

**CIVIC GOVERNMENT (SCOTLAND) ACT 1982
APPLICATION FOR A TAXI DRIVER'S LICENCE**

For Office Use Only	
IDOX No	
Paid	
To TEC	

Please Tick

Please note that from 1st December 2016 ALL Applicants for grant or renewal of licence MUST prove their right to work in the UK

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									
1	Full Name	Forename(s)			Surname				
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
7	Ordinary Driving Licence Details	Driver Number		
		Valid From		To
		Groups		

Note: Copy of drivers licence either 1998 paper version or photocard – BACK AND FRONT must be submitted with application

8	Have you held a full driver's licence entitling you to drive in the UK throughout the period of twelve months prior to the date of this application?	YES	NO
9	How long have you been driving motor vehicles?		
10	Do you intend to work as a driver	FULL TIME	PART TIME
11 (a)	Name of OPERATOR whose vehicle you will drive		
(b)	Address of OPERATOR whose vehicle you will drive		
12 (a)	Do you suffer from insulin dependent diabetes?	YES	NO
(b)	Have you ever had a blackout or an epileptic fit?	YES	NO
(c)	Do you suffer from high blood pressure, angina or any type of heart disease?	YES	NO
(d)	Are you aware of any other medical problems or disability that may affect your ability to drive a taxi?	YES	NO

Please note: If you have answered YES to any of the above questions OR are aged 65 years and over a Medical Certificate regarding fitness to drive is required.

13 (a)	Have you previously held or do you currently hold a Taxi Driver or Private Hire Car Driver's Licence?	YES <i>(if so when)</i>	NO
(b)	When did/does it expire?		
(c)	Which Local Authority granted the licence?		
(d)	Have you ever applied for and been refused a licence as a Taxi Driver or Private Hire Car Driver	YES <i>(if so when)</i>	NO
(e)	If Yes to above, which Local Authority refused the Licence		
14 (a)	I wish to make application for exemption from carrying guide dogs, hearing dogs and assistance dogs.	YES	NO
(b)	I wish to make application for exemption from assisting wheelchair passengers.	YES	NO
Please follow the instructions below to generate a 'Tax Check Code' (Renewal Applications only)			
15 (a)	Use your Government Gateway User ID and Password to access the HMRC Tax Check Service. If you do not have one, go to GOV.UK and <u>create a Government Gateway User I.D</u>		
(b)	Complete an HMRC Tax Check, and create a 9 character Tax Check Code		
(c)	Enter your 9 character Tax Check code in the boxes below		

DECLARATION AND 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.

16

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.

Please tick

I enclose

(a) A COPY of my driver's licence (pre 1998) or Photocard (back and front)

(b) To enable us to check your driving record you will need to provide us with a summary. You can obtain this summary by going on line to <https://www.gov.uk/view-driving-licence> and following the instructions. Please ensure you submit the summary with your application. Your DVLA licence must show your current address.

(c) If appropriate, a Medical Certificate

(d) TWO passport photographs (one endorsed with "I certify that this is a true likeness of [name of applicant]" followed by the full name of the person endorsing the photograph)

(e) Fee

(f) I have the right to work in the United Kingdom.
(either with a copy of your Birth Certificate or Passport (you must appear in person with your Passport)).

(g) I have completed the Tax check required by HMRC and provided a share code **(Renewal Applications only)**

Date

Signature of Applicant or Agent

Address of Agent, if applicable

.....

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**.

Initial Application Fee
(for One Year licence)

£143.00

*Renewal Fee

For One Year
£68.00

For Two Years
£130.00

For Three Years
£186.00

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

17

Before completing this section please read the following guidance note.

All convictions, including those which are spent in terms of the Rehabilitation of Offenders Act 1974, must be listed.

All Alternatives to Prosecutions (ATPs), except those which are spent in terms of the 1974 Act, 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 have none of these please complete the following declaration.

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

..... signature)

**Otherwise, please state below particulars of any Conviction/ATP's against you.
(Continue on a separate sheet if necessary)**

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) بھرے 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

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 https://www.midlothian.gov.uk/info/200285/access_to_information/338/privacy_and_cookies