

# Depute Chief Executive Education People and Business

Application for  
**GRANT/RENEWAL OF A LICENCE  
FOR A TAXI/PRIVATE HIRE CAR  
DRIVER**  
CIVIC GOVERNMENT (SCOTLAND) ACT 1982



sustainable thriving achieving

**East Dunbartonshire Council**

www.eastdunbarton.gov.uk

For office use only					
Date Received	Fee Paid	Date Passed to Police	Date of Decision	Decision	No of Licence

Please note, you can complete this form on your computer or alternatively, print and complete in ink using block capitals.

1. TYPE OF LICENCE APPLIED FOR (tick as appropriate)			
Application for grant	<input type="checkbox"/> Taxi	<input type="checkbox"/> Private Hire Car	
Application for renewal	<input type="checkbox"/> Taxi	<input type="checkbox"/> Private Hire Car	
Current Licence No			
2. PERSONAL DETAILS			
Title (Mr/Mrs/Ms)			
First Name(s)			
Any other name used by applicant			
Surname			
Address including Postcode	<i>Please note: proof of address is required</i>		
All previous addresses used during the past 5 years including postcodes			
Place of Birth		Nationality	
Date of Birth		Age	
Telephone Number		National Insurance number	
Email address			

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### 3. RIGHT TO WORK

DO YOU HAVE A RIGHT TO WORK IN THE UK?

YES     NO

#### IMMIGRATION CHECKS

In compliance with the Immigration Act 2016, 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 UK Home Office. You must therefore provide a document or document combination that is stipulated as being suitable for this check. The list of required documents is set out in both Annex A and B to this form. You must provide the original document(s), such as a passport or biometric residence permit as indicated in the published guidance, so that the check can take place. The document 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 circumstances 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 to the licensing authority. Failure to do so is a criminal offence.

*(If you have answered YES to the above question, original proof of your right to work in the UK will require to be submitted with this application form. Please see both Annex A and B at the end of this application form with regard to which documents are acceptable as evidence. If you do not provide proof of your right to work in the UK your application will not be accepted and we retain the right to share this information with the UK Home Office)*

### 4. RESIDENT OUTWITH UK

HAVE YOU EVER BEEN RESIDENT OUTWITH THE UK FOR ANY PERIOD OF AT LEAST 6 CONTINUOUS MONTHS? (PLEASE NOTE THIS INCLUDES IF YOU WERE BORN OUTWITH THE UK)

YES     NO

If yes, please give details as to why:

*Please note: if you answer YES to this question then we may ask you to submit further documentation. This is likely to include a criminal record check from the jurisdiction you were resident, translated into English by a certified translator.*

Country		Period of Residence (date from/to)	
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### 5. CRIMINAL CONVICTIONS (UNITED KINGDOM 'UK')

IF YOU HAVE ANY UK CRIMINAL, CONVICTIONS PLEASE STATE FULLY BELOW. PLEASE NOTE THAT, IN TERMS OF THE REHABILITATION OF OFFENDERS ACT 1974 AND ASSOCIATED LEGISLATION, ALL CONVICTIONS MUST BE DISCLOSED (EXCEPTING ANY WHICH ARE PROTECTED). THIS INCLUDES ALL ENDORSABLE ROAD TRAFFIC OFFENCES, FIXED PENALTIES, CONDITIONAL OFFERS, PROCURATOR FISCAL FINES AND CAUTIONS YOU HAVE RECEIVED IN THE UK. IF YOU HAVE NONE, THEN PLEASE STATE NONE.

Date	Court	Offence	Sentence

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## 6. FOREIGN CONVICTIONS

HAVE YOU EVER BEEN CONVICTED OF AN OFFENCE IN ANY COUNTRY OTHER THAN THE UK? IF SO, PLEASE GIVE DETAILS OF ALL, EXCEPTING ANY WHICH ARE PROTECTED.

YES  NO

*Please note: if you answer YES to this question then we may ask you to submit further documentation, except in relation to convictions that have been rehabilitated in accordance with the relevant legislation.*

Country	Date	Court	Offence	Sentence

## 7. FITNESS TO DRIVE

DO YOU HAVE A MEDICAL CONDITION THAT COULD AFFECT YOUR ABILITY TO DRIVE A TAXI/PRIVATE HIRE CAR VEHICLE

YES  NO (If YES, please state what the medical condition is)

*If YES, you must submit a letter from your G.P. confirming your fitness to drive a taxi/private hire car vehicle. Depending on the content of that letter you may require to undergo further checks.*

## 8. LICENCE DETAILS

HAVE YOU HELD A FULL DRIVING LICENCE CONTINUOUSLY THROUGHOUT THE TWELVE MONTHS IMMEDIATELY PRIOR TO SUBMITTING THIS APPLICATION

YES  NO

If yes please complete details below:

Driving Licence Number	
Original date of issue of licence	
DVLA licence code	

## 9. OPERATOR DETAILS

IF YOU ARE NOT DRIVING YOUR OWN VEHICLE, PLEASE PROVIDE DETAILS OF THE OPERATOR WHOSE VEHICLE YOU WILL DRIVE

Name	
Address	
Telephone Number	

## 10. OTHER LICENCE DETAILS

IF YOUR APPLICATION IS FOR A FIRST TIME GRANT WITH EAST DUNBARTONSHIRE COUNCIL, PLEASE PROVIDE DETAILS OF ANY PREVIOUSLY HELD TAXI/PRIVATE HIRE CAR DRIVER'S LICENCE

Licence Number	Date of Expiry	Name of Issuing Licence Authority (i.e. Council)

PLEASE ALSO STATE REASON(S) YOU NO LONGER HOLD THIS LICENCE:

Reasons:

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## 11. WHEEL CHAIR ACCESSIBLE VEHICLE

**WILL YOU BE DRIVING A WHEELCHAIR ACCESSIBLE VEHICLE?**

YES       NO

If no, please state the reason(s) why:

### *Notes Regarding Application Form*

- (i) All questions must be answered in full.
- (ii) The Application must be signed and dated.
- (iii) The correct fee must be sent with the Application Form  
**Taxi/Private Hire Car Driver Application - Fee - £189.28 (3 years). In the event your application is unsuccessful no refund will be given.**
- (iv) **Completed application forms will only be accepted if delivered in person by the applicant to the Community Hub, William Patrick Library, 2-4 West High Street, Kirkintilloch, Glasgow, G66 1AD or Community Hub, Bearsden Library, 69 Drymen Road, Bearsden, G61 3QT, Community Hub, Bishopbriggs Library, 170 Kirkintilloch Road, Bishopbriggs, G64 2LX or Community Hub, 46 Main Street, Lennoxtown, G66 7JJ together with the appropriate fee. Proof of ID will also be required to be shown along with appropriate authority if the applicant is a company or partnership.**
- (v) **Unless all required documents are submitted at the same time as this application form, then your application will not be accepted. Please see Annex C for required documentation.**

## 12. DECLARATION

I declare that the particulars given by me on this form are true and I hereby make application for the grant or renewal of the licence applied for.

**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 4 on the standard scale (currently £2500).**

Signature	
Date	

### ANNEX A

#### ***NO RESTRICTIONS ON THE RIGHT TO WORK IN THE UK.***

***ONCE YOU HAVE UNDERTAKEN THE NECESSARY CHECK ONCE AND IT IS DEEMED THAT THERE IS NO RESTRICTION ON YOUR RIGHT TO WORK, YOU WILL NOT HAVE TO REPEAT THE CHECK IF/WHEN YOU APPLY TO RENEW OR EXTEND YOUR LICENCE.***

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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.
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.
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.
4.	A Permanent Residence Card issued by the Home Office to the family member of a national a European Economic Area country or Switzerland.
5.	A <b>current</b> 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.
6.	A <b>current</b> 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.
7.	A <b>current</b> 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, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
8.	A <b>full</b> 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), <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9.	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
10.	A certificate of registration or naturalisation as a British citizen, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

## ANNEX B

### ***RESTRICTIONS ON THE RIGHT TO WORK IN THE UK***

***IF YOU HAVE RESTRICTIONS ON YOUR RIGHT TO WORK IN THE UK, THE LICENCE MAY BE ISSUED (SUBJECT TO STATUTORY LIMITATIONS) UP TO THE EXPIRY DATE OF YOUR PERMISSION TO WORK IN THE UK.***

***PLEASE NOTE THAT UPON EVERY SUBSEQUENT APPLICATION FOR RENEWAL, WE WILL UNDERTAKE IMMIGRATION CHECKS ON YOUR RIGHT TO WORK***

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1.	A <b>current</b> 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 currently allowed to do the type of work in question.
2.	A <b>current</b> 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.
3.	A <b>current</b> 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.
4.	A <b>current</b> 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, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
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 <b>less than 6 months</b> old <b>together with Verification</b> from the Home Office Evidence and Enquiry Unit. The licence may be granted for six months from the date of the Certificate of
6.	A <b>Verification</b> 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.

## ANNEX C

### ***ORIGINAL DOCUMENTS THAT REQUIRE TO BE SUBMITTED ALONGSIDE THIS APPLICATION FORM (IN ADDITION TO IMMIGRATION/RIGHT TO WORK DOCUMENTS)***

1. *Up to date, valid Insurance Certificate (if application is for renewal)*
2. *DVLA report*
3. *Up to date, valid DVLA driver's licence with photograph*
4. *Radio Base Letter confirming employment*
5. *Documents required by Annex A and/or Annex B*

### **Privacy Notice**

The personal information you provide on this form will be used by East Dunbartonshire Council to process and determine applications for the grant/renewal of a taxi/private hire driver.

This personal information may also be shared with other departments within East Dunbartonshire Council, the Council committee's and/or boards, local councillors in the area of the application or other organisations for the same purpose and also to:

- check the information we hold is accurate;
- prevent and/or detect crime; and
- protect public funds.

Other organisations may include bodies responsible for auditing or administering public funds, public sector agencies, governmental departments, regulatory and law enforcement bodies including Police Scotland and the Scottish Fire

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and Rescue Service, private contractors used by the Council and bodies carrying out data matching exercises.

The legal basis for processing your personal information is:

- The Council's legal obligations under the following legislation:
  - the Civic Government (Scotland) 1982 (licensing functions in relation to the grant/renewal of a taxi/private hire driver)
  - the Local Government (Scotland) Act 1973 (to ensure proper administration of the Council's financial affairs) (including the detection and/or prevention of fraud)
  - the Local Government (Scotland) Act 1973 (furnishing of information and documents to the Commission)
  - the Public Finance and Accountability (Scotland) Act 2000 (disclosure of data to Audit Scotland for data matching)
  
- The official authority vested in the Council pursuant to:
  - the Local Government (Scotland) Act 1973 (arrangement for discharge of functions by local authorities)
  - the Scheme of Administration – Civic Government (Scotland) 1982 – Terms of Reference: paragraph 1
  
- The following task carried out in the public interest:
  - to appropriately and sufficiently licence for driving or otherwise having charge of a taxi/private hire car.
  - the prevention and detection of licensing fraud

East Dunbartonshire Council will be unable to process your application form if you fail to provide the information required and a taxi/private hire car driver will not be granted. The information requested in this form is required under the Civic Government (Scotland) Act 1982 Schedule 1 (**Section 13**)

East Dunbartonshire Council uses the Scottish Council on Archives Records Retention Schedules to manage the amount of time the Council keeps information. Further information on these can be found here.

<http://www.scottisharchives.org.uk/scarrs>

The information you have provided is classed under reference 04.005.037 and the retention period will be triggered from the date the licence expires and the information will then be held for 2 years.

### **Right of Access**

You have the right to access the personal information the Council holds about you. This right is called a Subject Access Request, often referred to as a SAR.

You can receive a copy of your personal data held by the Council, details on why it is being used, who it has been/ will be shared with, how long it will be held for, the source of the information and if the Council uses computer systems profile or take decisions about you. Details on how to submit a Subject Access Request can be found here.

<https://www.eastdunbarton.gov.uk/council/data-protection/subject-access-request>

### **Right to rectification**

You have the right to request the Council correct any information held about you that is inaccurate.

### **Right to erasure**

You have the right to request that the Council delete the personal information about you. This right is known as the right to be forgotten.

### **Right to restrict processing**

You have the right to request that the Council stops using your personal information, while retaining a copy of it.

### **Right to Object**

You have the right to object to the Council's use of your personal information. The Council will have to demonstrate why it is appropriate to continue to use your personal data.

You have the right to complain to the Information Commissioner's Office should you be unhappy with the way the Council has processed your personal data. Details on how to report a concern can be found here

<https://ico.org.uk/concerns/>

Should you have any questions or concerns about the Council's handling of your personal data you can contact the

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Council's Data Protection Officer, Karen Donnelly, using the below noted details, who will be happy to discuss.

Telephone Number: 03001234510

Email: [dpo@eastdunbarton.gov.uk](mailto:dpo@eastdunbarton.gov.uk)

Address: 12 Strathkelvin Place, Kirkintilloch, G66 1TJ

## Other Formats & Translations

This document can be provided in large print, Braille or on CD and can be translated into other community languages. Please contact the Council's Corporate Communications Team at 12 Strathkelvin Place, Kirkintilloch, G66 1TJ, tel 0300 123 4510

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

Gabhaidh an sgrìobhainn seo cur gu Gàidhlig ma tha sin a dhìth oirbh. Cuiribh fòn gu 0300 123 4510

अनुरोध करने पर यह दस्तावेज हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फ़ोन कीजिए।