

**APPLICATION FOR:-**

(Please tick appropriate box)

**GRANT of a TAXI or PRIVATE HIRE CAR DRIVER'S LICENCE**

**RENEWAL of a TAXI or PRIVATE HIRE CAR DRIVER'S LICENCE**

**PLEASE COMPLETE THE RELEVANT QUESTIONS IN BLOCK CAPITALS**

**Section 1 (to be completed by all applicants)**

1. Full Name of Applicant	<u>Surname</u>	<u>First Name(s)</u>									
2. Home Address											
3. Postcode											
4. Email Address											
5. Telephone Number(s)											
6. Date and Place of Birth	<u>Date of Birth</u>	<u>Place of Birth</u>									
7. Are you applying for a TAXI driver's licence or a PRIVATE HIRE CAR driver's licence?	<input type="checkbox"/> TAXI <input type="checkbox"/> PRIVATE HIRE										
<b>Note:-</b> The rules for completing a tax check have changed so that if you are an individual, company or any type of partnership you must complete a tax check to confirm you're registered for tax, if necessary, if you're <b>renewing a licence</b> .  After you complete the tax check, you'll be given a 9-character code. This is your tax check code. This code should be numbers and uppercase letters only. You must enter your check code in the boxes provided e.g.	<input type="checkbox"/> NO (please go to question 9) <input type="checkbox"/> YES Driver Number ..... Expiry date of current licence .....										
	Tax Conditionality Check Code:- UPPERCASE only <input style="width: 100px; border: 1px dotted black;" type="text"/>										
Date Check Code applied for..... (check code only valid for 120 days)											
<table border="1" style="width: 100px; border-collapse: collapse;"> <tr> <td style="width: 10px; height: 10px; border: 1px solid black;"></td> <td style="width: 10px; height: 10px; border: 1px solid black;"></td> <td style="width: 10px; height: 10px; border: 1px solid black;"></td> <td style="width: 10px; height: 10px; border: 1px solid black;"></td> <td style="width: 10px; height: 10px; border: 1px solid black;"></td> <td style="width: 10px; height: 10px; border: 1px solid black;"></td> <td style="width: 10px; height: 10px; border: 1px solid black;"></td> <td style="width: 10px; height: 10px; border: 1px solid black;"></td> <td style="width: 10px; height: 10px; border: 1px solid black;"></td> </tr> </table>											
See notes attached on how to obtain the check code. <b>Please also note that if you do not complete the check code correctly this may delay your application being processed.</b>											

<p>9. Have you held during a continuous period of 12 months, immediately prior to the date of this application, a full driver's licence issued under the Road Traffic Acts?</p> <p>Note:- Aberdeenshire Council require to carry out a check on your DVLA Driver number, so please provide a <b>(case sensitive)</b> 'check code' in order for us to do so. e.g.</p> <table border="1" data-bbox="247 615 497 714"> <tr> <td>E</td><td>X</td><td>M</td><td>P</td><td>L</td><td></td><td></td></tr> <tr> <td></td><td>a</td><td></td><td></td><td>e</td><td>3</td><td></td></tr> </table> <p>See notes attached on how to obtain the check code. <b>Please also note that if you do not complete the check code correctly this may delay your application being processed.</b></p>	E	X	M	P	L				a			e	3		<p><input type="checkbox"/> YES  <input type="checkbox"/> NO (you are not eligible to apply for a licence see 'Qualifications' notes attached)</p> <p>If 'YES' please provide the following information:-</p> <p>Your D.V.L.A. Driver Number :-</p> <p>□ □</p> <p><b>cAse sEnsiTive Check Code:-</b></p> <p>UPPERCASE only <table border="1" data-bbox="1024 570 1406 673" style="display: inline-table;"><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></p> <p>lowercase and numbers only <table border="1" data-bbox="1024 673 1406 689" style="display: inline-table;"><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></p> <p>Date Check Code applied for..... (check code only valid for 21 days)</p> <p>Date your licence is valid from .....to..... <b>(See the REVERSE of the Photo ID Card Sect: B for dates)</b></p> <p>Class(es) of Vehicles you are permitted to drive .....</p>																																								
E	X	M	P	L																																																			
	a			e	3																																																		
<p>10. How long have you been driving motor vehicles for?</p>	<p>.....</p>																																																						
<p>11. Are you aged 70 and over?</p>	<p><input type="checkbox"/> YES  <input type="checkbox"/> NO</p> <p>If 'Yes' you will require to produce a medical certificate from your G.P. certifying that you are medically fit to drive for the purposes of obtaining a licence. Please request a Medical Certificate form for completion if one is not already attached to the application.</p>																																																						
<p>12. Do you have any medical condition/disability likely to affect your fitness as a driver?</p> <p>If you are completing this application on behalf of someone else such as an employee, it is essential you discuss this question with them before completing to ensure the information submitted is accurate. If you require any guidance in relation to medical conditions and declarations, please see:  <a href="https://www.aberdeenshire.gov.uk/media/27700/taxi-and-phc-drivers-medical-guidance.pdf">https://www.aberdeenshire.gov.uk/media/27700/taxi-and-phc-drivers-medical-guidance.pdf</a></p>	<p><input type="checkbox"/> YES  <input type="checkbox"/> NO</p> <p>If 'Yes' you will require to produce a medical certificate from your G.P. certifying that you are medically fit to drive for the purposes of obtaining a licence. Please request a Medical Certificate form for completion.</p>																																																						
<p>13. Do you have any medical condition or chronic phobia of dogs that is likely to affect your ability to convey guide, hearing or assistance dogs in the vehicle?</p>	<p><input type="checkbox"/> YES  <input type="checkbox"/> NO</p> <p>If 'Yes' you will be sent an exemption form which you should have your G.P. complete and return to the Licensing Authority as soon as possible.</p>																																																						

14. Name of Operator you will be driving for?	
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### Section 2 DECLARATION (to be completed by all applicants)

15. Have you ever applied for and been refused such a Licence or had such a Licence suspended?  If YES, please give details of which council refused/suspended the Licence and the date it was refused/suspended.	<input type="checkbox"/> YES Which Council? ..... Date refused/suspended? .....
16. Do you have <u>any</u> convictions against you?  Note: “Convictions” includes <u>both</u> road traffic and criminal convictions. It includes <u>both</u> current and spent convictions (see [A] and [B] below)  If you are completing this application on behalf of someone else such as an employee, it is essential you discuss this question with them before completing to ensure the information submitted is accurate. While some convictions may be spent, you may still have to state “yes” at this section for the purposes of driving a taxi/private hire car. If you require any guidance in relation to convictions and declarations, please see: <a href="https://www.aberdeenshire.gov.uk/media/27699/taxi-and-phc-drivers-disclosure-of-convictions-in-applications.pdf">https://www.aberdeenshire.gov.uk/media/27699/taxi-and-phc-drivers-disclosure-of-convictions-in-applications.pdf</a> . If you need any further assistance on this point, you may wish to seek your own legal advice.	<input type="checkbox"/> YES <input type="checkbox"/> NO
17. Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants.  I confirm that I am aware of the content of HMRC guidance relating to my/our tax registration obligations.	<input type="checkbox"/> YES <input type="checkbox"/> NO
I declare that the particulars given by me on this form together with the details on the application attached are true, <b>the appropriate persons have read the attached privacy notice</b> , and I hereby make application to Aberdeenshire Council for the grant or renewal of the Licence applied for.	
Date: .....	Signature of Applicant/Agent: .....
Address of Agent (if any): ..... ..... .....	

## [A] Convictions

The Licensing Authority can take into account any conviction against you in determining whether or not you are a fit and proper person. This includes any conviction that would normally be considered 'spent' under the Rehabilitation of Offenders legislation. Please answer 'YES' to any question if you have ever been convicted of an offence, be it a civil matter or criminal matter, a road traffic offence or other offence. You do not have to provide details of the actual conviction.

The existence of convictions will not mean an automatic refusal of your application. It is likely, however that your application will be referred to the Licensing Sub-Committee for determination. You will be notified of date, time and place of the hearing in those circumstances.

**If you are not sure if something is a conviction or not, you should take advice on the matter or contact the relevant licensing office to discuss how to complete the question, before completing the application form.**

If you fail to answer this section correctly, you may commit an offence (see [B] below, and the Licensing Authority may conclude you have deliberately tried to conceal information from them, which will be taken into account when determining whether or not you are a fit and proper person to hold a licence.

## [B] Warning

**Any person who 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 £2500.**

## GDPR

**The applicant, and, where the applicant is a company, business or other body, any person who has supplied personal information as part of this application MUST READ AND UNDERSTAND THE ATTACHED PRIVACY NOTICE.**

## How to obtain the Tax Check Code

To obtain the check code please go to the gov.uk website at <https://www.tax.service.gov.uk/tax-check-for-licence/start>

Guidance can be found on the gov.uk website here: <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence#complete-a-tax-check>

You must carry out the tax check yourself. You cannot ask a tax agent or adviser to do this on your behalf.

After you complete the tax check your check code will be displayed. Take a note of your case sensitive code and provide this at question 8 of your application.

Example:-

UPPERCASE only

E	X		M	P	L			
---	---	--	---	---	---	--	--	--

lowercase and numbers only

		a			e	5	7
--	--	---	--	--	---	---	---

**Please also note that if you do not complete the check code correctly this may delay your application being processed.**

**If you do not need to complete a tax check, please follow the below links for HMRC guidance about tax registration obligations:**

- [www.gov.uk/register-for-self-assessment](http://www.gov.uk/register-for-self-assessment)
- [www.gov.uk/corporation-tax](http://www.gov.uk/corporation-tax)
- [www.gov.uk/income-tax/how-you-pay-income-tax](http://www.gov.uk/income-tax/how-you-pay-income-tax)

### **How to obtain the DVLA Check Code**

To obtain the check code please go to the DVLA website at

<https://www.gov.uk/government/organisations/driver-and-vehicle-licensing-agency>

Select - View or share your driving licence

Select - Start Now

Enter your driving licence number

Enter your national insurance number

Enter your Postcode

Click on the 'I agree' box

Your details will appear on the screen

Select - Share your licence information

Select - Get a code

Your check code will be displayed

Take a note of your **case sensitive** code and provide this at question 9 of your application

Example:-

UPPERCASE only

E	X		M	P	L		
		a				e	3

lowercase and numbers only

**Please also note that if you do not complete the check code correctly this may delay your application being processed.**

<b>FOR OFFICIAL USE ONLY</b>	
DATE RECEIVED AT SERVICE POINT	
NAME OF CUSTOMER SERVICE ADVISOR	
CUSTOMER SERVICE ADVISOR SIGNATURE	

SUBMITTED AT WHICH SERVICE POINT?		
INVERURIE	PETERHEAD	TURRIFF

## **Please read the following notes prior to submitting your application:-**

Applications should be submitted by email to [licapps@aberdeenshire.gov.uk](mailto:licapps@aberdeenshire.gov.uk) or alternatively by post to Aberdeenshire Council, Legal & People, Viewmount, Arduthie Road, Stonehaven. AB39 2DQ

### **TAXI/PRIVATE HIRE CAR DRIVERS**

#### **Qualifications**

The Licensing Authority cannot grant or renew a Taxi or Private Hire Car Driver's Licence unless that person has held a full driver's licence for a continuous period of 12 months immediately prior to the date of this application. The licence must clearly state that the licence is authorising them to drive a motor vehicle issued under the Road Traffic Acts or a licence which would at the time of the application entitle them to such a licence without taking a test. Please note that a driver who is the holder of a Public Service Vehicle (PSV) licence is not exempt from licensing requirements if he wishes to drive Taxis or Private Hire Cars.

#### **Photographs**

The Licensing Authority requires TWO passport sized photographs of the Applicant. One will be affixed to the Licence (if granted); one to the identity badge.

#### **Medical Examination**

The Licensing Authority may at any time require a driver to submit to a medical examination so that it may be satisfied that the driver is physically fit for the purpose of obtaining a licence. It should be noted that failure to disclose the appropriate medical details on the application form may have adverse consequences.

#### **Driver aged 70 and over**

Any driver aged 70 and over will require to produce a medical certificate from a General Practitioner (G.P.) certifying that the driver continues to be medically fit to drive for the purpose of obtaining a licence. This will be done at their own expense. The Licensing Authority may further require that the driver undergo a medical examination with the Authority's approved medical examiner so that the licensing authority may be satisfied that the person is fit for the purpose of obtaining a licence. Please request a Medical Certificate form for completion by your G.P. if one is not already attached to the application.

#### ***Taxi Drivers' Licences (Carrying of Guide Dogs and Hearing Dogs)(Scotland) Regulations 2002***

Please read the attached advice sheet for Taxi Drivers. If you have a medical condition, are allergic to or have a chronic phobia of dogs, you should answer YES to question (f) in Section 2. Thereafter, the licensing authority will forward an application form for an exemption to the 2002 Regulations. A medical certificate attaching to the exemption application will require to be completed by your General Practitioner. The completed application and medical certificate should then be submitted to the licensing authority as soon as possible.

#### **Duration of Licences**

Licences will come into effect on the date specified in the Licence. Driver's Licences will normally be granted for a period of THREE years, unless a shorter period is specified.

#### **Application Fee**

Once your application is submitted a member of the Admin Team will contact you for payment. The fee for a Taxi/Private Hire Car Driver's Licence is non-refundable.

The following documents require to be submitted with your application :-

- Completed Application Form
- 2 passport sized photographs
- Driver's age 70 or over – a Medical Certificate form completed by a G.P.
- Driver's who have answered 'YES' to Section 2 question 12 – a Medical Certificate form completed by your G.P.

#### **Further information can be found in our guidance booklet at:-**

<https://www.aberdeenshire.gov.uk/media/24158/taxi-phcguidancebooklet-may2019-final.pdf>



## **Taxi Driver and Private Hire Car Drivers Information Immigration Act 2016**

From **1 December 2016**, Aberdeenshire Council is under a legal duty to check that **any** applicant for a **taxi driver licence or private hire car (PHC) driver licence** is not disqualified due to their immigration status from holding such a licence. A licence cannot be granted without these checks being completed.

**All applicants** for new and renewal taxi or PHC driver licences require to produce original documents demonstrating that they have the **right to work in the UK**. This will only apply to applications that are received on or after 1 December and will not affect applications that are already being processed.

Staff must check the validity of the **original documents in the presence of the applicant before the application can be processed** and the licence issued at a later date. The Council will retain copies.

A list of **acceptable documents** can be viewed on the Council's website at

<http://www.aberdeenshire.gov.uk/licensing/taxi/taxi-and-private-hire/>

You will have to bring suitable original document (or documents as may be the case) with you to one of our offices either at the same time as you make the application or shortly thereafter. Unless otherwise stated copies will not be accepted and original documents must be provided.

In the event that the Council refuses an application on immigration grounds then details may be passed on to the Home office who may take enforcement action.

## PRIVACY NOTICE

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AN.  
Email: [dataprotection@aberdeenshire.gov.uk](mailto:dataprotection@aberdeenshire.gov.uk)

Your information is being collected to use for the following purposes:

- The processing of your application for a Taxi or Private Hire Car Driver's Licence
- The determination of your application for a Taxi or Private Hire Car Driver's Licence
- The issue of any Taxi or Private Hire Car Driver's Licence Granted
- Inclusion on the Register of Taxi or Private Hire Car Driver's Licences available for public inspection
- Ensuring compliance with the terms of your Taxi or Private Hire Car Driver's Licence
- The processing of any complaints made in respect of your Taxi or Private Hire Car Driver's Licence
- The determination of any complaints made in respect of your Taxi or Private Hire Car Driver's Licence

Your information is:

Being collected by Aberdeenshire Council

The legal Basis for collecting the information is:

<b>Personal Data</b>		<b>Special categories of personal data</b>	
Legal Obligations	X	Processing is necessary for one of the Conditions in Part 2 of Schedule 1 to the Data Protection Act 2018 referring to substantial public interest in terms of paragraph 6 thereof as processing is necessary for the exercise of a function conferred on a person by an enactment or rule of law	X

Where the legal basis for processing is either Performance of a contract or Legal obligation, please note the following consequences of failure to provide the information:

*If you fail to provide the information required on the attached application form, Aberdeenshire Council may not be in a position to accept the application as a competent application. This means that your application cannot be processed and will be returned to you.*

Your information will be shared with the following recipients or categories of recipient:

<ul style="list-style-type: none"><li>• Police Scotland</li><li>• Some information will also be shared with the Public as part of the online processing of applications for Taxi and Private Hire Driver Licences or investigation of complaints/reviews of</li></ul>	<ul style="list-style-type: none"><li>• The Home Office</li><li>• Civic Licensing Standards Officers</li></ul>
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*licences and via the Register of Taxi and Private Hire Driver's Licences*

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

**NOT APPLICABLE**

The retention period for the data is:

- (1) Where an application for the grant of a licence, permit or permission is refused by the Business Services' Licensing Sub-Committee (or relevant Area Committee) information relating to that licence, permit or permission will be retained for a period of two years from the **date of refusal** and thereafter will be destroyed
- (2) In any other case, information relating to a licence, permit or permission will be retained for a period of two years from the date the licence, permit or permission **ceases to have effect** and will thereafter be destroyed

The following automated decision-making, including profiling, will be undertaken:

Not Applicable

Please note that you have the following rights:

- to withdraw consent at any time, where the legal basis specified above is consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- To object, where the legal basis specified above is:
  - (i) Performance of a Public Task; or
  - (ii) Legitimate Interests.
- to data portability, where the legal basis specified above is:
  - (i) Consent; or
  - (ii) Performance of a contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.