

**EAST AYRSHIRE COUNCIL
CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

**Application for the Grant/Renewal of a Taxi Driver's Licence or a
Private Hire Car Driver's Licence**

	Please complete in block capitals	
1	Full Name Maiden or Previous Name	First Name(s) Surname
2	Home Address, including postcode Contact Telephone Number Home Mobile Email address	
3	Age, Date of Birth and Place of Birth	Age Date of Birth Place of Birth
4	National Insurance No	
5	Please state your Nationality Do you have the right to live in the UK and work as a taxi driver or private hire car driver?	YES / NO
6	<p>Due to changes in the Immigration legislation, a licensing authority is unable to grant a licence to any person without checking their immigration status. Accordingly you will be required to attend a face-to-face meeting where you must produce evidence in the form of original documents, as detailed on the following List A or List B, confirming your immigration status. The document(s) will be checked in your presence and a copy will be retained by the licensing authority. Your application will not be processed until all the necessary documentation has been received and the application fee paid. <u>If your application is for renewal of a licence there is no need to re-submit documentation from List A.</u></p> <p>The licensing authority may make further enquiries with the Home Office relating to your immigration status and right to work in the UK. If, during this process, the licensing authority is made aware that you do not have the right to live and work in the UK, your application will be deemed incompetent and you will be advised accordingly.</p> <p><u>Please contact Licensing on 07557 168914 or 07788 252697 or 07557 170401 to make an appointment for a face-to-face meeting to provide your original documentation. If your application relates to grant of a licence, you will also need to sit and pass a Street Knowledge Test before your application can be processed.</u></p>	

Please indicate which of the original document(s) you will be providing to evidence your right to work in the UK from either the following, List A or List B.

LIST A: No restriction on right to work in the UK.

When the licensing authority has undertaken the necessary check once and retained copy documentation, it may not be necessary to repeat the process when you subsequently apply to renew or extend your licence.

		Please tick box
1.	A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
4.	A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>

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

The licensing authority may issue the licence (subject to statutory limitations) up to the expiry date of the permission to work in the UK. It will be necessary to repeat the process to check immigration status each time you apply to renew or extend your licence.

			Please tick box
	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.	<input type="checkbox"/>
	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.	<input type="checkbox"/>
	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.	<input type="checkbox"/>
	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.	<input type="checkbox"/>
	5.	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. In this case, the licensing authority will make further enquiries with the Home Office to verify the status of your application.	<input type="checkbox"/>
	6.	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. In this case, the licensing authority will make further enquiries with the Home Office to verify the status of your application.	<input type="checkbox"/>
7	Since you were born, have you ever lived outside the UK?		YES/NO
8	<p>If you have answered 'Yes' to the above, please provide details of the countries you have lived.</p> <p>For each country where you have lived for 6 months or more since the age of 16 you will require to provide a Criminal Record Check.</p> <p>Continue on a separate sheet if necessary</p>		
	<p>Country of Residence:</p> <p>Dates From: _____ To: _____</p> <p>Country of Residence:</p> <p>Dates From: _____ To: _____</p>		

16	<p><i>Section 165 of the Equality Act 2010 places a duty on drivers of designated wheelchair accessible vehicles to carry passengers using wheelchairs and to provide assistance to those passengers and also prohibits charging extra for this service.</i></p> <p><i>The Act allows for exemptions from these duties, if the licensing authority is satisfied that it is appropriate to do so on medical grounds or if the driver's physical condition makes it impossible or difficult to comply with those duties.</i></p> <p>Do you wish to apply for an exemption in terms of Section 166 of the Equality Act 2010 which, if granted, would exempt you from the above duties? <i>Please note that it will be necessary for you to provide a letter from your GP in support of your application for an exemption certificate. You may be required to attend a meeting of the Licensing Panel in respect of this.</i></p>	YES/NO
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SCHEDULE OF DETAILS OF CONVICTIONS

- 17.** You must provide details of **all** relevant convictions for **all** people named in the application, whether imposed by a court or by way of a fixed penalty, even if considered “spent” by virtue of Schedule 3 of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions)(Scotland) Order 2013. *Continue on a separate sheet if necessary.*

Where the applicant is a limited company or partnership, details of convictions of all parties specified in the application form are required.

If you have not been convicted by a Court or received any fixed penalties write “NONE”.

Failure to provide details of your criminal history on this application form may result in you being reported to the Procurator Fiscal. If you are in any doubt about which convictions are considered “spent” under the Rehabilitation of Offenders Act 1974, then it is strongly recommended that you obtain your own independent legal advice as Licensing staff are unable to provide advice in relation to this. If you are unsure whether you have a criminal history or not you may apply for a Subject Access Request form. This can be obtained and completed at any Police Office or can be downloaded from

<https://www.scotland.police.uk/access-to-information/data-protection/subject-access-requests/>

DATE OF OFFENCE	DATE OF CONVICTION	NAME & PLACE OF COURT	NATURE OF OFFENCE	PENALTY/SENTENCE IMPOSED

	Please complete EITHER Q18 or Q19 below - Q18 if your application relates to grant of a first licence, or Q19 if your application relates to a licence renewal	
18	<p>It is a requirement that applicants for grant of a first licence (or where the last licence expired a year or more ago) must confirm that they are aware of their tax responsibilities by reading the following guidance</p> <p>https://www.gov.uk/guidance/confirm-your-tax-responsibilities-when-applying-for-a-taxi-private-hire-or-scrap-metal-licence</p> <p>https://www.gov.uk/register-for-self-assessment</p> <p>https://www.gov.uk/corporation-tax</p> <p>https://www.gov.uk/income-tax/how-you-pay-income-tax</p>	<p>I confirm that I am aware of the content of HMRC guidance relating to my tax registration obligations</p> <p>..... (signed)</p> <p>..... (print name)</p>
19	<p>It is a requirement that applicants for renewal of a licence must complete a tax check with HMRC and provide the 9 digit tax check code which is valid for 120 days.</p> <p>https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence</p>	<p>Tax Check Code</p>
20	Have you ever applied for a licence or held a licence with this or any other authority?	YES/NO
	If yes, please specify:	<p>Authority:</p> <p>Licence No:</p> <p>Date Licensed:</p>
21	Have you ever applied for and been refused a Taxi or Private Hire Car Driver's Licence?	YES/NO
	If yes, which authority refused the licence?	
	When was it refused?	

22. ALL APPLICANTS MUST COMPLETE THE UNDERNOTED DECLARATION

I declare that all the particulars given by me on this form are correct to the best of my knowledge and belief and the documentation provided by me to evidence my right to live and work in the UK is genuine and has not been subject to any unauthorised alteration or amendment.

I understand that I must sit and pass a Street Knowledge Test before my application can be processed.

I enclose £ in payment of the application fee, which I understand is non-refundable in the event of my application being subsequently withdrawn or refused.

Signature of Applicant or Agent.....

Agent's address.....

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Date.....

East Ayrshire Council participates in the National Fraud Initiative and is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for; auditing or administering public funds, or where undertaking a public function, in order to prevent and detect fraud. To find out more about how your information may be used in the National Fraud Initiative please visit [National Fraud Initiative \(NFI\)](https://www.nationalfraudinitiative.gov.uk) · [East Ayrshire Council \(east-ayrshire.gov.uk\)](https://www.east-ayrshire.gov.uk)

Any person who in, or in connection with the making of this application, makes any statement which he/she 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 level 4 on the standard scale.

(form updated January 2024)