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| Falkirk Council Crest | Falkirk Council Application No………... 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 grant of a new Taxi/Private Hire Car Driver Licence**

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

**All relevant questions must be answered in block letters or typescript.**

**Once we have received and checked your application form we will contact you and advise you how to pay the application fee.**

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

**SECTION 1**

**Question 1**

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| --- | --- |
| Type of Licence Applied for | Taxi Driver  Private Hire Car Driver |

**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) E-mail Address |  |
| (f) Mobile Telephone Number |  |
| (g) Home Telephone Number |  |
| (h) Works Telephone Number |  |

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

**Question 3**

|  |  |
| --- | --- |
| Do you have any unspent or spent convictions, conditional offers and or fixed penalties recorded against yourself **within or outwith** the UK | YES / NO\* |

\*If yes disclose all unspent or spent convictions, conditional offers and or fixed penalties.

Failure to disclose all convictions etc will result in the application being returned to the applicant. (Continue on a separate sheet if necessary).

**(a) Convictions**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Offence | Court or Country (outwith UK) | Sentence/Penalty |
|  |  |  |  |
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**Question 4**

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| Have you lived outwith the United Kingdom for a period of six months or more within the last 10 years? | YES / NO\* |

\*If yes you are required to provide a Criminal Record Check/ verification from the Embassy of the country you resided in. Information on how to obtain this is contained within the guidance notes.

**Question 5**

|  |  |
| --- | --- |
| Do you have the right to work in the UK? | YES / NO\* |

\*You will need to provide original documents as listed in appendix 1 Documents for the Right to Work in the UK in person.

**Question 6**

|  |  |
| --- | --- |
| (a) Have you held a Taxi/Private Hire Car Driver Licence issued by this or any other authority? | YES / NO\* |
| (b) If yes which authority granted the licence? |  |
| (c) When does it expire? |  |

**Question 7**

|  |  |
| --- | --- |
| (a) Have you ever applied for and been refused a Taxi Driver/Private Hire Car Driver Licence by this or any other authority? | YES / NO\* |
| (b) If yes which authority refused the licence? |  |
| (c) When was it refused? |  |

**If an application was refused by this authority within the last year a further application for the same type of licence will only be accepted if there has been a material change in circumstances. This information must be provided with the application.**

**SECTION 3**

**Question 8**

|  |  |
| --- | --- |
| Have you held a driving licence issued under the Road Traffic Act 1988 for a continuous period of 12 months prior to making this application? Your current licence must be a DVLA driving licensing | YES / NO\* |

**Please note if you answer NO the application will not be accepted.**

**Question 9**

Details of DVLA driving licence.

|  |  |
| --- | --- |
| (a) Driving Licence Number |  |
| (b) Date valid from |  |
| (c) Date valid to |  |

If you have been disqualified from driving from first receiving your driving licence you are required to demonstrate the date when you obtained your current licence. Not the issue date of your photocard licence.

**SECTION 4**

**Question 10**

Details of requirements for taxi knowledge test.

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| (a) Do you require someone to read the questions to you? | YES / NO\* |
| (b) Do you require someone to write the answers you give? | YES / NO\* |

**SECTION 5**

**Question 11**

Details of operation if known.

|  |  |
| --- | --- |
| (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 6**

**Question 12**

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** |
| (a) Criminal Record Check / Verification from Embassy |  |
| (b) Evidence of right to work in the UK |  |
| (c) Original paper or photo card DVLA driving licence |  |

**SECTION 7**

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 Driver/Private Hire Car Driver Licence using the above information.

Signed:………………………………………………………….Date…………………………

**SECTION 8**

**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:

**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 the 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 a 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/>