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|  | Falkirk Council Licensing Unit  Foundry  4 Central Boulevard  Central Park  Larbert  FK5 4RU  Telephone: 01324 501575  E- mail: licensing@falkirk.gov.uk |

**Civic Government (Scotland) Act 1982**

**Application for the renewal of a Taxi/Private Hire Car Driver Licence**

**YOU ARE REQUIRED TO READ THE GUIDANCE BEFORE COMPLETING THE FORM.**

**TO SUBMIT THE APPLICATION YOU MUST EMAIL OR POST IT TO THE LICENSING SECTION ALONG WITH ALL REQUIRED SUPPORTING DOCUMENTATION.**

**Our preferred method of communication is email, so it is essential that you provide a current email address.**

**All relevant questions must be answered in block letters or typescript. The application fee will be paid once it is submitted and checked it will only be processed once the fee is paid. The application form can be fully completed electronically including electronic signature**

**SECTION 1**

**Question 1**

Details of Licence applied for

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| --- | --- |
| (a) Type of licence to be renewed | Taxi Driver  Private Hire Car Driver |
| (b) Current licence number and expiry date. | Licence No.:  Expiry Date: |
| (c) Duration of licence applied for | 1 Year  3 Years |

**SECTION 2**

**Question 2**

Details of applicant

|  |  |
| --- | --- |
| (a) Full name of applicant |  |
| (b) Home address (including postcode) |  |
| (c) Date of Birth |  |
| (d) Town and Country of Birth |  |
| (e) Mobile Telephone Number |  |
| (f) Home Telephone Number |  |
| (g) Works Telephone Number |  |
| (h) E-mail Address |  |

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| (i) National Insurance Number |  |  |  |  |  |  |  |  |  |

**Question 3**

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| Have you lived outwith the United Kingdom for a continuous period of six months or more since the last grant of your licence was last granted? | YES / NO |

If yes you are required to provide a Criminal Record Check/ verification from the Embassy from each country you resided in.

Information on how to obtain this is contained within the guidance notes.

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| Country of Residence | Date From | Date To |
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**Continue on a separate sheet if necessary**

**Question 4**

(a) Do you have any convictions, conditional offers and or fixed penalties recorded against yourself **within or outwith the UK** since your licence was last granted?

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| --- | --- |
| Within the UK | YES / NO |
| Outwith the UK | YES / NO |

If yes you MUST reveal them on the application form along with the submission of a Criminal Record Check/ Verification from Embassy if required to do so.

If yes disclose all such convictions, conditional offers and or fixed penalties.

Failure to disclose all such convictions etc will result in the application being considered at a meeting of the Civic Licensing Committee (Continue on a separate sheet if necessary).

**(a) – Convictions**

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| --- | --- | --- | --- |
| Date | Offence | Court or Country  (outwith UK) | Sentence/Penalty |
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**(b) – Conditional Offers and Fixed Penalties**

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| --- | --- | --- | --- |
| Date | Offence | Country  (outwith UK) | Sentence/Penalty |
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**Question 5**

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| Have you suffered any illness or other health related matter since your licence was last granted or renewed that might affect your fitness to drive a taxi or private hire car? | YES / NO |

If yes, you are required to submit details.

**SECTION 3**

**Question 6**

Details of vehicles you will be driving.

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| (a) Give name and address of the operator whose vehicle you will drive. |  |
| (b) Give the plate number of the vehicle you will be operating |  |

**SECTION 4**

**Question 7**

CHECKLIST OF PAPERWORK SUPPORTING THIS APPLICATION

The following relevant documentation must be submitted with the application otherwise the application will not be accepted.

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| --- | --- |
| **I confirm that I have enclosed the following** | **Submitted** |
| Criminal Record Check/ Verification from Embassy if appropriate |  |
| Evidence of right to work in the UK if appropriate |  |
| Copy of DVLA driving licence in current address. |  |
| Copy of certificate of insurance for vehicle to be operated showing registered address of licence holder if appropriate |  |
| Details of any medical condition if necessary. |  |

The application fee can only be paid once you submit the application form and it is checked. We will contact you by telephone to make payment by card.

**SECTION 5**

Changes to the DVLA photo card and paper driving licences mean that they no longer provide an accurate account of driving endorsements you may have. This information is now held electronically by the DVLA.

In order that the Licensing Authority is able to check your DVLA Driving Licence details for endorsements, the following options can be used. You must complete one of the options if you have a driving licence issued by DVLA:-

**Option 1**

Share you driving licence information. You can create a “check code” to share your driving record with the Licensing Authority. Details of this service can be found on the DVLA website at “view or share your driving licence information”. Once you obtain the code you can advise the Licensing Authority who will use it to access your endorsement record. Please note that the code is valid for 21 days: or

Check Code from DVLA

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DVLA Driving Licence Number

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**Option 2**

If you do not have easy access to the internet, the Licensing Authority can undertake the check on your behalf or acting as your agent. This would be done solely on the basis of obtaining the code required to check you endorsement details if you supply the information required by the DVLA (which is National Insurance Number and DVLA Driving Licence Number).

If you give authorisation for the Licensing Authority to act as your agent and obtain the code as per option 2 above, you will also be agreeing to sharing your DVLA record and National Insurance Number with other government departments (HMRC and DWP) to check your identity. Further details can be viewed in the DVLA privacy policy at (<https://www/gov.uk/privacypolicy>).

DVLA Driving Licence Number

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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I (print full name) give authorisation to an authorised officer of Falkirk Council to access DVLA Driving Licence details on-line in connection with my application for the grant of a Taxi/Private Hire Car Driver Licence using the undernoted information.

Signed: . Date:

Please note that only the information retained by the Licensing Authority will be your endorsement record.

**SECTION 6**

**Tax Code**

From Monday 2 October 2023, a new tax registration check is being introduced. The new rules mean, when renewing your taxi/private hire car driver’s licence that you will need to complete this check and supply Falkirk Council with your “tax code”

Please login and follow instructions on the following page:

***https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence***

**Please submit your “Tax Code” below:**

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**SECTION 7**

**INDIVIDUAL PERSON**

I declare that the particulars given by me on this form are true and I hereby make application to Falkirk Council for the renewal of a Taxi/Private Hire Car Driver Licence.

Date:

Signature of applicant or agent:

Agent Address:

**If required your right to work in the UK will be checked as part of your licence application and this could include the licensing authority checking your immigration status with the Home Office. You must therefore provide a document or document combinations that is stipulated as being suitable for this check. The list of documents is set out in attached appendix 1. You must provide the original document(s) such as a passport or biometric residence permit as indicated in the appendix 1, so that the check can take place. The document(s) will be checked in your presence. The document(s) will be copied and the copy retained by the licensing authority. The original document will be returned to you. Your application will not be considered valid until all the necessary information and original document(s) have been produced and the relevant fee has been paid.**

**If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstance the check will be repeated each time you apply to renew or extend your licence. If, during this period, you are disqualified from holding a licence because you have not complied with the UK’s immigration laws, your licence will cease to have effect and you must return it along with your identity badge to the licensing authority. Failure to do so is a criminal offence.**

**This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud.  It may also share this information with other bodies administering public funds solely for these purposes.**

N.B. 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 matter shall be guilty of an offence and liable, on summary conviction, to a fine.

Your privacy is important to us. You can find out how we deal with your personal information here <http://www.falkirk.gov.uk/privacy/law-licensing/licensing/>