



# Application for a licence for: Private Hire Car Vehicle or Taxi Vehicle

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 [civlicensing@midlothian.gov.uk](mailto:civlicensing@midlothian.gov.uk)

For this form in another format or language email [civlicensing@midlothian.gov.uk](mailto:civlicensing@midlothian.gov.uk)

## Application and renewal fees (from 1 April 2026)

### Taxi

- Initial application -£112  
On receipt of the application, we will consult the Chief Constable who will report on the background of the individual. If authority is given for the grant of the Licence a further fee is payable.
- Licence – £508
- Renewal - £620

### Private Hire Car

- Initial application -£112  
On receipt of the application, we will consult the Chief Constable who will report on the background of the individual. If authority is given for the grant of the Licence a further fee is payable.
- Licence – £490
- Renewal - £602

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 (and your name) or PHC (and your name)**

# Type of application

First application

Taxi

Renewal

Private Hire Car

Office Use	
IDOX No	
Paid	
To TEC	

## Section 1 – Who is applying for the licence

### Applying to trade as an Individual

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	
Place of Birth	
Date of Birth	
Age	

## Applying to trade as a company or partnership

Details of Individual	Information
Full Name of Company or Partnership	
Address of Principal Registered Office (and postcode)	
Names and Private addresses of directors, partners and other persons responsible for its management	
National Insurance Number	
Place of Birth of directors/partners et	
Date of Birth of directors/partners etc	
Age of directors/partners etc	

## Employee or agent to carry on day-to-day management of the trade

Details of Individual	Information
Full Name	
Home Address (and postcode)	
Telephone Number	
Mobile Number	
Email Address	
National Insurance Number	
Place of Birth	
Date of Birth	
Age	

## Section 2 – Vehicle details

Details of Vehicle	Information
Registration number	
First registration of vehicle – Day/Month/Year	
Make and Model of vehicle	
Number of doors – must have 4 side doors	
Colour	
CC rating – must be over 1600 Power to weight ratio equal to or greater than 0.0690hp per kg	
Measurement across back seat – must be more than 1.07m	
Chassis number	
Has the vehicle been previously licensed as a taxi or hire car? If so, give date and type of last licence.	
Address of premises where vehicle is to be kept.	
During what hours and on what days will the vehicle be available for hire.	
Have you previously held or do you currently hold a Taxi/Private Hire Car Licence? If yes when?	
When did/does it expire?	
Which Authority granted the licence?	
Have you ever applied for and been refused a licence for a Taxi/Private Hire Car? If yes when and which authority?	

## 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](mailto: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.**

Date .....

Name of Applicant or Agent.....

Address of Agent (if applicable) .....

.....

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](http://www.midlothian.gov.uk) to access our online Privacy notice

# Guidance

Following payment of the licence fee you will be invited to make an appointment for the examination of the vehicle with the Taxi Examination Centre, 33 Murrayburn Road, Edinburgh (Telephone 0131-529-4049). The vehicle must be presented for examination within a period of eight weeks.

Charges of **£85** will be made for re-inspections, **£151** will be made for cancellation of appointments at the Taxi Examination Centre and **£85** will be made for examinations to permit vehicles to go back on the road following 'Red Sticker' violations.

When the vehicle has been examined and found satisfactory, the Identification Plates should be collected from Midlothian House and fitted before any licensed activity commences.

If you wish to replace your vehicle, you should make application on the proper form. 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 can be made with the Taxi Examination Centre for a second and subsequent re-inspection. When the vehicle has been found satisfactory, the Identification Plates should be collected from Fairfield House and fitted before any licensed activity commences.

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

Where the vehicle is being fitted with a taxi-meter, an appointment should be made with the Taxi Examination Centre.

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

Taxis must be of the standard metropolitan style with a partially glazed partition separating the passenger(s) from the driver. When presented for examination it should be free of road dirt, grease, etc. (The licensing, as Taxis, of 'People Carrier' type vehicles is approved subject to the normal conditions but exempting such vehicles from the need to comply with the condition relating to wheel turning circle.)

The holder of a taxi licence shall only be permitted to display on the taxi-sign, a triangular red pennant or flat measuring 20cm x 30cm (maximum) bearing the name of their company and its telephone number in letters and figures not less than 3cm in height of proportionate breadth and in a colour conspicuously different from that of the pennant or flag, provided that the colour or dimensions of the letters and figures shall be subject to the approval of the Council.

The maximum permitted level of tint in the glass contained in the front windscreen and the doors for the front passenger and driver, when measured against the light meter at the Taxi Examination Centre, is 25% in terms of the Construction and Use Regulations; and the level in respect of all other window glass is 35% + or - 2%.

The Taxi should be Wheelchair accessible, otherwise, it will not be licensed.

Prospective licensees should indicate the identity of the driver(s) who will drive the vehicle.

Taxi licensees are required to keep a list of Taxi Drivers driving for them and copies thereof should be submitted every three months to the Council.

Any changes in material circumstances must be intimated by means of the appropriate application form

## Maximum taxi fares

**Tariff 1** – Monday to Friday, 6am to 6pm

**Tariff 2** – Monday to Friday, 6pm to 6am, and from 6pm on Friday to 6am on Monday (weekend)

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

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

### For 1 or 2 passengers

	Tariff 1	Tariff 2	Tariff 3
For the initial hire not exceeding 339m For the initial period of waiting time of 60 seconds For a combination of time and distance	£3.50	£4.50	£5.00
For each additional 168.3m For each additional waiting time of 30 seconds For a combination of additional time and distance	£0.30	£0.30	£0.40

### Extra Payments

- When more than 2 passengers - £0.20 each
- Cleaning Fee – Travel Sickness - £50.00
- Pre-bookings – Call Out Charge - £0.60
- Pre-bookings – Cancellation Fee - £2.00

### Airport Charges

It will be the responsibility of the passenger(s) to meet any charges imposed by an airport for waiting, setting down and picking up.

### Notes

1. Fares are only applicable within Midlothian.
2. Any hire which terminates outwith Midlothian - fare by agreement before journey.

## Advertising

Advertisements may not be displayed on taxis or private hire cars without permission from the Council.