

Reference: TL/

# PROTECT +

Limited Company/Partnership(8912)

PHC/

April 2019

(Delete as appropriate)

**1 YEAR 2 YEARS OR 3 YEARS**  
(delete as appropriate)

**EAST RENFREWSHIRE COUNCIL  
CIVIC GOVERNMENT (SCOTLAND) ACT 1982  
APPLICATION FOR THE GRANT OR RENEWAL OF A TAXI/PRIVATE HIRE CAR LICENCE**

Each question must be answered (IN BLOCK LETTERS)

1. Type of licence applied for (delete as appropriate)			
Taxi	Private Hire Car	New Application	Renewal

**COMPLETE EITHER SECTION (2) OR (3)**

2. Limited Company Name			
Address of Registered Office			
Company Registration Number			
Company Tax Number			
Contact Tel No.		Email address	
Details of all Directors and persons responsible for the management of the business (Please continue on a separate sheet if there are more than two Directors)			

(i) Name		Title	Mr	Mrs	Ms
Home Address					
Have you lived in the UK for a period of less than 5 years? (if yes, please see list of acceptable documents)			Yes	No	
Tel No		Date of Birth			
Mobile No		Email Address			
Do you have the right to work in the UK?			Yes	No	

(ii) Name		Title	Mr	Mrs	Ms
Home Address					
Have you lived in the UK for a period of less than 5 years? (if yes, please see list of acceptable documents)			Yes	No	
Tel No		Date of Birth			
Mobile No		Email Address			
Do you have the right to work in the UK?			Yes	No	

**PLEASE PROVIDE DETAILS OF ADDITIONAL DIRECTORS ON SEPARATE SHEET**

Details of the employee who is to carry out the day to day management of the business

(i) Name		Title	Mr	Mrs	Ms
Home Address					
Have you lived in the UK for a period of less than 5 years? (if yes, please see list of acceptable documents)		Yes		No	
Tel No		Date of Birth			
Mobile No		Email Address			
Do you have the right to work in the UK?		Yes		No	

3. Partnership Name					
Address of Registered or Principal Office					
Partnership Tax No.					
Contact Tel No.		Email address			
Details of all partners or persons responsible for the management of the business (Please continue on a separate sheet if there are more than two partners)					
(i) Name		Title	Mr	Mrs	Ms
Home Address					
Have you lived in the UK for a period of less than 5 years? (if yes, please see list of acceptable documents)		Yes		No	
Tel No		Date of Birth			
Mobile No		Email Address			
Do you have the right to work in the UK?		Yes		No	

(ii) Name		Title	Mr	Mrs	Ms
Home Address					
Have you lived in the UK for a period of less than 5 years? (if yes, please see list of acceptable documents)		Yes		No	
Tel No		Date of Birth			
Mobile No		Email Address			
Do you have the right to work in the UK?		Yes		No	

**PLEASE PROVIDE DETAILS OF ADDITIONAL PARTNERS ON SEPARATE SHEET**

(i) Name		Title	Mr	Mrs	Ms
Home Address					
Have you lived in the UK for a period of less than 5 years? (if yes, please see list of acceptable documents)		Yes		No	
Tel No		Date of Birth			
Mobile No		Email Address			
Do you have the right to work in the UK?		Yes		No	

4. Vehicle Details

Registration Number

Number of passenger seats (excluding driver)

Vehicle make

Vehicle model

Fuel: Petrol/Diesel/Hybrid etc

Will the vehicle be metered

YES/NO

Saloon/Estate/MPV/other please(specify)

Date of Vehicle Inspection Pass Certificate

MOT expiry date

Wheelchair access vehicle

YES/NO

Colour

Date vehicle first registered

5. During what hours and on what days will the vehicle be available for hire?

6. The Rehabilitation of Offenders Act 1974 does not prevent the Council considering “spent” convictions for this type of licence unless they are protected convictions. You should include any driving offences. This must also include any overseas convictions. Please note that it is an offence if you fail to disclose a conviction against you. If you have none, please state “NONE” in the box below. If you are unsure DO NOT PROCEED, obtain a disclosure certificate from Police Scotland or Disclosure (Scotland) to confirm your details and then you may wish to seek independent advice on the content.

Date	Court	Offence	Sentence

Any person who in connection with the making of this application makes any statement which he knows to be false or recklessly makes any statement which is false in a material particular shall be Guilty of an offence and liable, on summary conviction, to a fine not exceeding £500.

The information you supply on this form will be used by East Renfrewshire Council to process your application for a licence. We will also use your information to verify your identity where required, contact you by post, email or telephone to maintain our records and for certain research and statistical reasons. The Council will use this information because we need to do so in terms of the Civic Government (Scotland) Act 1982. The information will be shared with Police Scotland in full and a redacted version will be shared with other statutory consultees including community councils and the Fire Authority, if appropriate. This is necessary to provide this service and to fulfil the council's legal obligations in terms of the above Act and to perform a task carried out in the public interest. We also need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for us to process it to carry out key functions as outlined by law.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

If you do not have access to a computer and wish a paper copy please let us know by contacting Business Support, Licensing, Chief Executives Department, Council HQ, Rouken Glen Road, Giffnock, G46 6UG

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to East Renfrewshire Council. We will use the information in the same way as your personal information and may verify the information you have given with the person and may use it as if it is your information and to assist in determining your application.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name: (BLOCK CAPITALS)** \_\_\_\_\_

**I declare that the particulars given by me on this form are true and I hereby make application to East Renfrewshire Council for the grant or renewal of the licence applied for. All Partners/Directors/Managers named on this form must sign below:-**

**Date:** \_\_\_\_\_ **Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature of Applicant:** \_\_\_\_\_

## TAXI/PRIVATE HIRE CAR LICENCE NOTES

### TAXI/PRIVATE HIRE CAR LICENCE

#### **Why do I need a taxi/private hire car licence?**

A licence is required if you intend to operate a vehicle as a taxi or a private hire car for hire and reward.

Please ensure that the vehicle you have or intend to purchase is suitable for taxi/private hire use before proceeding. Further information is available on request or online.

#### **Applications**

Where the applicant is a Limited Company the whole of question 2 should be completed and question 3 ignored, where the applicant is a Partnership, the whole of question 3 should be completed and question 2 ignored.

If a question on the application form is irrelevant please mark it "not applicable" unless otherwise stated.

New Applications must comply with vehicle requirements (all vehicles must be wheelchair accessible).

For renewal applications, applicants are solely responsible for ensuring their renewal application form is lodged timeously, ideally around 6 weeks but no later than 4 weeks prior to the expiry date of the licence. Failure to lodge the renewal before the expiry date of the current licence may result in the licence lapsing.

Vehicles must obtain an Inspection Pass Certificate **before** applying for a licence.

#### **Application Fees**

Payment is due at the time you submit your application at this office. Please note that applications cannot be emailed to us. You must print the form, complete it and post it, or hand deliver it to the licensing office (at the undernoted address) with the appropriate fee.

**An appointment with customer first will be required for some renewals to verify identity and check documentation.**

Application fees are non-refundable, even if your application is subsequently refused or withdrawn. However you will be entitled to a refund of the enforcement element of the application fee (15% of total fee). You will require to submit the request for this refund in writing to the council. Thereafter you will be issued with a cheque in due course.

#### **Processing your application**

When your application is lodged and the appropriate fee has been paid, a copy of your application will be sent to Police Scotland who will carry out background checks on each applicant. Please note any convictions not declared by you will be disclosed by the police and may affect your application and/or lead to prosecution. Your application may also be sent to other consultees. We will usually process your application within 6 to 8 weeks. The legislation allows for consideration of the application within three months and a decision within six months.

**List of acceptable documents to be produced on submission of application.**

**Please choose from either List A or List B as well as documents listed from 1 to 7 below.**

List A (to be used where there are no restrictions on right to work in the UK.)

List B (to be used where there are restrictions on right to work in the UK.)

1. Your full Driving Licence which you must have held continuously for the previous one year and which shows your **current** address.

2. Current M.O.T. Certificate. (If applicable: PHC after 3 years and TL after 1 year old)

3. Vehicle Registration Document (V5). If the V5 is not held in applicants name then seek advice from Customer Services.
4. Vehicle Insurance Certificate. (not required for **new** licence applications until application due to be determined by Council, cover note acceptable).
5. Valid Vehicle Inspection Pass Certificate from East Renfrewshire Council (new applications only)
6. All Directors', Partners' or Managers' Driving Licences and shows their current addresses and photocard if photo style.
7. If Informal Partnerships passports are required for all partners. Passports not required for Directors of Limited Companies.
8. If Informal Partnership then proof of partnership required (e.g. partnership agreement).
9. All Directors, Partners or Managers not resident in the UK must provide (at their own expense and officially translated if necessary) a Certificate of Good Conduct or similar document from the justice authority of the country where they are resident.
10. All Directors, Partners or Managers who have been resident in the UK for less than 5 years prior to application must provide (at their own expense, and officially translated if necessary) a Certificate of Good Conduct or similar document from the justice authority of the country where they previously resided. (New applications only).

### **Conditions of Licence**

East Renfrewshire Council may attach additional conditions to the licence as it sees fit, with each application being dealt with on its own merits.

### **Change of Address**

It is a condition of the licence that any person who is the holder of a licence shall notify the Licensing Authority **immediately** on changing address.

### **National Insurance Number**

You can find this on payslips or letters from the Department for Work and Pensions or NH Revenue & Customs.

### **Duration of Licence**

You can apply for a licence for a one, two or three year period if the application is for the renewal of a licence. However, if you are applying for this first time then you can only apply for a licence for a one year period.

### **Additional Information**

There is an obligation for all taxi drivers to carry a disabled passenger's guide dog, hearing dog or assistance dog and allow it to remain with the disabled person without making any additional charge for doing so. However, should you wish to apply for an exemption notice on medical grounds from the obligation to carry the guide dog, hearing dog or assistance dog you must do so by applying to the Licensing Authority and be granted such a notice.

### **Change of Directors/Partners/Managers**

The holder of a licence must inform the Council immediately of any changes to Directors, Partners or Managers.

### **Any Further Questions**

Should you have a query that is not covered in these guidance notes please contact the Licensing Section for further information.

### **Contact Details**

Tel 0141 577 3005

Email: [customerservices@eastrenfrewshire.gov.uk](mailto:customerservices@eastrenfrewshire.gov.uk)

### **Or write to:**

East Renfrewshire Council, Legal Services, Council Headquarters, Eastwood Park, Rouken Glen Road, Giffnock, East Renfrewshire G46 6UG

**LIST A** (to be used where there are **NO** restrictions on right to work in the UK)

1. A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen of the UK and Colonies having the right of abode in the UK
2. A passport or national identity card showing the holder, or a person named in the passport as the child of 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 adoptive 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**

**(to be used where there ARE 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. The licence may be granted for six months from the date of the Certificate of Application.
  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. The licence may be issued for six months from the date of the licence decision.