

# 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 (6 weeks)	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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Previous/ Current Licence No.	Expiry Date		Prev Suspended
			YES NO
Date Lodged	Fee Paid	Receipt No.	Prev Refused
			YES NO

SECTION 3: CURRENT DRIVING LICENCE		
<b>Read Note A</b>		<i>Please Tick One Box Only</i>
Have you held a full Driving Licence, valid for driving in the UK, for a continuous period of twelve months <b>immediately</b> prior to submitting this application?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
SECTION 4: FITNESS TO DRIVE		
<b>Read Note B</b>		<i>Please Tick One Box Only</i>
Are you subject to any Medical Condition, Bodily Infirmary or taking Medication?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been referred by this Licensing Authority for a medical examination?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If you have answered 'Yes' to either question above please provide details below (for example, medical condition, medication, reason for referral):		
SECTION 5: TRAINING		
<b>GRANT APPLICATIONS ONLY (Read Note C)</b>		<i>Please Tick</i>
<b>From 1 January 2020</b> Have you completed and passed the Certificate in Introduction to the Role of the Professional Taxi and Private Hire Driver at SCQF Level 5? If not, you cannot apply for a Licence.	YES <input type="checkbox"/>	
<b>RENEWAL APPLICATIONS ONLY (Read Note C)</b>		<i>Please Tick One Box Only</i>
Have you passed an approved Customer Care Training Course and produced the certification to the Licensing Section?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<p><b>Please note:</b> The Licensing and Regulatory Committee decided to delay the implementation of the Certificate in Introduction to the Role of the Professional Taxi and Private Hire Driver at SCQF level 5 as a requirement for the <b>renewal</b> of a taxi or private hire car driver's licence. The position will be reviewed by the Licensing and Regulatory Committee by April 2021.</p>		
SECTION 6: RESIDENT OUT WITH THE UK		
<b>Read Note D</b>		<i>Please Tick One Box Only</i>
Since you were born have you ever lived outside the UK?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If you have answered 'Yes' please provide details of all the countries where you have lived.		
For each country where <b>you have lived for 6 months or more since the age of 16</b> 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 E

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 or abbreviated</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"/>

<b>LIST B: Restriction on the right to work in the UK</b>		<i>Please Tick One Box Only</i>
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"/>

**7.3 Confirm the authenticity of your documentation:**

<b>7.3 Confirm the authenticity of your documentation:</b>		<i>Please Tick</i>
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 F**

You must provide details below of **all** 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.

**If you are declaring that you have no such convictions please write "None".**

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:

### All Applicants

- My current DVLA (or equivalent) Driving Licence
- Summary of my current DVLA Driving Licence Record (**Read Note G**)
- 2 Identical Passport Type Photographs (**Read Note H**)
- The relevant Application Fee
- Evidence of right to live and work in the UK

*Please Tick*

### Applicants resident out with the UK for any period of at least 6 months

- Criminal Record Check(s)
- Verification(s) from UK based Embassy, Consulate or High Commission  
(*unless issued from EU Member State where applicant is a national of that state*)

### Grant applications from 1 January 2020

- Certificate in Introduction to the Role of the Professional Taxi and Private Hire Driver at SCQF Level 5?

### Renewal applications with an expiry date on or after 1 April 2020

- Certificate in Introduction to the Role of the Professional Taxi and Private Hire Driver at SCQF Level 5

## 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.

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.

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

**SIGNATURE**

**DATE**

### PLEASE NOTE:

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.

## FOR OFFICE USE ONLY

**Date of Decision**

**Decision**

## NOTES

**A** 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.

**B** 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.

**C** From 1 January 2020 all applications for the grant of a licence must have completed and passed the Certificate in Introduction to the Role of the Professional Taxi and Private Hire Driver at SCQF Level 5. Information on training providers can be found at <https://www.sqa.org.uk/sqa/90017.html>. The applicant must produce the pass certificate when submitting the grant application to the Licensing Authority. **The application will not be accepted without this.**

Given the Covid-19 situation, the Licensing and Regulatory Committee decided to delay the implementation of the Certificate in Introduction to the Role of the Professional Taxi and Private Hire Driver at SCQF level 5 as a requirement for the **renewal** of a taxi or private hire car driver's licence.

The position will be reviewed by the Licensing and Regulatory Committee by April 2021.

**D** 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 guidance provides more information.

**E** 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.

**F** **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 form, requesting 'subject access' to your record.

**G** 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.

**H** 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 guidance.

## PRIVACY STATEMENT:

## LICENSING SCHEMES ADMINISTERED BY THE COUNCIL'S LICENSING & REGULATORY COMMITTEE

### Who we are?

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom, and you can contact our Data Protection Officer by post at this address, by email at: [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk), and by telephone on 0141 287 1055.

### Why do we need your personal information and what do we do with it?

You are giving us your personal information to allow us to carry out our statutory functions in relation to licensed activities regulated by the Council's Licensing & Regulatory Committee. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

### Legal basis for using your information

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website at [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy). Processing your personal information is necessary for the performance of a task carried out in the public interest by the Council.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

We may also need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for us to process it to carry out key functions as set out in law. In addition, we may also process data about any criminal convictions you may have. This is because we are required to ascertain the suitability of individuals to hold licences and to do this, we may need to process information on an individual's criminal convictions.

### Who do we share your information with?

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services.

This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

We are required by law to enter your personal information on a public register of applications for licences. This register can be accessed by any member of the public. We may publish this register or extracts of the register online. We may also provide the register to other public bodies to support a national register of licences.

In processing your application for a licence we may need to refer you to our Licensing and Regulatory Committee. We may also need to refer you to this Committee if you are granted a licence and we receive a complaint about you. Your personal information will be included in the agenda, reports and minutes for the Committee. Some of this information will be published on our website. You can find out more on our website at [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy)

Licensing and Regulatory Committee meetings are held in public. At a meeting your personal information may be disclosed to those in attendance. This may happen even if you do not attend a meeting that you are invited to.

We will also share your personal data with other public bodies and statutory consultees are required by licensing law.

## How long do we keep your information for?

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for. You can view this on our website at [www.glasgow.gov.uk/rrds](http://www.glasgow.gov.uk/rrds) or you can request a hard copy from the contact address stated above.

## Your rights under data protection law

- Access to your information - you have the right to request a copy of the personal information that we hold about you.
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- Correcting your information- we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.
- Deletion of your information-you have the right to ask us to delete personal information about you where:
  - 
  - 1. you think that we no longer need to hold the information for the purposes for which it was originally obtained
  - 2. you have a genuine objection to our use of your personal information - see *Objecting to how we may use your information* below
  - 3. our use of your personal information is contrary to law or our other legal obligations.

## Objecting to how we may use your information

You have the right at any time to tell us to stop using your personal information for direct marketing purposes.

## Restricting how we may use your information

In some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information. This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact us as stated above if you wish to exercise any of these rights.

## Information you have given us about other people

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to Glasgow City Council. We will only use this information to carry out our statutory functions in relation to licensed activities regulated by the Council's Licensing & Regulatory Committee. If they want any more information on how we will use their information they can visit our web site at [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy) or email [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk).

## Complaints

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email at [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk) or by telephone on 0141 287 1055.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit their website for more information at- <https://ico.org.uk/concerns>

## More information

For more details on how we process your personal information visit [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy). If you do not have access to the internet you can contact us via telephone to request hard copies of our documents.