

APPLYING TO BE A TAXI OR PRIVATE HIRE CAR DRIVER

Do I need a licence to drive a taxi or private hire car?

Yes. If you wish to drive a Taxi or Private Hire Car, you must have a licence to do this. This is called a taxi/private hire car driver's licence.

Why do I need a licence?

The licensing system is there to ensure public safety. Taxi and private hire car drivers are in a position of trust and will often have vulnerable people in their cars. It is important that people undertaking this work are suitable. Every person who applies for a licence is assessed to see if they are "fit and proper" to have a licence.

Who can apply?

To apply you must have held a full EU driving licence for a continuous period of not less than 12 months. If you have had your licence for longer than 12 months but been disqualified from driving you will need to have had your licence back for a continuous 12 month period before you can apply. If you do not hold an EU driving licence, please contact the licensing office for advice.

Is there an age limit?

No. However, if you are 65 years and over or your 65th birthday falls during the 3 year renewal period then you have to attend an annual medical. The cost of this is included in licence fees.

How do I apply?

An application form must be completed. Please also read the Guidance Notes which accompany the form. Please complete the form fully. The application form must be accompanied by 2 passport sized photographs and a DVLA mandate. This form is available from licensing and allows us to carry out a check of your driver record with DVLA.

You can send us your completed application or come into the licensing office.

When do I apply for a renewal of my licence?

An application form must be completed and submitted before the expiry of your current licence.

How long does a licence last?

A licence will generally last for either 1 year or 3 years. In some limited cases it might be granted for a period of less than one year. If you are 65 or over, you can only apply for a 1 year licence. That is because drivers 65 and over have to have an annual medical.

How much does it cost?

The application fee payable depends on the length of licence that you want. A one year licence is £110 and a three year licence is £165. The fees change every year so check with the licensing office before you send payment.

How can I pay?

Perth & Kinross Council accept cards, cash and cheque payments. Cheques should be made payable to Perth and Kinross Council. Card payments can be made over the phone or in person at the licensing office. Cash payments can be made at the licensing office. Please do not send cash in the post.

How long does it take for me to get a licence?

By law we have 6 months to deal with an application. However, we aim to deal with applications in around **6 weeks**. We cannot start to process your application until we have everything we need from you. Please use the checklist on the application form to make sure you have sent us everything.

If we receive objections or information about you from the police, or if you need to go for a medical then it will take longer to deal with your application. Licensing staff will try to give you an idea of how long things are likely to take.

I have applied for a licence – what happens now?

Your application is entered into our database. We then send your information to Police Scotland. We allow them 21 days to consider your application.

We send your DVLA mandate off to DVLA in Swansea and ask them to give us a copy of your driver record. This is so we can see whether you have road traffic convictions or points on your licence. The record might also tell us if you have ever lost your licence or had it suspended in any way (e.g. for medical reasons).

You will get an acknowledgement letter together with a receipt in respect of the licence fee submitted.

If you have declared a medical condition, or are 65 or over, then you will need to have a medical. If your condition relates to your eyesight we might ask you to get a report from your own optician. In other cases you will be asked to visit the Council's medical adviser.

Why do you send my application to the police?

Everyone who applies for a licence is assessed to make sure they are suitable to hold a licence. Part of that assessment involves looking at whether you have criminal convictions or whether the police hold other information about you which might suggest that you are not suitable. This is an important safeguard in protecting the public as many licence holders are in positions of trust or in jobs where public safety is very important.

What happens once you have all of the information you need?

Once we have responses back from the police and your driver record from DVLA, we can then decide whether to grant your licence. If there are objections from police or other information which means that licensing staff do not feel able to grant your licence, then your application will be sent to the Licensing Committee. There is more information about this process below.

What is the Licensing Committee and why would I need to attend?

The Licensing Committee is made up of Councillors. You would need to go to the Licensing Committee if your application could not be dealt with by staff in the licensing team. This is usually because an objection or representation has been received from the police.

The Committee only meets every 6 weeks. We have a separate leaflet about going to the Committee which you should read if you are asked to attend.

Why would a licence be refused?

The law allows us to refuse your application in certain circumstances. A decision to refuse a licence will only be made by the Licensing Committee, not licensing staff.

The most common reason for refusing to grant a licence is that the person is not suitable, or "fit and proper" to have a licence.

Do I receive a full refund if I am refused a licence?

No. This is because we have had to carry out all of the work we do to process your application. However, if you applied for a 3 years licence you will be refunded the difference between a 1 year and 3 year licence.

If I am not from the UK can I still get a licence?

Yes. However, if you have not lived in the UK for at least 10 years you will need to get a Certificate of Good Conduct or Criminal Record Certificate from your country of origin. This is so we can make sure we have the same information about your criminal record as we have for people who have lived in the UK for 10 years. You should contact your Embassy or Consulate to find out how to do this. If the information you get is not produced in English then you will need to arrange for it to be translated. You will have to meet the cost of getting this information, along with the cost of any translation.

Who should I contact if I have any further queries relating to taxi/private hire car driving licences?

Telephone 01738 475166 or e-mail civiclicensing@pkc.gov.uk

Where should I send my completed application?

Chief Executives – Legal Services
Perth and Kinross Council
Pullar House
35 Kinnoull Street
Perth

PH1 5GD