

Application Form for Grant or Renewal of Taxi Driver's or Private Hire Car Driver's Licence

This is an application to apply for the Grant or Renewal of a Taxi Driver's or Private Hire Car Driver's Licence made in terms of Section 13 of the Civic Government (Scotland) Act 1982.



Before completing this form please read the guidance and notes that are attached.
If you are completing this form by hand please write legibly in block capitals.

SECTION 1: TYPE OF LICENCE				
1.1 Specify the type of licence you are applying for:				
<i>Please Tick One Box Only</i>				
Application for Private Hire Car Driver's Licence			<input type="checkbox"/>	
Application for Taxi Driver's Licence			<input type="checkbox"/>	
Application for Special Events Private Hire Car Driver Licence			<input type="checkbox"/>	
1.2 Specify the type and duration of licence you are applying for:				
<i>Please Tick One Box Only</i>				
	Temporary		Full	
Grant	<input type="checkbox"/>		<input type="checkbox"/>	
Renewal	N/A		<input type="checkbox"/>	
SECTION 2. PERSONAL DETAILS				
Title	Surname		First Name(s)	
Date of Birth		Age		Place of Birth
Home Address (<i>Include flat position, house name etc</i>)				
Post Town		Postcode		
Contact Telephone No.		Email Address (Required)		
Home:				
Mobile:				
Current Licence No. (If applicable)	Expiry Date (If applicable)	Driving Licence Number	National Insurance No.	

SECTION 3: CURRENT DRIVING LICENCE		
Read Note B		<i>Please Tick One Box Only</i>
Have you held a full Driving Licence, valid for driving in the UK, for the period of twelve months continuously immediately prior to submitting this application?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

SECTION 4: FITNESS TO DRIVE		
Medical Condition(s)		
PLEASE NOTE, THE COUNCIL HAS ADOPTED DVLA GROUP 2 STANDARDS OF MEDICAL FITNESS AS THE APPROPRIATE STANDARDS FOR LICENSED DRIVERS AND YOU WILL BE REQUIRED TO PASS A MEDICAL EXAMINATION TO DETERMINE IF YOU MEET THESE STANDARDS. YOU MAY ALSO BE REQUIRED TO UNDERGO FURTHER ASSESSMENT DURING THE CURRENCY OF THE LICENCE.		
YOU MAY SUBMIT YOUR OWN EVIDENCE THAT YOU MEET DVLA GROUP 2 STANDARDS WHICH CAN ONLY BE IN THE FORM OF A LETTER OR CERTIFICATE ON HEADED PAPER, SIGNED BY A MEDICAL PROFESSIONAL.		
THIS MUST STATE THAT YOU MEET CURRENT DVLA GROUP 2 MEDICAL STANDARDS AND BE DATED WITHIN 1 MONTH OF THE APPLICATION DATE.		
		<i>Please Tick One Box Only</i>
Are you enclosing your own proof that you meet DVLA Group 2 medical standards	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Read Note C		<i>Please Tick One Box Only</i>
Are you subject to any illness or medical condition	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If you have answered 'Yes' please provide details below:		

SECTION 5: RIGHT TO WORK		
Read Note D		<i>Please Tick One Box Only</i>
Do you have the right to work in the UK?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Please provide your Right To Work share code (Not applicable to UK passport holders)		
All applicants may be required to attend a face to face interview to confirm your right to work in the UK.		

SECTION 6: PREVIOUS CONVICTIONS		
Read Note E		<i>Please Tick One Box Only</i>
Have you ever been convicted of any crime or offence (including any spent convictions as defined in the Rehabilitation of Offenders Act 1974)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

SECTION 7: KNOWLEDGE TEST	
Read Note G	<i>Date</i>
When did you pass the Street Knowledge Test? (Applies to all first Grant of Licence applications only)	

SECTION 8: HMRC CHECK

From 02/10/2023 a tax check will be required with all licence renewal applications or a Grant or Temporary application if a licence of the same type has been held within the last 12 months.

The check is done here- [Complete a tax check](#)

Once the check is completed you will be given a 9 digit code which MUST be entered below:

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ANY APPLICATIONS WHICH REQUIRE A TAX CHECK THAT DO NOT HAVE THE CODE ENTERED ABOVE WILL NOT BE ACCEPTED (READ NOTE H)

SECTION 9: CHECKLIST

I confirm that I have enclosed the following:

All Applicants

- The relevant Application Fee
- A copy of my current DVLA (or equivalent) Driving Licence
- Summary of my current DVLA Driving Licence Record (**Read Note F**)
- DVLA Code –

Please Tick

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

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Please ensure you enter the correct capital letter, lower case letter or number

SECTION 10: DECLARATION BY APPLICANT

See Note A

I hereby make my application to Aberdeen City Council and confirm that (a) the particulars given by me on this form are true to the best of my knowledge and belief; (b) the documents specified in section 8 are enclosed; (c) I have read the attached guidance and notes; and (d) the appropriate fee is enclosed.

Only the applicant can sign or amend this application form

SIGNATURE

DATE

PLEASE NOTE:

Any person who in or 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 level four on the standard scale.

When completed, this form should be returned by email to licensing@aberdeencity.gov.uk with payment made via the online portal <https://www.civicaepay.co.uk/AberdeenCityEstore/estore/default/Catalog/Index?newSearch=False>

Exceptionally applications can also be submitted by post to:- Licensing, Legal Services, Governance, Aberdeen City Council, Business Hub 6 L1S, Marischal College, Aberdeen, AB10 1AB. Cheques should be made payable to "Aberdeen City Council". For assistance in completing the form, please contact Licensing at licensing@aberdeencity.gov.uk

PLEASE NOTE: APPLICATION FEES ARE NON- REFUNDABLE

NOTES

A Your data: taxi or private hire driver licence grant or renewal

How we use your information

Aberdeen City Council, as the Licensing Authority, collects and records the personal information you provide in this form along with supporting documentation in order to process and determine your licence application.

In processing and determining your application, the Council, as Licensing Authority, will share the information you have provided with (1) the Chief Constable, Police Scotland (2) if any medical condition is disclosed in the application or if you are over 65 years old, the Council's Occupation Health Consultants (3) HM Home Office – UK Visas and Immigration to confirm your right to work in the UK as a taxi or private hire car driver and (4) the members of the Licensing Committee when they require to determine your application.

If your application requires to be considered at a meeting of the Licensing Committee or its Sub-Committee an agenda will be prepared for the hearing of your application. In order to publish the agenda for the meeting the relevant information provided on your application is uploaded to an electronic committee management system.

We are required to display your application on a public register. The register will show your name, address, dated of receipt of your application and the final decision. It will also note the type and terms of the licence granted. It will subsequently show any suspension, revocation, variation or surrender of the licence. The register is open to inspection by members of the public.

The Council doesn't share the information you've provided with any other third parties, unless we're authorised or required to do so by law which may include HMRC.

Sharing with The National Fraud Initiative in Scotland

The Council is obliged to participate in the National Fraud Initiative in Scotland and in terms of this passes information to Audit Scotland for data matching to detect fraud or possible fraud. You can find details of this exercise on [Audit Scotland's website](#).

How long we keep your information for

If your application for a taxi driver's or private hire car driver's licence is granted, the application form and related documents (including copy passports and immigration documents, copy driving licences or DVLA Records, and Knowledge Tests) are retained by the Council's Licensing Team for a period of two years, from the date this licence expires. If your application is withdrawn or refused the application form and related documents will be retained for a period of two years from the date of withdrawal or refusal.

In the event your application is considered by the Licensing Committee, the Committee meeting agenda, minutes and accompanying papers including limited details of your application, provided it was not deemed confidential, will be published on the Council's website indefinitely. If the Committee has deemed your application confidential and considered it in private, the minute will be anonymised.

Your rights

You have rights in relation to your data, including the right to ask for a copy of it. See the [Your data](#) page for more information about all the rights you have, as well as the contact details for the Council's Data Protection Officer. You also have the right to make a complaint to the [Information Commissioner's Office](#) if you think we haven't handled your data properly.

Our legal basis

Wherever the Council processes personal data, we need to make sure we have a legal basis for doing so in data protection law. The Council understands our legal bases for processing personal data in relation to your application for a licence is Article 6(e), Article 9 (g) and Article 10 of the General Data Protection Regulation (GDPR) in that the Council is exercising its official authority under Parts 1 and 2 and Schedule 1 of the Civic (Government) (Scotland) Act 1982 and as such requires to process some information which is classified as special category under GPDR for reasons of substantial public interest.

The Council has a legal obligation under Part 2A of the Public Finance and Accountability (Scotland) Act 2000, to provide Audit Scotland with data to carry out data matching exercises for the purpose of assisting in the prevention and detection of fraud.

- B You must have a full Driving Licence, valid for driving in the UK, for a period of 12 months continuously prior to applying for a licence. You **cannot** submit an application if you have (a) held your licence for less than twelve months; or (b) you have been disqualified from driving, had your licence revoked or voluntarily surrendered your licence in the last twelve months.

- C This Council has adopted DVLA Group 2 Standards. Where the Council has a concern regarding an applicant's fitness to drive, the applicant will be referred to the Council's Occupational Health advisor for assessment to Group 2 Standards. By submitting this application form you are agreeing to submit to medical examination should the Council have a concern regarding your fitness to drive.

Licence Holders over 65 are required to undergo annual medicals to Group 2 Standards. By submitting this application form you are agreeing to submit to medical examination if applicable.

- D Under the Immigration Act 2016 all applicants for licences must have the right to work in the UK. You will be required to provide evidence of your right to work in the UK; your application will not be processed without this evidence. Please see the attached guidance notes.

- E **All** relevant convictions, including road traffic and other fixed penalties, incurred in the UK and abroad must be declared including "spent" convictions unless they are "protected" convictions. If you are in any doubt about "spent" or "protected" convictions, please obtain your own independent legal advice. Staff within the Licensing section are unable to provide advice on whether a specific conviction should be declared.

If you are uncertain as to the details/dates of any crimes or offences you should contact Disclosure Scotland, PO Box No 250, Glasgow, G2 4JS (Phone: 0870 609 6006). Alternatively, you can also call at any police office and pick up the appropriate Data Protection Form, requesting 'subject access' to your record.

- F All applicants for a licence must produce a summary of their current Driving Licence Record from DVLA by accessing DVLA website or telephoning 0300 0830013

- G You must have passed the Street Knowledge Test within 6 months of applying for the Grant of a Taxi or Private Hire Car drivers licence (or a Temporary licence) or where you are renewing a private Hire Car Driver licence but have not previously passed the Street Knowledge Test.

- H Legislation has changed and ALL applicants for the renewal of a taxi driver or private hire car driver licence or any application where the applicant has held such a licence within 12 months must complete an HMRC check as detailed on the application form above.

Where this has not been done satisfactorily or where the code generated following a successful check is not entered on the form above, the application will be rejected.