** you will require to provide a Criminal Record Check. Refer to the guidance for further details of the documentation you are required to provide.

Country of Residence

Date From

Date To

Country of Residence

Date From

Date To

Country of Residence

Date From

Date To

CONTINUE ON A SEPARATE SHEET IF NECESSARY

## SECTION 7: RIGHT TO WORK IN THE UK

### Read Note F

#### 7.1 Confirm your right to work in the UK:

		<i>Please Tick One Box Only</i>	
Do you have the right to live in the UK and work as a taxi driver or private hire car driver?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

#### 7.2 Indicate which original document(s) you are providing to evidence your right to work:

<b>LIST A: No restriction on the right to work in the UK</b>		<i>Please Tick One Box Only</i>
1	A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.	<input type="checkbox"/>
2	A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.	<input type="checkbox"/>
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.	<input type="checkbox"/>
4	A Permanent Residence Card issued by the Home Office to the family member of a national a European Economic Area country or Switzerland.	<input type="checkbox"/>
5	A <b>current</b> 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.	<input type="checkbox"/>
6	A <b>current</b> 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.	<input type="checkbox"/>
7	A <b>current</b> 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, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.	<input type="checkbox"/>
8	A <b>full</b> 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), <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.	<input type="checkbox"/>
9	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.	<input type="checkbox"/>
10	A certificate of registration or naturalisation as a British citizen, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.	<input type="checkbox"/>
11	A letter issued by this Council, as Licensing Authority, confirming that since December 2016 the holder has provided sufficient evidence that they have no restrictions on their right to live and work in the UK.	<input type="checkbox"/>

LIST B: Restriction on the right to work in the UK		Please Tick One Box Only
1	A <b>current</b> passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work as a taxi driver or private hire car driver.	<input type="checkbox"/>
2	A <b>current</b> 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 work as a taxi driver or private hire car driver.	<input type="checkbox"/>
3	A <b>current</b> 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.	<input type="checkbox"/>
4	A <b>current</b> 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 work as a taxi driver and private hire car driver, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.	<input type="checkbox"/>
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 <b>less than 6 months</b> old. <i>Please note that the Council will take further steps to verify the status of your application through the Home Office Evidence and Enquiry Unit.</i>	<input type="checkbox"/>
6	Evidence that you are entitled to stay in the UK and work as a taxi driver or private hire car driver because you have an outstanding in time application, appeal or administrative review with the Home Office. <i>Please note that the Council will take further steps to verify the status of your application, appeal or review through the Home Office Evidence and Enquiry Unit.</i>	<input type="checkbox"/>
<b>7.3</b> Confirm the authenticity of your documentation:		Please Tick
I confirm that the documentation I am providing to evidence my right to live and work in the UK is genuine and has not been subject to any unauthorised alteration or amendment.		<input type="checkbox"/>

SECTION 8: PREVIOUS CONVICTIONS			
Read Note G			
<p>You must provide details below of <b>all</b> relevant convictions (including road traffic offences) recorded against you. Provide details of all convictions, even those considered "spent" under the Rehabilitation of Offenders Act 1974, unless they are "protected" convictions in accordance with Article 2A of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2015.</p> <p>If you are declaring that you have no such convictions please write "None".</p>			
Date of Conviction or Sentence	Court	Offence	Penalty

CONTINUE ON A SEPARATE SHEET IF NECESSARY

## SECTION 9: CHECKLIST

I confirm that I have enclosed the following:

<b>All Applicants</b>	<i>Please Tick</i>
• My current DVLA (or equivalent) Driving Licence	<input type="checkbox"/>
• Summary of my current DVLA Driving Licence Record ( <b>Read Note H</b> )	<input type="checkbox"/>
• 2 Identical Passport Type Photographs ( <b>Read Note I</b> )	<input type="checkbox"/>
• The relevant Application Fee	<input type="checkbox"/>
• Evidence of right to live and work in the UK	<input type="checkbox"/>
<b>Applicants resident outwith the UK for any period of at least 6 months</b>	
• Criminal Record Check(s)	<input type="checkbox"/>
• Verification(s) from UK based Embassy, Consulate or High Commission	<input type="checkbox"/>

## SECTION 10: DECLARATION BY APPLICANT

I hereby make my application to Glasgow City Council as Licensing Authority for Glasgow and confirm that (a) the particulars given by me on this form are true to the best of my knowledge and belief; (b) the documents specified in section 9 are enclosed; (c) I have read and understood the attached guidance and notes; and (d) the appropriate fee is enclosed.

**Only the applicant can sign or amend this application form**

SIGNATURE		DATE	
<p><b>PLEASE NOTE:</b> Any person who in or in connection with the making of this application makes any statement which he 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 to a fine not exceeding level four on the standard scale.</p>			

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Date of Decision	Decision	Date Badge Issued
Notes	Date Produced	Initials

## NOTES

- A** The information which you provide on this form will be processed by Glasgow City Council (which is the “data controller” for purposes of data protection law). A Privacy Statement explaining how we process your personal information is attached to this application.
- B** You must have held a full Driving Licence, valid for driving in the UK, for a continuous period of one year prior to applying for a licence. You **cannot** submit an application if you have (a) held your licence for less than twelve months; or (b) you have been disqualified from driving in the last twelve months. If, during the processing of your application, the Council becomes aware that you have made a false declaration your application will be deemed incompetent. You should also be aware that your details may be forwarded to the DVLA if, during the processing of your application, the Council becomes aware that you should not hold a UK Driving Licence due to your immigration status.
- C** This Council has adopted Group 2 Standards of the Medical Aspects of Fitness to Drive booklet as published by the Medical Commission on Accident Prevention as the appropriate standard of fitness for Taxi and Private Hire Car Drivers. Where the Council has a concern regarding an applicant’s fitness to drive, the applicant will be referred to the Council’s Occupational Health advisor for assessment to Group 2 Standards. By submitting this application form you are agreeing to submit to medical examination should the Council have a concern regarding your fitness to drive.
- Licence Holders aged over 65 are required to undergo annual medicals to Group 2 Standards. By submitting this application form you are agreeing to submit to medical examination when required.
- Licence Holders who become 65 years old during the currency of their licence will be referred to the Council’s Occupational Health advisor to assess their fitness to drive to Group 2 Standards. By submitting this application form you are agreeing to submit to this medical examination when required.
- D** All Licence Holders are required to undertake an approved Customer Care Course within three months and produce the course certificate to the Council within six months of being granted. More information on the course is given in the attached guidance. If you are applying to renew your licence you should have already sat the course. If not you must arrange to undertake the course immediately otherwise your renewal may not be granted.
- E** If, since the age of 16, you have lived in a country outside the UK for a period of 6 months or more, you are required to produce a Criminal Record Check, obtained within the last 6 months, from each country. Your application will not be accepted without the relevant criminal record check(s). The attached guidance provides more information.
- F** All applicants must have the right to live in the UK and be able to work as a taxi driver or private hire car driver. You are required to provide evidence of your right to live and work in the UK; your application will not be accepted without this evidence. The attached guidance provides further details on this requirement. Please note that, if during the processing of your application, the Council becomes aware that you do not have the right to live and work in the UK, your application will be deemed incompetent. In processing your application, the Council may pass your details to the Home Office in relation to further enquiries relating to your immigration status and right to work in the UK.
- G** **All** relevant convictions, including road traffic and other fixed penalties, incurred in the UK and abroad must be declared including “spent” convictions unless they are “protected” convictions. If you are in any doubt about “spent” or “protected” convictions, please obtain your own independent legal advice. Staff within the Licensing section are unable to provide advice on whether a specific conviction should be declared.
- If you are uncertain as to the details/dates of any crimes or offences you should contact Disclosure Scotland, PO Box No 250, Glasgow, G2 4JS (Phone: 0870 609 6006). Alternatively you can also call at any police office and pick up the appropriate Data Protection Form, requesting ‘subject access’ to your record.
- H** All applicants for a licence must produce a summary of their current Driving Licence Record from DVLA; please refer to the attached guidance for details of the specific documentation required.
- I** The photographs will be used to produce the relevant identification badge. Your application will only be accepted if the photographs meet the standard set out in the attached guidance.