

**East Renfrewshire Council Civic Government (Scotland) Act 1982
Application for Grant or Renewal of a Private Hire Driver or Taxi Driver Licence**

	New Application	Renewal
1 Year (Temporary)		
2 Years		
3 Years		

Private Hire Driver (PHD)	
Taxi Driver (TD)	

Renewal ONLY – please provide Licence Number			
Private Hire Driver (PHD)			
Taxi Driver (TD)			

Your Details									
Title	Mr	Mrs	Ms	Others:		Delete as appropriate			
First Name									
Surname									
Address & Postcode									
Contact Number									
Email Address									
Date of Birth									Eg: DD/MM/YYYY
Place of Birth									

Right to Work in the UK																			
Have you lived in the UK for a period of less than 5 Years?	Yes		No																
Do you have the right to work in the UK?	Yes		No		(If No, please refer to guidelines)														
If Yes, Biometric Residence card or Permit number:	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																		
Valid From									Eg: DD/MM/YYYY										
Valid To									Eg: DD/MM/YYYY										
Home Office Share Code (Case Sensitive)	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																		

Diving Licence Details																					
Have you held a full UK driving license continuously for the previous 1 Year?	<table border="1"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> </tr> </table>	Yes		No																	
Yes		No																			
If YES, Driving Licence No:	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																				
DVLA Licence Check Code (Case Sensitive)	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																				

HMRC Tax Check Code											
Are you registered with HMRC? (If No, please see guidance)	<table border="1"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> </tr> </table>	Yes		No							
Yes		No									
If YES :											
HMRC Tax Check Code (case sensitive)	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>										
<p>All applicants please note - by signing this form (page 4) you are confirming that you are aware of HMRC guidance in relation to your tax registration obligations. Further information can be obtained at https://www.gov.uk/guidance/confirm-your-tax-responsibilities-when-applying-for-a-taxi-private-hire-or-scrap-metal-licence.</p>											

Vehicle Details					
Will you be driving your own vehicle? (If No, complete section below)	<table border="1"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> </tr> </table>	Yes		No	
Yes		No			
Operator Details					
Name & Address					

Medical Details				
Do you have any medical conditions that can affect your ability to drive?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If YES, please provide details				

Criminal Convictions			
<p>The Rehabilitation of Offenders Act 1974 does not prevent the Council considering “spent” convictions for this type of license unless they are protected convictions. You should include any driving offences. This must also include any overseas convictions. Please note that it is an offence if you fail to disclose a conviction against you. If you have none, please state “NONE” in the box below. If you are unsure DO NOT PROCEED, obtain a disclosure certificate from Police Scotland or Disclosure (Scotland) to confirm your details and then you may wish to seek independent advice on the content.</p>			
Date	Court	Offence	Sentence
<p>N.B. Any person who is in connection with the making of this application and makes any statement which they know 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 £500.</p>			

Checklist (Please tick box for all supporting documents submitted)	
Receipt of payment	<input type="checkbox"/>
Passport	<input type="checkbox"/>
Passport size picture (New application only)	<input type="checkbox"/>
Driver's License (Front & Back)	<input type="checkbox"/>
DVLA Check Code (Printed Document)	<input type="checkbox"/>
HMRC Check Code (Printed Document)	<input type="checkbox"/>
Biometric Card (Front & Back)	<input type="checkbox"/>
Home Office Check Code (Printed Document)	<input type="checkbox"/>
Certificate of Good Conduct (If applicable)	<input type="checkbox"/>

We want you to trust that your information is in safe hands, and that starts with helping you understand why we ask for data about you and how we manage it.

Read our privacy notice found at: <https://www.eastrenfrewshire.gov.uk/licensing-privacy-notice> for more information, alternatively you would like to access this in a different format, please contact: Chief Executives Business Unit, Licensing, Council HQ, Rouken Glen Road, Giffnock G46 6UG

Name (Block Capitals)	
Signature	
Date	

OFFICIAL USE									
Relevant documents submitted?				Yes			No		
Proof of payment submitted?				Yes			No		
Date Received								Eg: DD/MM/YYYY	
Date Processed								Eg: DD/MM/YYYY	
Badge Granted								Eg: DD/MM/YYYY	