

Application for Grant or Renewal of a Private Hire Car Driver or Taxi Driver Licence

Guidance Notes

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Who Should Apply

Individuals who want to operate as a Private Hire Car Driver or Taxi Driver within the East Renfrewshire Council boundary can apply for a licence by completing an application form found <https://www.eastrenfrewshire.gov.uk/taxi-licences>

What is the difference between Private Hire & Taxi Driver

A licensed Private Hire Car Driver licensed by East Renfrewshire Council can operate any Private Hire Car licensed by East Renfrewshire Council.

A licensed Taxi Driver licensed by East Renfrewshire Council can operate any Taxi or Private Hire Car licensed by East Renfrewshire Council.

Both Private Hire & Taxi can be pre-booked through licensed booking offices. The main difference is that a Taxi (or Hackney Cab) can be 'hailed' in the street or from a recognised Taxi Stance; a Private Hire Car can only pick up passengers who have pre-booked their journey.

What are the minimum requirements for applying

Before you can apply for a Private Hire Driver's or Taxi Driver's Licence (New or renewal) you must meet the following minimum requirements:

- Be at least 21 years of age
- Be able to live and work legally in the UK
- Be medically fit to drive
- Have held for a continuous period of one year prior to the date your application is lodged a Driving Licence that entitles you to drive in the UK

Are there different types of applications

1 Year (Temporary) - You can apply for a 1 Year (temporary) licence that lasts for a period of no more than 1 year from when it's granted. You will **not be licensed** to operate as a Taxi Driver or Private Hire Car Driver until the licence is granted. If you lodge a renewal application for the relevant licence prior to the expiry of your temporary licence, you can continue to operate beyond the expiry of your temporary licence whilst the grant application is being considered.

2 Year/ 3 Years - Your renewal application must be lodged no later than 6 weeks of the expiry date of your current licence. You cannot submit your renewal application more than 6 months before the expiry of the licence. Provided your renewal is lodged before the expiry of your current licence you can continue to operate whilst the application is being considered.

If you forget to renew your licence or are unable to do so due to unforeseen circumstances you should contact the Licensing Section as soon as you become aware that your licence has expired.

Please Note: if you are applying for this first time then you can only apply for a licence for a one year period.

How do I apply - (All Applications)

To apply for a Licence you can complete the application on our webpage - <https://www.eastrenfrewshire.gov.uk/taxi-licences>

Payment MUST be made at the time of submitting application by coming into our office:

211 Main Street
Barrhead
G78 1SY

The centre is open Monday to Friday 8.45am to 4.00pm*

Please note, we close for 1 hour between midday and 1pm Monday to Friday.

Guidance on completing application

Right to Work

The Council has a statutory duty under the Immigration Act 2016 to check and verify that every applicant has the right to live in the UK and work as a Taxi Driver or Private Hire Car Driver.

As part of the application process you must provide certain original documents to evidence your right to live and work in the UK. If you cannot provide the required evidence your application cannot be granted.

The types of document that can be accepted as evidence have been prescribed by the Home Office; the Council does not have discretion to accept documents other than those specified by the Home Office.

If the document(s) you have supplied are sufficient to evidence your right to work then your application will be accepted and processed as normal.

If you attempt to supply evidence with your application which is not accepted during the right to work check, your application will not be accepted. The Licensing Section will advise you why your application has not been accepted and what steps, if any, you can take in order to submit your form.

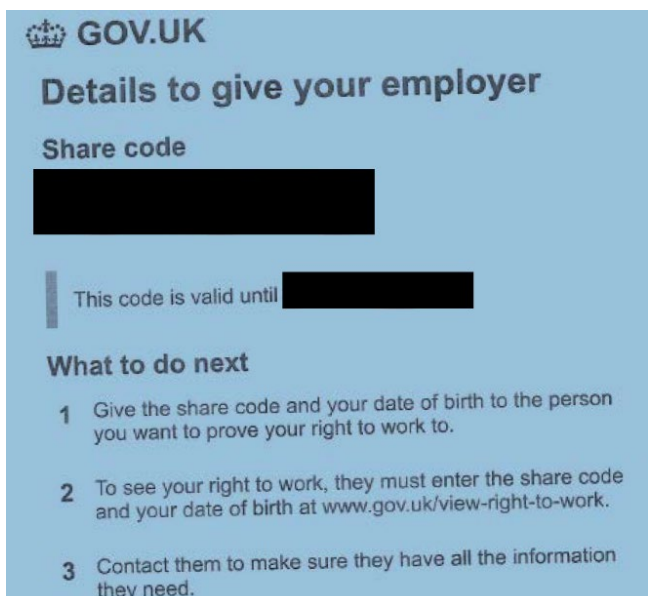
These checks apply to all applications including applications for renewal of existing licences. If an existing licence holder cannot provide the necessary evidence, their licence cannot be granted.

How to get Check Code

You can obtain this via this site - <https://www.gov.uk/view-right-to-work>

Follow the instructions on the website and a code will be generated.

Please write this as shown on the application, **PRINT** the document and submit.



The screenshot shows the GOV.UK interface for generating a share code. It includes the GOV.UK logo, the heading 'Details to give your employer', and a 'Share code' field with a blacked-out code. Below this is a validity period field, also blacked out. The 'What to do next' section contains three numbered steps: 1. Give the share code and your date of birth to the person you want to prove your right to work to. 2. To see your right to work, they must enter the share code and your date of birth at www.gov.uk/view-right-to-work. 3. Contact them to make sure they have all the information they need.

Driving Licence

Your Driving Licence must have been held continuously for the previous one year and should show your **current** address.

How to get Check Code

You can obtain this via this site - <https://www.gov.uk/view-driving-licence>

Follow the instructions on the website and a code will be generated.

Please write this as shown on the application, **PRINT** the document and submit.

Driver & Vehicle Licensing Agency
Licence summary

You can share this licence information summary with someone else like your employer or a car hire firm.

Mrs [redacted]
Date summary generated: 20 July 2016 11:12

Driving licence number: [redacted] Check code: [redacted]
Licence issue number: 41
Licence valid from: [redacted] Licence valid to: [redacted]

This code:
• is case sensitive
• is valid for 21 days
• can only be used once

Driving Status: Current full licence
Endorsements: 0 Offences, 0 Points

Can drive			
Category	Start date	End date	Codes
AM	14 October 2015	5 December 2056	122
A	19 January 2013	5 December 2056	79(3)
B1	13 November 2006	5 December 2056	
B	13 November 2006	5 December 2056	
F	13 November 2006	5 December 2056	
K	13 November 2006	5 December 2056	
P	13 November 2006	5 December 2056	122
Q	14 October 2015	5 December 2056	122

Provisionally drive			
Category	Start date	End date	Codes
A	20 October 2005	5 December 2056	
BE	17 November 2006	5 December 2056	
G	17 November 2006	5 December 2056	
H	17 November 2006	5 December 2056	

HMRC Tax Code

How to get Check Code

You can obtain this via this site - <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>

Follow the instructions on the website and a code will be generated.

Please write this as shown on the application, **PRINT** the document and submit.



Do a tax check when applying for a licence

Help improve HMRC services on GOV.UK

Help make this service better by taking part in a survey (opens in a new tab).
(<https://forms.gle/wnyDVWqHsyTAFmM8>)

Tax Check Complete

Your tax check code
[redacted]

Your tax check code is valid for 120 days.

The last day it can be used in your **driver of taxis and private hires** licence application is [redacted]

Certificate of Good Conduct

Applicants not resident in the UK or 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 from the country they resided in.

How much is the application fee

		Knowledge Test
1 Year (Temporary)	£112.00	£59.00
2 Year	£212.00	
3 Year	£302.00	

Please note that applications cannot be emailed to us.

You must print the form, complete it and submit by attending our drop in sessions – please see link below for more details.

<https://www.eastrenfrewshire.gov.uk/article/5854/Taxi-Drop-in-dates>

How we process 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.

If there is an issue with the application such as a Police Scotland objection we will refer the application to the Licencing Committee for a decision. If this happens you will receive a Recorded Delivery letter requesting your attendance at the meeting and explaining the reason you are being asked to attend. Although you are not legally required to attend it is recommended that you do so. We will contact you, in writing, after the meeting to advise you of the Committee's decision.

If necessary, your details may also be passed to the Home Office in order to confirm your immigration status and/or right to work in the UK.

The legislation allows for consideration of the application within three months and a decision within six months.

Knowledge Test

Our Civic Government Enforcement Officer will examine new Taxi Driver or Private Hire Car Drivers to pass our taxi driver knowledge test.

This tests your knowledge of local streets and places within East Renfrewshire and includes a practical driving test. A mark of 80% is needed to pass.

If you're renewing your taxi driver licence or if your licence has expired in the last 6 months, you won't need to re-sit your knowledge test.

How long will it take

The Council is allowed 6 months to consider your application but we aim to deal with all applications as soon as possible, usually within 3 to 4 months.

Applications which are not straightforward (e.g. Police Scotland object to the application) have to be referred to the Licensing Committee and usually take 4 to 6 months. This is due to the volume of applications that the Committee can consider at each meeting.

What happens after application is granted

You will be contacted via telephone or email advising that your application has been granted.

A letter will include your licence and identification badge also any additional conditions or requirements you are subject to – for example submitting to a medical examination annually.

What happens after application is refused

You will receive a letter advising that your application has been refused. You have the right to appeal the decision at Paisley Sheriff Court (unless your application was for a temporary licence).

An applicant wishing to appeal normally requires to first obtain a written Statement of Reasons for the decision. This can be obtained on written request to the Licensing Section within 21 days of the decision.

The Council cannot provide guidance on making an appeal; if guidance is required you should consider taking your own independent legal advice or, alternatively, you can contact the Paisley Sheriff Clerk at Glasgow Sheriff Court, 3 St James Street, Paisley, Glasgow, PA3 2HL

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.

Guide Dogs

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.

Contact Us

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: celicensing@eastrenfrewshire.gov.uk

Or write to:

East Renfrewshire Council
Licencing Section
Council Headquarters
Eastwood Park
Rouken Glen Road
Giffnock
East Renfrewshire
G46 6UG