



# **Application for a licence for: for the booking of Private Hire Cars and Taxis**

**CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

**Submit this application to: Fairfield House, 8 Lothian Road, Dalkeith,  
Midlothian, EH22 3AA or email [civclicensing@midlothian.gov.uk](mailto:civclicensing@midlothian.gov.uk)**

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

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

- Initial application £441 (1 year)
- Renewal £441 (3 years)

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: **PHC Premises (and your name)**

# Guidance

A Hire Car Booking Office Licence is required for the use of premises for the carrying on of a business which consists to any extent of the taking of bookings, by any means of communication, from members of the public for the hire of a relevant vehicle.

No licence is required where the number of relevant vehicles in respect of which bookings are taken does not at any time exceed 3.

The Council will consult the Chief Constable, Scottish Fire and Rescue Service and Planning Officer.

It is the applicant's responsibility to ensure that they have the correct planning permission in place before applying for a licence. A Licence does not carry with it the necessary consent or approval to any proposed development which may be required under Planning or Building Control legislation or under any other Statutes and Enactments.

If the property to which the application relates is owned by the Council, landlords' consent for the proposed use should be obtained.

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

The person who has responsibility for the premises must ensure that a fire risk assessment is carried out by a competent person and to record outcomes.

The following Mandatory Conditions shall be applied:

- a record has to be kept of every booking for the hire of a licensed taxi or private hire car taken at the relevant premises
- a record has to be kept of
  - the registration number of the vehicle which was hired as the result of a booking taken at the relevant premises; and
  - the name of its driver at the time of that hire; and
  - that the holder of the licence shall take all reasonable steps to ensure that any booking taken at the relevant premises from a member of the public for the hire of a licensed taxi or private hire car results in the hire of a vehicle which is –
    - a licensed taxi or private hire car; and
    - driven by a person who holds a licence granted under section 13 of the Act and that licence is in effect

Such other discretionary conditions as may be decided by the Council shall be applied to any licence.

# Type of application

- First application       Private Hire Car  
 Renewal                       Taxi

|                   |  |
|-------------------|--|
| <b>Office Use</b> |  |
| Enclosures        |  |
| IDOX No           |  |
| Paid              |  |
| Granted           |  |

## 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  |             |
| National Insurance Number  |             |
| Place of Birth   |             |
| Date of Birth  |             |
| Age  |             |
| Your 9-digit HMRC Tax Check code<br>(Renewals only)<br>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 create a Government Gateway User I.D<br>Complete an HMRC Tax Check, and create a 9 character Tax Check Code |             |
| Name of person, company or firm, employing you to trade or state if self-employed.   |             |

## 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 etc.   |             |
| Date of Birth 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 – Business details

| Details of business   | Information |
|---|-------------|
| Address in which or from which the activities are proposed to take place.   |             |
| Describe the premises<br>You MUST include a plan of the premises  |             |
| Opening and closing hours on a MONDAY   |             |
| Opening and closing hours on a TUESDAY  |             |
| Opening and closing hours on a WEDNESDAY  |             |
| Opening and closing hours on a THURSDAY   |             |
| Opening and closing hours on a FRIDAY   |             |
| Opening and closing hours on a SATURDAY   |             |
| Opening and closing hours on a SUNDAY   |             |
| What are the Licence Holder and Registration numbers for the cars for which bookings will be taken?                             |             |
| Have you previously held or do you currently hold a licence or permit for Hire Car Booking?<br>If yes, when?                    |             |
| When did/does it expire?  |             |
| Which Local Authority granted the licence/permit?   |             |
| Have you ever applied for and been refused a licence/permit for Hire Car Booking?<br>If yes, when and by which Local 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.**

I have included a plan of the premises

A Site Notice must be placed for a continuous period of 21 Days before the application can be considered. Please tick **(A) or (B) as appropriate.**

Where declaration (A) is made you must produce in due course a Certificate of Compliance with paragraph 2(2) of Schedule 1 to the Civic Government (Scotland) Act 1982.

**(A)** I/We declare that I/we shall, for a period of 21 days commencing with the date hereof, display at or near the premises so that it can conveniently be read by the public, a notice complying with the requirements of Paragraph 2(3) of Schedule 1 of the Civic Government (Scotland) Act, 1982

**(B)** I/We declare that I am/we are unable to display a notice of this application at or near the premises because I/we have no rights of access or other rights enabling me/us to do so, but that I/we have taken the following steps to acquire the necessary rights, namely:

but have been unable to acquire those rights

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