

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. 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 have 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.

Do I have to sit and pass a Knowledge Test to be a Taxi/Private Hire Car Driver?

You must pass a Knowledge Test to demonstrate your knowledge of Perth and Kinross (test given for the area operating from). The cost of the test is included in the application fee for a Taxi Driver/Private Hire Driver's licence. The test is based on knowledge of public buildings and local landmarks, routes, street names, Highway Code, Current Conditions for Taxi and Private Hire car drivers, arithmetic and miscellaneous questions with regard to the expected behaviour of a Taxi/Private Hire car driver.

Tests are carried out by the Licensing Team and take place every few weeks at Council Headquarters, 2 High Street, Perth. The test comprises six sections and has a total of 60 questions. One mark is given for each correct answer. In the first section applicants are asked to identify where public buildings and local landmarks are located. The second section requires the applicant to state which area street names are located within. The third section requires applicants to provide the shortest route between points within Perth and Kinross. The fourth section tests the applicants knowledge of the Highway Code. The fifth section asks questions on current Conditions for Private Hire and Taxi Driver and the final section asks general questions with regard to Taxi/Private Hire car driver behaviour and Arithmetical questions. The pass mark is 85%. Applicants are allocated one hour to complete the test.

Applicants who require a reasonable adjustment in terms of the Equality Act 2010, should contact the Licensing Team in writing by email or letter prior to making arrangements to sit the test.

If the test is failed on three occasions or you fail to turn up to sit the test then your application will be withdrawn and no refund will be given.

Is there an age limit?

No. However, if you are 65 years and over then you have to attend an annual medical and will be granted a licence for one year. The cost of the medical is included in licence fees. If your 65th birthday falls on the 3rd year of your renewal then you will be permitted to apply for a 3 year licence and attend a medical on the 3rd year.

How do I apply?

An application form must be completed. 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 hand it into 2 High Street, Perth PH1 5PH.

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 as drivers aged 65 and over must attend an annual medical.

What happens if my medical situation changes?

Should any medical condition arise or change during your licence term, you must notify the Licensing Department immediately.

How much does it cost?

The application fee payable depends on the length of licence that you want. A new licence application is £140 for a one year licence and £195 for a three year licence. A renewal application for a one year licence is £110 and a three year licence is £165. Please note that fees change annually.

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 (01738 475180) or in person at Pullar House. Cash payments can be made at a cash desk at Pullar House. 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.

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 28 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 be invited to attend an interview with Perth & Kinross Council Licensing Department to evidence your right to a licence; this may include staff at Perth & Kinross Council checking your immigration status with the home office. Please see appendices a and b for lists of acceptable documents for the right to a licence check.

You will be required to bring one or more of these original documents to your interview, where it will be checked, copied and retained for licensing purposes. If you wish more information on this please go to <https://www.gov.uk/government/organisations/uk-visas-and-immigration>.

Failure to attend a pre-arranged interview will result in your application being returned to you as invalid.

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 be required to attend a medical. If your condition relates to your eyesight we may ask you to obtain 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 we have all of the information we need?

Once we have received responses 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 the Licensing Department are unable 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 will be invited to attend the Licensing Committee if your application cannot be dealt with by staff within the Licensing Department. This is usually due to an objection or representation being received from the police.

The Committee meets every 6 weeks. We have a separate leaflet regarding attendance at 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 the Licensing Department. The most common reason for refusing to grant a licence is that the person is considered to be not suitable, or “fit and proper” to have a licence.

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

No as your licence has been fully processed. 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 01739 475180 or e-mail civiclicensing@pkc.gov.uk

Where should I send my completed application?

Corporate and Democratic Services – Legal and Governance Services
Perth and Kinross Council
2 High Street,
Perth
PH1 5PH.

Appendix A

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.
4.	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.
	A Registration Certificate or Document of Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
	A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
5.	A current Electronic Immigration Document (Biometric Residence Permit) Issued by the Home Office to the holder indicating that <i>the person</i> named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6.	A current 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 current 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, together with a document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer. An example of an Immigration Status Document is as follows:
8.	A full 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, together with an official document giving the person's permanent National Insurance number and their name & signed by a SOVA1111111111 agency or a private company.
9.	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with 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, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a private company.

List B: Restrictions on right to work In the UK	
1.	A current 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.
2.	A current 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.	<p>A current 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 to has a derivative right of residence.</p> <p>This guidance (link to page 18) provides further information on granting a non-European Economic Area national family members right to a licence.</p>
4.	A current 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, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
1.	A certificate of Application issued by the Home Office under regulation 17(3) of 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 less than 8 months old together with Verification from the Home Office Evidence and Enquiry Unit The licence may be granted for six months from the date of the Certificate of Application
.	A Verification issued by the Home Office Evidence and Enquiry Unit to you, which indicates that the named person may stay in the UK 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.

