



Application for a licence for: Private Hire Car Driver or Taxi Driver

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

**Submit this application with no less than 6 weeks notice to:
Fairfield House, 8 Lothian Road, Dalkeith, Midlothian, EH22 3AA
or email civiclicensing@midlothian.gov.uk**

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

For this form in another format or language email civiclicensing@midlothian.gov.uk

Application and renewal fees (from 1 April 2026)

Taxi

- Initial application -£179
- Renewal 1 year – £179
- Renewal 3 year - £315

Private Hire Car

- Initial application -£128
- Renewal 1 year – £128
- Renewal 3 year - £226

To pay by credit/debit card call 0131 271 3529

Our bank details for payment: Sort Code: **83-17-26**

Account: **00128568**

Bank: **Royal Bank of Scotland**

Reference

- Taxi: **TAXIDR (and your name)**
- Private Hire Care: **PHCD (and your name)**

Type of application

- First application Taxi
 Renewal Private Hire Car

Office Use	
IDOX No	
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Section 1 – Who is applying for the licence

Details of Individual	Information
Full Name (Forename and Surname)	
Any previous surnames	
Home Address (and postcode)	
Telephone Number	
Mobile Number	
Email Address	
Previous Address	
National Insurance Number	
Tax check Code (9 digits) Renewals only	
Place of Birth	
Date of Birth	
Age	
Will you work as a driver full time or part time?	
Name of OPERATOR whose vehicle you will drive	
Address of OPERATOR whose vehicle you will drive	

Current driver licence

You must submit a copy of your driver's licence either 1998 paper version or photocard – **BACK AND FRONT.**

Details of Individual	Information
Ordinary Driving Licence details Driver number Valid from and to Groups	
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?	
How long have you been driving motor vehicles?	
Have you previously held or do you currently hold a Taxi Driver or Private Hire Car Driver's Licence? If yes when?	
When did/does it expire?	
Which Local Authority granted the licence?	
Have you ever applied for and been refused a licence as a Taxi Driver or Private Hire Car Driver? If yes which local authority refused your licence and when?	

Medical conditions

If you have answer YES to any of these questions OR are aged 65 years and over you need a Medical Certificate regarding fitness to drive.

Details of Individual	Information
Do you suffer from insulin dependent diabetes?	
Have you ever had a blackout or an epileptic fit?	
Do you suffer from high blood pressure, angina or any type of heart disease?	
Are you aware of any other medical problems or disability that may affect your ability to drive a Private Hire Car or taxi?	

Guide dogs and wheelchairs

You may apply for exemption from carrying guide dogs, hearing dogs and assistance dogs if you suffer from a condition which impairs your ability to do so.

Details of request	Information
Do you wish to make application for exemption from carrying guide dogs, hearing dogs and assistance dogs?	
Do you wish to make application for exemption from assisting wheelchair passenger?	

Section 3 – Previous convictions

If the tables are blank we will assume you do not have any convictions.

You must list:

- All convictions and Alternatives to Prosecutions, except those which are spent in terms of the Rehabilitation of Offenders Act 1974
- All Alternatives to Prosecutions (ATPs), except those which are spent in terms of the 1974 Act,
- All Fixed Penalty offences either currently or previously shown on your driving licence, and any you have accepted but which are not yet on your licence.

ALL CONVICTIONS MUST BE DECLARED, including those which might normally be expected to be spent in terms of the Rehabilitation of Offenders Act and those not resulting in imprisonment or fines e.g. Community Service Orders, Compensation Orders, Deferred Sentences, Probation Orders, Admonitions etc.

You can obtain this information from Police Scotland - 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.

Conviction 1

Detail required	Information
Full Name	
Date of conviction	
Court	
Offence	
Sentence	

Conviction 2

Detail required	Information
Full Name	
Date of conviction	
Court	
Offence	
Sentence	

If you need more space please continue on another page.

Section 4 – Declaration

The information on this form is correct. I know that making a false declaration is an offence. **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.**

- I enclose a COPY of my driver’s licence (pre 1998) or Photocard (back and front) – that shows my current address.
- I enclose a summary of my driving record (from www.gov.uk/view-driving-licence).
- I enclose my Share Code provided by the Home Office (if applicable)
- I enclose a medical certificate (if applicable)
- I enclose 2 passport photographs (one endorsed with “I certify that this is a true likeness of (name of applicant)” and full name of the person endorsing the photograph)
- I enclose a copy of my current UK passport or one of the acceptable ‘Right to Work’ documents.

Date

Name of Applicant or Agent.....

Address of Agent (if applicable)

.....

Office use only: The details have been checked against original documentation and verified correct

Signed (Licensing officer).....

Date.....

Information supplied on this form may be held on computer both within Midlothian Council and other bodies (e.g. Police Scotland). Background enquiries will be made which may include reference to personal data held on computer. To find out how Midlothian Council collects, uses and shares your personal information, visit www.midlothian.gov.uk to access our online Privacy notice

Guidance

When licensed, you must carry your Identification Card bearing your photograph.

Applicants will be required to display an adequate knowledge of the locality. Failure to do this after two attempts will result in refusal of the application. The relative examination will relate to the location of hotels, public houses, clubs, churches, recreational facilities, factories and industrial/commercial firms, places of interest, housing estates, principal streets, etc.

ALL Applicants **MUST** prove their right to work in the UK, by supplying a copy of:-

List A: No restrictions on right to work in the UK.

1. A passport showing the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or national identity card showing the holder is a national of a European Economic Area country or Switzerland.
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.
4. A Permanent Residence Card issued by the Home Office to the family member of a national a European Economic Area country or Switzerland.
5. A **current** 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.
6. A **current** 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.
7. A **current** 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, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
8. A **full** 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), **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- 10 A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

List B: Restrictions on right to work in the UK.

1. A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A **current** 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 do the work in question.
3. A **current** 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.

4. A **current** 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 do the type of work in question, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

1. 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 **less than 6 months old together with Verification** from the Home Office Evidence and Enquiry Unit.

2. A **Verification** issued by the Home Office Evidence and Enquiry Unit to you, which indicates that the named person may stay in the UK and work because they have an in time application, appeal or administrative review and which is outstanding.