



Midlothian

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

SPECIAL EVENT PRIVATE HIRE CAR LICENSING

NOTES FOR GUIDANCE

- 1 A Special Event Private Hire Car is a converted vehicle used as a private hire car for special journeys. In everyday language it is a stretched limousine. A Licence is required for the operation of a vehicle as a Special Event Private Hire Car. The licensing of such a vehicle will be dependent upon the Council being satisfied that the vehicle is suitable in size and design for use as a private hire car. The prime consideration of the Council is the safety and comfort of the travelling public.
- 2 Before being mechanically inspected for licensing as a Special Event Private Hire Car, an appointment must be made at the Taxi Examination Centre for a preliminary inspection of the vehicle to ascertain whether it complies with the requirements laid out below. The owner of the vehicle will attend for this preliminary inspection at a convenient time advised by the Cab Inspector.

Following this preliminary inspection of the vehicle, a report will be prepared by the Cab Inspector and in the light of this, the Council will determine whether the vehicle should be licensed as a Special Event Private Hire Car in which case special conditions of licence will apply.

The number of passengers which the vehicle is licensed to carry will in all cases be subject to the discretion of the Council i.e. no more than eight.

For the avoidance of doubt even though the vehicle may be fitted with a bar there can be no sale or provision of alcohol.

REQUIREMENTS

Only vehicles complying with the following requirements will be considered for licensing as Special Event Private Hire Cars:-

- (i) Vehicles may be left or right hand drive providing that they have proof of full DETR Vehicle Type Approval;
- (ii) Vehicles must be capable of carrying at least three and not more than eight passengers in addition to the driver;

- (iii) Vehicles must be fitted with at least four doors and four wheels;
- (iv) All paintwork must be free of rust and corrosion and must be of a very high standard;
- (v) Vehicles must have adequate space for luggage;
- (vi) Vehicles shall be equipped at all times with seat belts of an acceptable type in respect of every seat which can be used for the carriage of passengers. Seat belts must comply with current legislation and be in proper working order at all times;
- (vii) To comply with Construction and Use Regulations, the front windscreen and front door windows must not exceed 25% of tint;
- (viii) Vehicles must hold a MOT Certificate, provided by an independent Testing Station, with at least nine months to run at time of test; and
- (ix) Vehicles must otherwise comply with the Council's test requirements for private hire cars, as amended by these requirements.

Notwithstanding the above, the Council reserves the right to take age, mechanical condition, mileage, appearance, bodywork condition, safety features and any other relevant considerations into account when deciding on whether to grant a Special Event Private Hire Car Licence.

- 3 The conditions of fitness are as shown in Appendix I. When presented for examination, the vehicle should be free of road dirt, grease etc.
- 4 Applications can be made on the relative application form, copies of which are available from the Council Offices, Midlothian House, 40-46 Buccleuch Street, Dalkeith. All questions must be answered. Failure to do so may result in the application being delayed or possibly conviction.
- 5 **Subject to the provisions of the Rehabilitation of Offenders Act 1974, ALL CONVICTIONS MUST BE DECLARED including those not resulting in imprisonment or fines e.g. Admonitions, Community Service Orders, Compensation Orders, Deferred Sentences, Probation Orders, etc.**

If you are unable to provide this information you will be able to obtain it from Police Scotland You can submit a subject access request to Police Scotland by emailing: dataprotectionsubjectaccess@scotland.pnn.police.uk

or by writing to Data Protection Central Processing Unit, Information Management Unit, Police Scotland, Queen Street, Aberdeen, AB10 1ZA.

Your request must be accompanied by scans/ photos/ photocopies of two official documents which between them should confirm your date of birth and your current address.

Once the Chief Constable is satisfied as to your identity, Police Scotland have one month to reply to your request.

Further information and application forms can be found on the Police Scotland website on the following link: <http://www.scotland.police.uk/access-to-information/dataprotection/subject-access-requests>

Failure to make a full declaration may lead to refusal of the application, prosecution and, if any omission is discovered after the Licence has been granted, suspension.

- 6 Completed application forms must be accompanied by cheques/postal orders made payable to Midlothian Council or cash. If application forms are delivered by hand, applicants or their agents should deliver them to Reception, Midlothian House, 40-46 Buccleuch Street, Dalkeith.
- 7 The application fee is £102.00. On receipt of the application, the Council will consult the Chief Constable and he will report on the background of the individual. If authority is given for the grant of the Licence a further fee of £445.00 (including the cost of plates) is payable.
- 8 Following payment of the licence fee an appointment for the examination of the vehicle will be given by the Taxi Examination Centre, 33 Murrayburn Road, Edinburgh. The vehicle must be presented for examination within a period of eight weeks. A charge of £77 will be made for cancellation of appointments at the Taxi Examination Centre.

Additional charges of £77 will be made for re-inspections i.e. accept that there will be no additional charge for an initial re-inspection: the fee of £77 will apply to the third and subsequent re-inspections. Where it is found that the vehicle has not been prepared for the initial inspection or when the test is abandoned owing to the poor state of the vehicle, a re-inspection fee will be charged.

If you wish to replace your vehicle, you should make application on the proper form which is available from this office. The fee is £105.00 i.e. where this requires re-issue of a licence in respect of the unexpired portion of the existing licence. (Where a replacement vehicle is presented at the time of renewal of the licence (and it is not necessary to issue a licence to cover any unexpired portion thereof), there will be no additional fee). On payment of the fee, an appointment for examination will be given by the Taxi Examination Centre, 33 Murrayburn Road, Edinburgh EH14 2TF (Tel No 0131 529 4049). A fee of £77 will be charged for a second and subsequent re-inspection.

When a vehicle is withdrawn from service by the Cab Inspector and certified unfit for public use, a fee of £77 will be charged for the inspection of the vehicle before it can be re-introduced to service. A fee of £77 will be charged for the second and subsequent re-inspections.

The fees must be paid before the vehicle is examined.

- 9 The holder of a Private hire car licence shall operate the vehicle only from suitable premises in Midlothian.

- 10 If a taxi meter is fitted, the fare tariff shown in **Appendix II** hereto is applicable.
- 11 Any changes in material circumstance must be intimated by means of the appropriate application form and the relative fee of £77.00.

Business Gateway Midlothian

If you are starting a business, or if you already run your own business and could use some extra support and advice please email BG@midlothian.gov.uk to register, an Adviser will then be allocated to provide a range of support services for businesses including support from a network of partners.

If you would like to know how Midlothian Council collects, uses and shares your personal information, please visit our website www.midlothian.gov.uk to access our online Privacy notice

ADVERTISING

Advertising on Special Event Private Hire Cars

Advertising on Special Event Private Hire Cars is not permitted without the prior written consent of the Council. To seek permission, an application for a variation of the prohibition to display signs for the purpose of advertising should be submitted.

Application for a variation of the prohibition to display signs for the purpose of advertising can be made on the relative application form, copies of which are available from the Council Office, Midlothian House, Buccleuch Street, Dalkeith. Completed application forms must be accompanied by (a) two copies of the proposed advertisement in full colour and samples of materials used and (b) cheques/postal orders made payable to Midlothian Council or cash. If application forms are delivered by hand, applicants or their agents should deliver them to Reception, Midlothian House, 40-46 Buccleuch Street, Dalkeith.

The application fee is £77.

On receipt of the application, the Council will consult the Chief Constable.

If the proposal complies with the criteria contained in **Appendix III** hereto, the licensee will be asked to make the necessary arrangements to have the advertising material applied; and thereafter make arrangements with the Taxi Examination Office to have the advertisement examined. The permission will take effect from the date of issue of approval by the Taxi Examination Office; and will subsist for the duration of advertisement.

Depending on the extent of the advertising applicants may wish to consider advising (a) DVLC and (b) their insurance company of the changes which are being considered.

Fees payable by credit/debit card - T. 0131 271 3529 – Licensing Section

CIVIC GOVERNMENT (SCOTLAND) ACT 1982**FARE TARIFF WITH EFFECT FROM 5 FEBRUARY 2016****Taxi and Private Hire Cars Fares**

For 1 or 2 passengers	Tariff 1	Tariff 2	Tariff 3	Tariff 4
For the initial hire not exceeding 339m For the initial period of waiting time of 60 seconds For a combination of time and distance	£2.80	£3.20	£3.80	£4.00
For each additional 168.3m For each additional 30 seconds of waiting time For a combination of additional time and distance	£0.20	£0.20	£0.35	£0.35

Monday to Friday

Tariff 1 – Monday – Friday 6am – 6pm

Tariff 2 – 6pm to 6am and, at weekends, from 6am on Saturday to 6am Monday

Christmas and New Year – Between 6pm on 24 December and 6am on 27 December and 6pm on 31 December and 6am on 3 January

Tariff 3 – Monday – Friday 6am – 6pm

Tariff 4 – 6pm to 6am and, at weekends, from 6am on Saturday to 6am on Monday

Only 2 children under 12 years will be reckoned as one passenger. No extra fare will be charged for one child under 5 years. Each passenger must be properly seated.

Extra Payments

When more than 2 passengers - £0.20 each
Cleaning Fee – Travel Sickness - £20.00
Credit/Debit card payments - £1.00

Pre-bookings – Call Out Charge - £0.60
Cancellation Fee - £2.00

NOTES:

- 1 Fares applicable only in Midlothian.**
- 2 Any hire which terminates outwith Midlothian – fare by agreement before journey.**
- 3 Approved by General Purposes Committee, Midlothian Council on 5 January 2016.**
- 4 Copies of the Conditions and Regulations available for inspection at the Taxi Examination Centre, 33 Murrayburn Road, Edinburgh, Police Scotland, Divisional Headquarters, Newbattle Road, Dalkeith and Midlothian House, Buccleuch Street, Dalkeith.**

