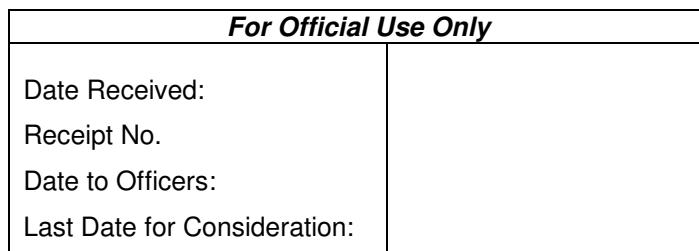


## APPLICATION FOR GRANT OF TAXI DRIVER'S LICENCE



**PARTICULAR ATTENTION SHOULD BE TAKEN WHEN DETAILING CONVICTIONS AND FIXED PENALTIES**

<b>1.(a)</b>	<b>Full Name of Applicant (including middle names)</b>	Surname	First Name(s)
(b)	<b>Address Details (including postcode)  Current Address</b>		
	Please enter the date you moved to your current address		
	If you have lived at this address for less than three years please state any other addresses you have resided at during this time and your period of residence at those addresses		
(c)	Date and Place of Birth		
(d)	National Insurance Number (See Note 9)	<div style="text-align:center;">[Grid]</div>	
(e)	Inland Revenue Unique Tax Reference Number (See Note 7)	<div style="text-align:center;">[Grid]</div>	
	Commencement Date	<div style="text-align:center;">[Grid]</div>	
	Is it Current?	YES/NO	
(f)	Daytime Telephone Number		
(g)	Name and Address of Next of Kin		
(h)	Driving Licence Number (As per DVLA Licence) where applicable	<div style="text-align:center;">[Grid]</div>	

2.	Please give name, address and Operator Number of Taxi Licence Holder who is to employ you.  NOTE: <u>Individual Operator not Company.</u>	OP _____
3.	If you are not a British National do you have the right to work in the UK	YES/NO
4.	Have you been refused a similar licence in the last year?	YES/NO If YES, give date
5.	Have you been convicted of any offences or have you been issued with any Fixed Penalty Notices?	YES/NO If YES, give details below. NB Details of ALL CONVICTIONS AND FIXED PENALTIES (CRIMINAL AND ROAD TRAFFIC) including spent convictions must be given.

#### Details of Convictions and Fixed Penalty Notices

**ALL CONVICTIONS AND FIXED PENALTIES (CRIMINAL AND ROAD TRAFFIC) INCLUDING ANY SPENT CONVICTIONS MUST BE LISTED BELOW EVEN IF YOU HAVE DISCLOSED THEM ON A PREVIOUS APPLICATION FORM. (IF NONE WRITE "NONE" IN LARGE TYPE).**

<u>Date</u>	<u>Court</u>	<u>Crime/Offence</u>	<u>Penalty</u>

#### DATA PROTECTION ACT 1998 - YOUR PERSONAL DATA

Dundee City Council respects your personal information and undertakes to comply with the Data Protection Act 1998. The personal data you have provided will be used to process the application in terms of the Act stipulated on this form. Your data may be disclosed to Tayside Police, other Council departments, the Department for Work and Pensions and Her Majesty's Revenue & Customs (HMRC) who are all involved in the processing of the application and elected members when considering the application. The data (with the exception of details of any convictions) will form a register which is open to public inspection. Dundee City Council is the registered Data controller. Any queries regarding the processing of your personal data by Dundee City Council should be directed to the Legal Manager, on (01382) 434000. A copy of the Council's Data Protection Policy can be obtained by writing to the Legal Manager, 21 City Square, Dundee DD1 3BY.

**Please read this declaration carefully before you sign and date it. We must protect the public funds we handle and so we will carry out checks against Dundee City Council's and the Department for Work and Pensions benefit records in order to check the accuracy of the information to prevent or detect crime or protect public funds in other ways as allowed by law. We will also ask HMRC to verify your unique tax reference (UTR) and its commencement date.**

**Further to the above the information you provide and any expected income you may gain from driving a taxi will be used to maximise the recovery of any debt that is owed to the Council.**

**We will not release information about you to anyone outside the Council unless the law allows us to do so.**

I declare that the information I have given on this form is correct and complete, that I will advise you of any other changes to the above and that I agree to this information being used for benefit fraud checks and any other checks as determined necessary to the Council. I also consent to the Department for Work and Pensions and Her Majesty's Revenue & Customs confirming the veracity of information supplied on this form.

Signature

.....

Name  
(BLOCK CAPITALS)

.....

Date

.....

Applicant/Agent  
(delete as appropriate)

.....

## PLEASE RETAIN THE FOLLOWING PAGES FOR INFORMATION

### APPLICANTS SHOULD READ THE UNDERNOTED CAREFULLY

#### NOTES

##### **1. False Statements**

Any person who in or 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 £500.

Particular attention should be taken when detailing convictions and fixed penalties. If unable to recall details, please obtain a subject access list from Police HQ, Bell Street. A nominal fee under the Data Protection Act 1998 may be incurred.

##### **2. Change of Address**

It is a condition of licence that any person who is the holder of a licence shall notify the Licensing Authority **immediately** on changing address.

##### **3. Renewal of Licence**

No notification will be given of the expiry of any licence granted, other than at the time of grant. It is the responsibility of the Licence Holder to ensure that any application for renewal of licence is submitted **prior to** the expiry of the existing licence.

##### **4. Lodging of Application**

This application can be lodged at the Licensing Office, 18 City Square or Dundee House, North Lindsay Street, Dundee.

**The Licensing Office cannot accept cash payments or payment by card. Cheques are accepted. Anyone lodging a form here and wishing to pay by cash or card will be issued with an invoice which will have to be paid at Dundee House.**

All forms of payment can be accepted at Dundee House.

The fee is £125, which is non-refundable.

##### **5. Police Test**

After seven working days from the lodging of the application you should contact the Cabs Enforcement Officer, Tayside Police (Telephone 434707) to arrange an appointment for interview and Police Test (see separate sheet). When attending the interview applicants **must produce** their DVLA Licence for examination.

Failure to pass this test at the third attempt will result in the application being recommended to the Licensing Committee for refusal.

An application for a Taxi Driver's Licence must be considered by the Licensing Committee within six months from the lodging date. If you have failed to pass the Police Test within this period the application will be recommended for refusal at the Licensing Committee and you could not re-apply for a period of twelve months.

**Please Note The application will not be processed until you have been interviewed by the Cabs Enforcement Officer.**

##### **6. Medical Certificate**

A licence will not be issued until a certificate signed by your Registered Medical Practitioner to the effect that you meet Group 2 standards as issued by the DVLA has been produced.

**Do not consult your Doctor until you have passed the Police knowledge test and have been formally advised that there are no objections to your application as your Doctor may charge for this service.**

##### **7 Unique Tax Reference Number**

Persons who operate their own business must register as self employed with HMRC within 3 months of setting up the business or they may be subject to a fine. Applicants will be issued with a 10 Digit Unique Tax Reference (UTR) Number that will remain with them for life. You will require to lodge original correspondence from HMRC which quotes your 10 digit UTR when lodging the application. If you do not have this your application will be processed but will not be considered competent until such time as correspondence from HMRC is produced. It takes HMRC no more than six weeks to issue the UTR. If after passing your street test, submitting a medical etc. you have still to produce your UTR you will be given a temporary licence only. This will run for a maximum period of six weeks and will then expire. This will afford you a final chance to register with HMRC. Thereafter if you have not produced the

UTR your application will go before the next available Licensing Committee at which members will be asked to decide if your application is incompetent. If they decide that the application is not competent it will not be considered and will fall. If you still wished to work as a taxi driver you would need to apply again, pay the fee, sit the test and produce a medical. There is no appeal to the Sheriff in these circumstances. You can register as self employed in person at the Tax Office at the Greenmarket, Dundee or by telephoning 0845 302 1484.

Taxi Drivers who work for another individual or company and who are not self employed ie they receive a wage and are liable to pay tax through the PAYE system need not register with the Inland Revenue but will have to submit evidence to this effect i.e. a payslip or P60. The same procedures for self employed taxi drivers as outlined above will apply to drivers receiving a wage.

**8. Driver Record Information - DVLA Form D796**

The attached form must be completed, signed and returned with your application. This allows the DVLA to release your Driver Record to us.

**9. National Insurance Number**

You can find this on payslips or letters from the Department for Works & Pensions or HM Revenue & Customs.

**We may need to see proof of your identity and National Insurance Number.**

# DUNDEE CITY COUNCIL KNOWLEDGE TEST

This consists of a four part written test for Taxi Drivers, as well as a multiple choice test based on the conditions of holding a licence.

In total you will be asked **100** questions of which you must answer **85** questions correctly, an overall passmark of **85%**.

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Part 1 will test your knowledge of pre determined routes and Streets throughout Dundee and will consist of **18** questions.

Part 2 will test your knowledge of Popular Venues within the City of Dundee and will consist of **21** questions.

Part 3 will test your knowledge of the Conditions of your licence and will consist of **13** questions (please note you must answer all 13 questions correctly or you will be required to resit this part again).

Part 4 will test your knowledge of the Highway Code and will consist of **30** questions of both written and multiple choice.

Part 5 will test your knowledge of Signs and will consist of **18** questions.

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Applicants are reminded that failure to pass Part 3 of the paper will result in the applicant having to resit that part again.

If you find you are having difficulty in passing the test, you may wish to withdraw your application and apply again.

This is because the Council must, by law, decide on your application within 6 months of you making it. If you have not passed the Taxi Knowledge Test within that time your application will be refused and then, also by law you are barred from re-applying for a year.

It will therefore protect your own interests to withdraw your application so that it cannot be refused. You may re-apply whenever you like.

**Please note there will be no refund of fees in these circumstances.**

## **EXAMPLES OF QUESTIONS AND ANSWERS**

### **PART 1 – ROUTES/STREET KNOWLEDGE**

Describe in writing the most appropriate route between the Railway Station and the destination including roundabouts, turnings etc.....

#### **FROM DUNDEE RAILWAY STATION TO...**

##### **ABERCROMBY STREET**

turn left into Riverside Drive, take 2nd exit from roundabout onto S.M/Gait, continue Dock St into B/Ferry Rd, 3rd exit from roundabout onto Dundee Rd West, continue into Dundee Rd, West Queen St, Queen St, Monifieth Rd and left into Abercromby St.

### **PART 2 - POPULAR VENUES**

1)	Dunlaw House Hotel	Union Terrace
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### **PART 3 - CONDITIONS**

**Q1 - What is the difference between a Private Hire driver and a Taxi Driver?**

☐ Nothing ☒ Private Hire can only carry pre booked passengers

### **PART 4 - HIGHWAY CODE**

1.	You can use a mobile phone whilst driving, without hands free when	
	a)	the car is travelling less than 25 miles per hour
	b)	the car is travelling less than 20 miles per hour
	c)	you are employed as a taxi driver and receiving a booking instruction
x	d)	never

### **PART 5 - STREET SIGNS**

1)		Double bend first to left
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**CONFIDENTIAL**  
**DUNDEE CITY COUNCIL**  
**MEDICAL CERTIFICATE**  
**TAXI/PRIVATE HIRE CAR DRIVER**

Full Name of Applicant  
(BLOCK CAPITALS)

.....

Address

.....

.....

Signature of Applicant

(to be signed in the presence of the Medical Practitioner signing this Certificate)

.....

**I CERTIFY** that I have this day examined the applicant, who has signed this form in my presence and who, in my opinion, meets the medical standards for a Group 2 Licence as outlined in the Guide to the Current Medical Standards of Fitness to Drive issued by Drivers Medical Group, DVLA, Swansea.

Signature of Registered  
Medical Practitioner

.....

Name  
(BLOCK CAPITALS)

.....

Address

.....

.....

Date

.....