



**CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

**APPLICATION FOR A PRIVATE HIRE CAR LICENCE**

PHC/For Office Use Only	
IDOX No	
Paid	
To TEC	

**Please Tick**

Grant

Renewal

Please read the notes for guidance when completing this form; type or write legibly in block capitals in black ink and ensure that your answers are inside the boxes; use additional sheets, if necessary; keep a copy of the completed form for your records if you wish.

**Each Question MUST be answered**

**PERSONAL DETAILS**  
**PLEASE COMPLETE Questions 1 - 6 if you wish a licence to trade as an Individual**

		Forename(s)	Surname
1	Full Name		
2	Any previous surnames (if applicable)		
3 (a)	Home Address		
(b)	Postcode		
(c)	Telephone Number		
(d)	Mobile Number		
(e)	Email Address		
4	Previous Address		
5	National Insurance Number		

6	Age, Date & Place of Birth	Age	Date of Birth	Place of Birth

**BUSINESS DETAILS**

**PLEASE COMPLETE Questions 7 and 8 if you wish a licence to trade as a Company or Partnership**

7 (a)	Full Name of Company or Partnership								
(b)	Address of Principal Registered Office								
(c)	Names and Private addresses of directors, partners or other persons responsible for its management								
(d)	National Insurance Number								
(e)	Age, Date & Place of Birth of 7 (c) above	Age		Date of Birth			Place of Birth		

**Please continue on a separate sheet if necessary**

8	<b>Employee or agent to carry on day-to-day management of the trade.</b>								
(a)	Full Name								
(b)	Home Address								
(c)	Postcode								
(d)	Telephone Number								
(e)	Mobile Number								
(f)	Email Address								
(g)	National Insurance Number								

(h)	Age, Date & Place of Birth	Age	Date of Birth	Place of Birth

VEHICLE DETAILS						
9 (a)	Registration number and date of first registration of the vehicle	Registration Number		Date of First Registration		
				Day	Month	Year
(b)	Description of Vehicle. <i>(cc Rating should be 1600 or Over; vehicle must have 4 side doors; measurement across back seat must exceed 1.07 metres).</i>	Make and Model	No of Doors	Colour	c.c Rating	Measurement across back seat
		Chassis number				
10 (a)	Has the vehicle been previously licensed as a taxi or hire car?	YES		NO		
(b)	If so, give date and type of last licence.					
11 (a)	Address of premises where vehicle is to be kept.					
(b)	During what hours and on what days will the vehicle be available for hire.					

12 (a)	Have you previously held or do you currently hold a Taxi/Private Hire Car Licence?	YES <i>(If so when)</i>	NO
(b)	When did/does it expire?		
(c)	Which Authority granted the licence?		

<b>(d)</b>	Have you ever applied for and been refused a licence for a Taxi/Private Hire Car?	YES <i>(If so when and by which Local Authority)</i>	NO
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**IMPORTANT NOTES**

Any person who in connection with the making of this application makes any statement which he/she knows to be false may be liable to prosecution.

Information supplied on this form may be held on computer both within Midlothian Council and other bodies (e.g. Police Scotland) and applicants are advised that in processing this application, background enquiries will be made which may include reference to personal data held on computer.

<b>13</b>	<p>I have read the important notes above and declare that the particulars given by me on this form are correct and complete to the best of my knowledge and belief.</p> <p style="text-align: right;">Please tick</p> <p>I enclose</p> <p style="margin-left: 40px;">(a) Fee <span style="float: right;"><input type="checkbox"/></span></p>
<p>Date .....</p> <p>Signature of Applicant or Agent .....</p> <p>Address of Agent, if applicable .....</p> <p style="text-align: right;">.....</p>	

The completed application form is to be lodged with Midlothian Council, Midlothian House, 40-46 Buccleuch Street, Dalkeith, EH22 1DN along with the appropriate Fee.

The fees below are valid from **1 April 2024**.

Applicable Fee	£102.00
Licence Fee	£445.00
*Renewal Fee	£475.00

*Note: Fees of £77.00 will be charged for the re-inspection of vehicles and £137.00 will be charged for the cancellations of appointments at the Taxi Examination Centre (If less than 7 days' notice given).*

*Payable by cheque (payable to Midlothian Council) or credit/debit card (or by phone to 0131 270 7500) to Licensing*

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**Before completing this section please read the following guidance.**

This should be completed by all persons named in Questions 1, 7 and 8.

All convictions and Alternatives to Prosecutions (ATPs), except those which are spent in terms of the Rehabilitation of Offenders Act 1974, must be listed.

All Fixed Penalty offences either currently or previously shown on your driving licence, together with any you have accepted but which do not yet appear on your licence, must also be listed.

**If you/or any of those named have none of these please complete the following declaration.**

*I/we have no relevant convictions, ATPs or Fixed Penalty Offences.*

..... (signature)

**Otherwise, please state below particulars of any conviction against you.  
(Continue on a separate sheet if necessary).**

Name	Date	Court	Offence	Sentence

***\*IMPORTANT NOTE: Whilst the Council's practice has previously been to send out a reminder whenever possible in advance of the expiry of a licence, this practice has been discontinued and must no longer be relied upon. It is ultimately the responsibility of the licence holder to apply in good time (six weeks recommended) before the expiry date should he/she wish to renew the licence. It is strongly recommended therefore that the licence holder make a diary note as a reminder to do this.***

## COMMUNICATING CLEARLY

We are happy to translate on request and provide information and publications in other formats, including Braille, tape or large print.

如有需要我們樂意提供翻譯本，和其他版本的資訊與刊物，包括盲人點字、錄音帶或大字體。

Zapewnimy tłumaczenie na żądanie oraz dostarczymy informacje i publikacje w innych formatach, w tym Braillem, na kasecie magnetofonowej lub dużym drukiem.

ਅਸੀਂ ਮੰਗ ਕਰਨ ਤੇ ਖੁਸ਼ੀ ਨਾਲ ਅਨੁਵਾਦ ਅਤੇ ਜਾਣਕਾਰੀ ਤੇ ਹੋਰ ਰੂਪ ਵਿੱਚ ਪ੍ਰਕਾਸ਼ਨ ਪ੍ਰਦਾਨ ਕਰਾਂਗੇ, ਜਿਨ੍ਹਾਂ ਵਿੱਚ ਬਰੇਲ, ਟੇਪ ਜਾਂ ਵੱਡੀ ਛਪਾਈ ਸ਼ਾਮਲ ਹਨ।

Körler için kabartma yazılar, kaset ve büyük nüshalar da dahil olmak üzere, istenilen bilgileri sağlamak ve tercüme etmekten memnuniyet duyuyoruz.

اگر آپ چاہیں تو ہم خوشی سے آپ کو ترجمہ فراہم کر سکتے ہیں اور معلومات اور دستاویزات دیگر شکلوں میں مثلاً بریل (تایپا افراد کے لیے) ہجڑے ہوئے حروف کی لکھائی) میں، ٹیپ پر یا بڑے حروف کی لکھائی میں فراہم کر سکتے ہیں۔

Contact 0131 270 7500 or email: [enquiries@midlothian.gov.uk](mailto:enquiries@midlothian.gov.uk)

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