



**APPLICATION FORM FOR GRANT OR RENEWAL  
OF TAXI DRIVER'S LICENCE OR  
PRIVATE HIRE DRIVER'S LICENCE**

**OFFICE USE  
ONLY**

**PLEASE READ GUIDANCE NOTES SUPPLIED BEFORE COMPLETING FORM**

DATE  
RECEIVED

**A. - PERSONAL DETAILS**

First Name(s)

Surname

• Full Name .....

• Home Address .....

Postcode .....

Tel. No. .... E-mail .....

• Mobile No. ....

• Age: ..... years Date of Birth:.....

• Place of Birth: .....

FEE PAID

code: 74403 1313 (t)  
74404 1313 (ph)

ANITE INPUT  
DATE

DATE OF  
DECISION

**B. - LICENCE DETAILS**

• Tick one box only Taxi Driver Grant

Taxi Driver Renewal

Private Hire Driver Grant

Private Hire Driver Renewal

• If Renewal - Badge No. ....

• Name and address of operator whose vehicle you will drive .....

.....

DECISION

LICENCE

• If not a Renewal:

Have you previously been licensed to drive or operate a Taxi  
or Private Hire Vehicle in this area or any other in the U.K.

YES/NO

RENEWAL  
DATE

Area: .....

Dates and duration of Licence .....

If no longer licensed, reason: .....

• If not a Renewal:

Have you previously been refused a licence to drive or operate a  
Taxi or Private Hire Vehicle in this area or any other in the U.K.

YES/NO

Area: .....

Reason for refusal: .....

Date(s) of refusal: .....

**C DRIVING CAPABILITIES**

How long have you been driving motor vehicles? ..... years

Do you hold a full driver's licence? YES/NO \*

Driver No: .....

Period of Driving Licence from ..... to .....

Class(es) of vehicle permitted .....

*\*See the guidance note on Driver Record below and print off your licence summary to attach*

Do you have a medical condition that would prevent you from meeting DVLA Group 2 medical standards \*\* YES/NO

*\*\*For additional guidance on Group 2 medical standards see the Council taxi licensing and DVLA websites*

Do you have diabetes? YES/NO Do you have a heart condition? YES/NO

Do you have any other medical condition and/or disability? YES/NO

If YES to any of the above, describe .....

.....

.....

Are you receiving any medication/medical attention in connection with this condition? If so, please describe.....

Describe the effect this may have on your fitness to drive a Taxi or Private Hire Vehicle .....

Do you have any medical condition which would prevent you carrying a guide dog or assistance dog in your vehicle? YES/NO

#### D CRIMINAL CONVICTIONS

Have you **ever** been convicted of **any** crime or offence including driving endorsements or penalties? YES/NO

You must provide details below of all relevant convictions (including road traffic offences) recorded against you. Provide details of all convictions, even those considered "spent" under the Rehabilitation of Offenders Act 1974, unless they are "protected" convictions in accordance with Article 2A of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2015. If you are unsure what a "protected" conviction is you should seek independent legal advice.

If you are declaring that you have **no** such convictions please write "None" .....

If **yes**, details.....

.....  
**See Guidance Notes for reference to "spent convictions".**

#### DRIVER RECORD

As well as answering YES/NO above, you are required to provide us with a copy of your Licence Summary, also referred to as Driver Record. To do so; you need to go online to the DVLA website. Here is the link: <https://www.viewdrivingrecord.service.gov.uk/driving-record/licence-number>

You will need to input your driving licence number, National Insurance number and postcode.

Then you will need to tick the box "Start Now" followed by the box "Share your licence information". This will take you to a page which offers the choice "View, print or save your licence".

**You need to print off** the Licence Summary.

**You must include the Licence Summary with your taxi/private hire driver licence application form when you apply to us.**

#### E. RIGHT TO WORK IN THE UK

Do you have the right to live in the UK **and** work as a taxi driver or private hire car driver? Please circle one answer.

Yes

No

**Please note that we will check this as part of the application process – see Guidance Notes for details of this check.**

Data Protection Act 1998 - The Moray Council will use the information about you on this form to process your licensing application. In processing your application, the information you have provided may be shared between Council departments and with other agencies where necessary. By signing this form you consent to

the Council sharing your information in this way. The Council has a duty to process your information fairly and in accordance with the provisions of the Data Protection Act 1998. We will ensure that the information we hold is accurate, up to date, is kept only for as long as is necessary and is otherwise shared only where we are legally obliged to do so. You have a legal right to obtain details of the information that we hold about you and you can do so by making a "subject access request". A request of this kind should be made in writing to the PPR & Communications Officer, Corporate Policy Unit, the Moray Council, High Street, Elgin. The Council has a Data Protection Policy which can be viewed at [www.moray.gov.uk](http://www.moray.gov.uk)

If necessary, the Council may pass your details to the Home Office in order to make further enquiries regarding your immigration status and right to work in the UK. In addition, the Home Office may request that we supply them with copies of your documentation in relation to immigration and right to work enquiries.

Applicants who cannot produce the necessary evidence should be aware that their details may be passed to the Home Office and that the Home Office may also pass your details to other Government bodies such as the DVLA in relation to immigration matters.

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

Date..... Signature of applicant or agent .....

Agent's Address .....  
.....

**N.B. It is an offence for any person to make any statement which he knows to be false in this application or in connection with the making of this application**

**Checklist:**

- Completed and signed application form
- Appropriate fee
- Copy of your Driver Record/Licence Summary
- Documentary evidence of Right to Work in UK



## TAXI/PRIVATE HIRE DRIVER'S LICENCE GUIDANCE NOTES FOR APPLICANTS

### ***Disclaimer***

*These notes have been prepared as an outline of the licensing provisions in connection with taxi/private hire drivers under the Civic Government (Scotland) Act 1982 and other associated legislation. While every effort has been made to ensure accuracy these notes are for general guidance only and do not constitute legal advice. It is the responsibility of applicants and licence holders to ensure that they comply with statutory requirements, the conditions outlined in the schedule attached to a licence and any policy/ guidance notes issued by the Council.*

The application form is split into five different parts:-

- A. Personal Details including Driver Record/Driver Licence Summary
- B. Taxi/Licence Details
- C. Driving Capabilities
- D. Criminal Convictions
- E. Right to Work in the UK

**You must answer all of the questions and supply details where relevant otherwise your application will be returned to you. Your application cannot be processed until all the information is included on the form.**

### **A. Personal Details**

It is essential that your **full** personal details are supplied on the application form so that necessary Police checks can be undertaken swiftly and so your application can be processed as quickly as possible.

### **B. Taxi/Private Hire Licence Details**

**Grant of a Licence** - if you have never held a taxi driver or private hire driver's licence before or you do not currently have such a licence you need to apply for the **grant** of a licence. If you are applying for the **grant of a licence** you are asked questions on the form as to whether you have previously held a licence to drive or operate a taxi or private hire vehicle in the United Kingdom or whether you have been refused such a licence previously. Please note it is very important that you complete these questions fully.

**Renewal of Licence** - if you currently hold a taxi driver or private hire driver's licence which has not expired but is due to expire then you need to apply for a **renewal** of the licence.

Term of the licence: A full licence is generally granted for a period of 3 years although the licensing authority has the discretion to grant it for a shorter period.

## C. Driving Capabilities

Under this section of the form you are asked whether you currently hold a DVLA Driver's Licence and, if so, the details. Please note that the law requires you to have held a driver's licence for a continuous period of 12 months prior to making this application. If you have not held a driver's licence for this period the licensing authority will be unable to grant your application.

### **Medical**

It is a requirement of The Moray Council (TMC), as licensing authority, that all taxi/PH drivers meet DVLA Group 2 medical standards. This has been the case since November 2005 and it is a requirement designed to protect the public.

From 1<sup>st</sup> April 2018 the Council will rely on self-disclosure and, where necessary, GP or other medical professional reports to decide if a driver met Group 2 standards.

(Note that the Council has previously required all drivers to undergo a medical as part of the licence application process but this is no longer the case.)

It is the applicant's responsibility to certify that he/she does not have a medical condition that affects their ability to meet Group 2 medical standards for driving a taxi/PH vehicle. If the applicant can make that certification then they will not be referred for a medical. However, if he/she does disclose a relevant condition then a follow up will be necessary.

In that case it will be up to the applicant to demonstrate to the licensing authority that he/she meets Group 2 medical standards. That can be demonstrated in one of three ways:

- 1) through your own GP;
- 2) through the Council's occupational health provider;
- 3) through a current HGV / PSV / PCV driver's licence summary.

Where medical evidence is required it should be lodged with the application for a driver's licence.

Your application may be returned unprocessed if required information is not included with the application itself.

**If you are in any doubt as to whether you meet group 2 medical standards please see the DVLA website and consult your GP.**

#### **1) Choosing your own GP**

Your GP, or whichever doctor you choose, will be required to state that you, the proposed driver, meet group 2 medical standards. As the applicant you will need to produce SATISFACTORY \*\* evidence (see below) to the licensing authority with your application. Your GP may make a charge for this service. If you wish to use your own GP, or whomever you have chosen, it is up to you to commission and pay for this service.

\*\*SATISFACTORY evidence is a medical report from your own GP or another fully-qualified registered medical practitioner that specifically confirms that you meet DVLA Group 2 medical standards for driving. The following wording must be included: "I certify that ..... meets DVLA Group 2 medical standards for driving";

#### **2) Choosing the Council's OH provider**

Alternatively you can contact the Council's licensing section to arrange a medical with

a representative of the PAM Group. You will be required to pay the medical fee (£95) to the Council and the Council will pay PAM. PAM will provide you with details of what you must bring to the appointment. PAM will carry out the medical to confirm whether you meet Group 2 standards. A medical appointment is typically approximately 40-45 minutes. PAM will then provide the report to the Council and the Council will confirm the outcome to you.

### 3) DVLA driver licence summary

If your DVLA driver licence summary confirms that you have entitlement to drive HGVs / PCVs or PSVs or any other DVLA vehicle category which already requires you to meet DVLA Group 2 medical standards then the driver's licence summary is sufficient evidence and further checks are not necessary.

## General

NOTE Group 2 medical standards are of a higher standard than those required for a normal DVLA driving licence. To be satisfactory the medical report must specifically confirm that you meet Group 2 standards. A medical report that simply says:

“(name)..... is fit to drive” does not refer to or confirm Group 2 standards and is **not** acceptable. If evidence is not acceptable then you may be required to undergo a Council appointed medical anyway, for which an extra charge will be made (£95). You will still be responsible for any charge made by the GP.

The Council will only meet the medical charges where you have been asked to attend a medical by a professional nominated by the Council and this has been specifically agreed in advance with licensing staff.

We will do our best to process the application as quickly as possible. However, the requirement for a medical may increase the average licence processing time.

Where the medical flags up a more serious issue e.g. a heart problem then it may be necessary to refer you further to a specialist at Dr Grays. It may also be necessary to refer to the Licensing Committee for a final decision. There are processes in place to deal with these matters and please contact licensing staff.

Please note that medical self certification and/or medical evidence is a mandatory part of the licensing process. Any applicant who does not comply with these medical provisions will be refused a licence.

## ALL Medical Fees

All medical fees are the responsibility of the applicant.

**Data processing notice:** The Council's normal data processing notice applies. Please search the website for data protection. The Council follows a statutory process for licence applications and sharing data (including sensitive personal data) both internally and externally is a necessary part of that process. Internal agencies are other council services e.g. planning, building standards and environmental health. External agencies include police Scotland, Fire & Rescue Scotland and the public. Consultation on a licence application will include the exchange of personal information and sensitive personal information as part of the statutory process. Reports will be received by post and/or a secure method of electronic exchange. The Council will retain electronic and paper records in accordance with their records management procedures. Data subjects will have the right of access to personal data under the DPA and to medical records under the Access to Health Records Act 1990. By applying for the licence you agree to all consultations as described.

## IMPORTANT

Remember it is always **the applicant/driver's** responsibility to ensure that he/she meet Group 2 medical standards for the purpose of the taxi/PH driver's licence. It is also the licence holder's responsibility to notify the licensing authority of any change to his/her medical status (or any other circumstances) at any time during the currency of the licence.

## FURTHER INFORMATION

- For those who prefer to commission their own medical report, a link is provided here to the DVLA guide for medical professionals.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/526635/assessing-fitness-to-drive-a-guide-for-medical-professionals.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/526635/assessing-fitness-to-drive-a-guide-for-medical-professionals.pdf).

As already stated, the doctor MUST include the words "I certify that (name) meets DVLA Group 2 medical standards for driving".

- and the D4 questionnaire for the doctor to complete is here: <https://www.gov.uk/government/publications/d4-medical-examiner-report-for-a-lorry-or-bus-driving-licence>
- For your own interest and further information, there is a link to the Scottish Government Guidance that recommends we apply group 2 standards to Taxi/PH drivers. <http://www.gov.scot/Publications/2011/03/22134908/5>

## D. Criminal Convictions

This section asks whether you have ever been convicted of any crime or offence. Please note that this includes driving fixed penalties.

Full details of the need to disclose convictions appear on the website.

### **Unspent Convictions**

Unspent convictions must **always** be disclosed.

### **Spent Convictions**

The decision about whether or not a spent conviction should be disclosed will be determined by the Legal Adviser prior to the Committee Hearing. A spent conviction will be disclosed or it will not. The disclosure of spent convictions will be determined by reference to one of three categories:

- **Category 1 – Offences which must always be disclosed** (more serious offences – list in the website)
- **Category 2 – Offences which are to be disclosed subject to rules** ('the rules list') (list on the website). If an offence is on this list then consideration will be given to the age of the conviction and the age of the person at the time of the conviction.



The following table relates to convictions on the 'rules list' Age at Conviction

Age at Conviction	Period of disclosure	Treatment
18 years or older	15 years	No disclosure after 15 years
Younger than 18 years	7.5 years	No disclosure after 7.5 years

Where a spent conviction for an offence on the 'rules list' is less than 15 years old (or 7.5 years as appropriate for those convicted under the age of 18 years) then the disposal will also be taken into account.

Convictions that result in no punishment or intervention being imposed will not be disclosed; that is any conviction for which the court imposes a sentence of admonishment or absolute discharge or a discharge from a children's hearing.

Spent cautions issued by the Police in England, Wales and Northern Ireland will not be disclosed.

**Category 3 – Offences which will not be disclosed.** A spent conviction which is not on either lists in Categories 1 or 2 (after application of the rules list) will not usually be disclosed. Failure to disclose convictions is a criminal offence and any applicant failing to disclose a conviction may be reported to the Procurator Fiscal with a view to prosecution.

### **Driver Record/Driver Licence Summary**

You are required to provide us with a copy of your Driver Licence Summary, also referred to as Driver Record. To do so; you need to go online to the DVLA website. Here is the link:

<https://www.viewdrivingrecord.service.gov.uk/driving-record/licence-number>

You will need to input your driving licence number, National Insurance number and postcode.

Tick the box saying "I agree" then click on the "View Now" button. Click on the "Share your licence information" button at the top right hand side then click on the "Get a code" button. This will take you to a page which offers the choice "View, print or save your licence"; click on this button.

You need to print off the Licence Summary or save it and email it to us if you are making your application online, or include it with your paper application when you post it to us or hand it in at Access Point.

- **You must include the Licence Summary with your taxi/private hire driver licence application form when you apply to us.**

### **E. Right to Work in the UK**

From 1 December 2016, the Council has a statutory duty under the Immigration Act 2016 to check and verify that every applicant has the right to live in the UK and work as a taxi driver or private hire car driver. This check must be carried out irrespective of the nationality or ethnicity of the applicant.

As part of the application process you must provide certain original documents to evidence your right to live and work in the UK. If you cannot provide the required evidence your application cannot be granted. The types of document that can be accepted as evidence have been prescribed by the Home Office; the Council does not have discretion to accept documents other than those specified by the Home Office.

Appendix 1 of this guidance provides detailed information on this check. Please ensure you have read and understood this appendix before submitting your application. A link to Appendix 1 is here.

[Appendix 1](#)

These checks apply to all applications including applications for renewal of existing licences. If an existing licence holder cannot provide the necessary evidence, their licence cannot be renewed.

## **Fees**

Please refer to the Moray Council website for the list of current fees:

[http://www.moray.gov.uk/moray\\_standard/page\\_88652.html](http://www.moray.gov.uk/moray_standard/page_88652.html)

Please note: Licence fees are calculated on a cost recovery basis only. This means that, as far as possible, licence fees represent the actual cost to the Council of processing the licence application. Once a licence application has been processed, those costs have been incurred. If your application is refused or granted for a shorter period than you applied, the fee **will not be refunded or reduced**.

## **Other Information**

You are required to **sign** and **date** the declaration at the bottom of the application form. This is a very important part of the form and you should note that it is a criminal offence to make a false declaration for which you can be prosecuted.

Once you have completed the application form, you should submit it along with the appropriate fee, your driver licence summary, and documentary evidence of your right to work in the UK to:

Head of Legal and Democratic Services  
The Moray Council  
High Street  
Elgin  
IV30 1BX

### **Checklist:**

- Completed and signed application form
- Appropriate fee
- Copy of your Driver Record/Licence Summary
- Documentary evidence of Right to Work in UK

## **Please note:**

Your application will be copied to Police Scotland for their observations. If no objection or observation is made on your application by the Police within 28 days, the Council will proceed to issue your licence. If an observation or objection is received, your application will be referred to the Licensing Committee of the Council where elected Members will consider the matter. You will be given an opportunity to attend this meeting and put your case in support of your application.

If you have any queries please e-mail [licensing@moray.gov.uk](mailto:licensing@moray.gov.uk) or contact us on 01343 563456