

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

APPLICATION FOR GRANT OF A PRIVATE HIRE CAR DRIVER'S LICENCE

**For Official Use Only****Last Date for Consideration:**

Date Received:

Receipt No.

Date to Officers:

TO BE COMPLETED BY APPLICANT**ALL QUESTIONS MUST BE ANSWERED (IN BLOCK LETTERS)**

N.B. You must be over the age of 21 to apply for a Private Hire Car Driver's Licence, and must have held a full driving licence for a car for at least one year immediately prior to this application.

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

1. Full Name of Applicant (including middle names)	Surname		First Name(s)	
2. Home Address (including Postcode, Business Hours, Telephone Number - Mobile and Home)				
3. Age, Date and Place of Birth	Years	Date of Birth	Place of Birth	
Sex If female please state maiden name, if applicable	Male/Female			
4. National Insurance Number (See Note 10)				
5. Inland Revenue Unique Tax Reference Number (See Note 8)				
Commencement Date				
Is it Current?	YES/NO			
Daytime Telephone Number				
6. Name and Address of Next of Kin				
4. Driving Licence Number (As per DVLA Licence) where applicable				
5. Please give name, address and Operator Number of Private Hire Car Licence Holder who is to employ you. NOTE: Individual Operator not Company.	OP _____			

6. Doctor's Name and Address	
7. Have you been refused a similar licence in the last year?	YES/NO If YES, give dates
8. 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 (Please read carefully)

ALL CONVICTIONS AND FIXED PENALTIES (CRIMINAL AND ROAD TRAFFIC) INCLUDING SPENT CONVICTIONS MUST BE LISTED EVEN IF THEY HAVE BEEN PREVIOUSLY DISCLOSED ON A PRIOR APPLICATION FORM

<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 and other Council departments 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.

Further to the above the information you provide and any expected income you may gain from driving a private hire car 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 as determined necessary to the Council.

Date: _____ Signature: _____
Applicant/Agent

Address of Agent (if any) _____

PLEASE RETAIN THE FOLLOWING PAGES FOR INFORMATION

APPLICANTS SHOULD READ THE UNDERNOTED CAREFULLY

NOTES

1. Private Hire Cars Fitted with Taxi Meters

Please note that a Private Hire Car Driver's Licence only allows you to drive a private hire car which is **not** fitted with a meter. If you intend to drive a private hire car which **is** fitted with a meter you should apply for a **Taxi Driver's Licence**.

2. 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 subject access list from Police HQ, Bell Street. A nominal fee under Data Protection Act may be incurred.

3. 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.

4. 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.

5. 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.

The application will not be considered to be lodged until the fee has been paid.

An application cannot be considered unless you have held a full driving licence for a period of twelve months immediately preceding this application.

6. 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. Should the application be refused you cannot re-apply for a period of 12 months from the date of refusal.

An application for a Private Hire Car 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.

7. Medical Certificate

A licence will not be issued until a certificate signed by your Registered Medical Practitioner to the effect that you are physically fit to drive a cab is 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.

8. 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 your background checks are back 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 proceed with your application you would need to apply again and pay the fee. 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.

Anyone who works 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.

9. 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.

10. National Insurance Number

DUNDEE CITY COUNCIL

KNOWLEDGE TEST

This consists of a three part written test for Private Hire Drivers, followed by a multiple choice test based on the conditions of holding a licence.

In total you will be asked **125** questions of which you must answer **110** questions correctly, an overall pass mark of **88%**.

Paper 1 - Not applicable to Private Hire Drivers.

Paper 2 will test your knowledge of Popular Venues within the City of Dundee and will consist of **25** questions. To successfully complete Paper 2 you must answer **22** questions correctly, a pass mark of **89%**.

Paper 3 will test your knowledge of the Conditions of your Licence and will consist of **14** questions. To successfully complete Paper 3 you must answer all **14** questions correctly, a pass mark of **100%**.

Paper 4 will test your knowledge of the Highway Code and will consist of **32** questions of both written and multiple choice. To successfully complete Paper 4 you must answer **28** questions correctly, a pass mark of **88%**.

Paper 5 will test your knowledge of signs and will consist of **20** questions. To successfully complete Paper 5 you must answer **18** questions correctly, a pass mark of **90%**.

Applicants should note that failure to pass any one of the papers will result in the applicant having to resit the whole paper again. *Please be advised this will not be the same paper.*

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 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

PAPER 1 - NOT APPLICABLE TO PRIVATE HIRE DRIVERS

PAPER 2 - POPULAR VENUES

1)	Dunlaw House Hotel	Union Terrace
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PAPER 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

PAPER 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
✓	(d)	never

PAPER 5 - STREET SIGNS

1.		Double bend first to right
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CONFIDENTIAL
DUNDEE CITY COUNCIL
MEDICAL CERTIFICATE
TAXI/PRIVATE HIRE CAR DRIVER

A 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 completed Section A above and 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 and is fit to drive a taxi/private hire car.

B Signature of Registered
Medical Practitioner

.....

Name
(BLOCK CAPITALS)

.....

Address

.....

.....

Date

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