

City Chambers
DUNDEE
DD1 3BY

23rd March, 2026

Dear Colleague

I refer to the agenda of business issued in relation to the meeting of the **LICENSING COMMITTEE** to be held remotely on Thursday, 26th March, 2026 and now enclose the undernoted documentation which was not received at time of issue.

Yours faithfully

GREGORY COLGAN

Chief Executive

3 CIVIC GOVERNMENT (SCOTLAND) ACT 1982

- (c) REQUEST FOR CONDITION TO BE ADDED TO DRIVERS & OPERATORS LICENCES – REQUEST FOR DAILY/WEEKLY CHECKLISTS

An amendment to the Taxi Checklist from the Licensing Standards Officer is enclosed (**Appendix 1**) - **Page – 1**.

- (e) TAXI DRIVER'S LICENCE - NEW APPLICATIONS

| No | Name | Address |
|----|---------------|--------------------|
| 1 | Bryan Cumming | 11 Kettins Terrace |

A written submission from the applicant is enclosed (**Appendix 2**) - **Page – 3**.

- (f) TAXI OPERATOR REQUESTS FOR EXTENSION OF TIME TO PLACE VEHICLE ON SERVICE

| No | Name | Address |
|----|----------------------|------------------|
| 1 | Dundee Taksi Limited | 25 Hillside Road |

A written submission from the Taxi Operator is enclosed (**Appendix 3**) - **Page – 7**.

The Committee may resolve under Section 50(A)(4) of the Local Government (Scotland) Act 1973 that the press and public be excluded from the meeting for the undernoted items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 3, 6 and 9 of Part I of Schedule 7A of the Act.

8 CIVIC GOVERNMENT (SCOTLAND) ACT 1982

(b) PUBLIC ENTERTAINMENT LICENCE – SUSPENSION HEARING

(f) TAXI OPERATOR'S – SUSPENSION HEARINGS



Executive Director
City Development

Dundee House,
50 North Lindsay Street, Dundee DD1 1LS

If calling, please ask for Daniel Garven
Desk No; 01382 433705
Mobile no; 07985878549

Email: daniel.garven@dundee.gov.uk

Our Ref:

Your Ref:

Date:
19/03/2026

Vehicle Checklist to be used on a daily basis to be added to Taxi Driver/Private Hire Driver Conditions.


We have looked at the vehicle checklist (**Appendix 4**) that has been suggested to be used on a daily basis by drivers as a part of their conditions for the abovenamed licences.

We would request the checklist to be amended to **all drivers of the vehicles** rather than the first driver of the day. This ensures every driver is aware of the status of the vehicle before commencing their shift and any subsequent faults would be discovered much earlier and we would know who the driver was on that particular shift.

Daniel Garven
Licensing Standards Officer (Civic).



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 Outlook

Re: Licensing Committee - 26th March 2026

From B B <[REDACTED]>
Date Mon 23/03/2026 13:49
To licensing.board <licensing.board@dundeecity.gov.uk>



Hey Pam , thanks again for reaching out as I wasn't receiving any of your emails

Below is an attachment of my Svq and medical certificates, I am still waiting on my UTR number from HMRC unfortunately has held me back from getting on the road .

As explained on the phone I won't be able to attend the meeting on Thursday unfortunately as I am away for professional pool tour event, would be able to reschedule for some time next week.

Thanks
Sent from my iPhone

On 23 Mar 2026, at 12:06, licensing.board <licensing.board@dundeecity.gov.uk>
wrote:

Hi Bryan,

As per telephone conversation please find attached letter.

Kind Regards

Pamela

Licensing Department,
Dundee City Council, 21 City Square, Dundee DD1 3BY
Email : licensing.board@dundeecity.gov.uk
Tel : 01382 434444

From: licensing.board <licensing.board@dundeecity.gov.uk>
Sent: 22 March 2026 12:08
To: [REDACTED]
Subject: Fw: Licensing Committee - 26th March 2026

Good afternoon,

As per previous e mail, please can you advise if you are attending the Licensing Committee on Thursday.

Kind Regards

Pamela

Licensing Department,
Dundee City Council, 21 City Square, Dundee DD1 3BY
Email : licensing.board@dundeecity.gov.uk
Tel : 01382 434444

From: licensing.board <licensing.board@dundeecity.gov.uk>
Sent: 17 March 2026 09:50
To: [REDACTED]
Subject: Fw: Licensing Committee - 26th March 2026

Good morning,

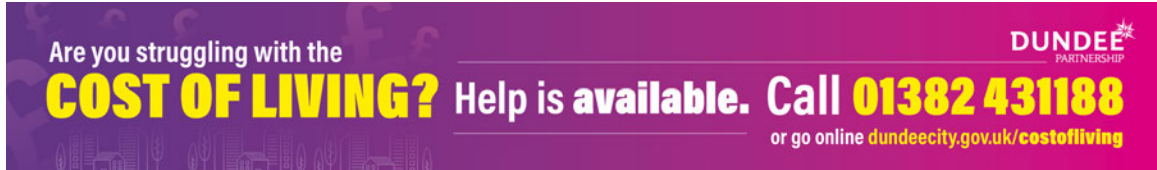
Please find attached letter regarding the above.

Thanks

Pamela

Licensing Department,
Dundee City Council, 21 City Square, Dundee DD1 3BY
Email : licensing.board@dundeecity.gov.uk
Tel : 01382 434444

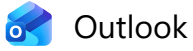
"Do not open these types of documents from people you do not know since they might contain macros that will allow malicious code to be executed in your machine. Thanks."



Are you struggling with the **COST OF LIVING?** Help is available. Call **01382 431188** or go online dundeecity.gov.uk/costofliving

DUNDEE PARTNERSHIP

<Bryan Cumming.doc>



Re: Licensing Committee - 26th March 2026

From Muhammad Junaid
Date Tue 17/03/2026 15:03
To licensing.board <

Hi,
I would like to take part by way of written submission

I am looking for car it's very expensive trying to find something in decent price

Best Regards,
M Junaid

On 13 Mar 2026, at 10:19, licensing.board <licensing.board@dundeecity.gov.uk>
wrote:

Good morning,

Please find attached letter regarding the above.

Thanks

Pamela

Are you struggling with the **COST OF LIVING?** Help is available. Call **01382 431188** or go online dundeecity.gov.uk/costofliving

DUNDEE PARTNERSHIP

City Chambers
DUNDEE
DD1 3BY

20th March, 2026

Dear Colleague

I refer to the agenda of business issued in relation to the meeting of the **LICENSING COMMITTEE** to be held remotely on Thursday, 26th March, 2026 and now enclose the undernoted documentation which was not received at time of issue.

Yours faithfully

GREGORY COLGAN

Chief Executive

The Committee may resolve under Section 50(A)(4) of the Local Government (Scotland) Act 1973 that the press and public be excluded from the meeting for the undernoted items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 3, 6 and 9 of Part I of Schedule 7A of the Act.

8 CIVIC GOVERNMENT (SCOTLAND) ACT 1982

(j) TAXI OPERATOR – REQUEST FOR SUSPENSION HEARINGS

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City Chambers
DUNDEE
DD1 3BY

18th March, 2026

Dear Colleague

The undernoted members are requested to attend a **MEETING** of the **LICENSING COMMITTEE** to be held remotely on Thursday, 26th March, 2026 at 10.00am.

Members of the Press or Public wishing to join the meeting should contact Committee Services on telephone (01382) 434211 or by email at committee.services@dundeecity.gov.uk by no later than 5.00pm on Tuesday, 24th March, 2026.

Please submit any apologies for absence to Laura Cunningham, Committee Services Officer, on telephone (01382) 434211 or email laura.cunningham01@dundeecity.gov.uk.

Yours faithfully

GREGORY COLGAN

Chief Executive

COUNCILLORS

Jimmy BLACK
Kevin CORDELL
Stewart HUNTER

Roisin SMITH
George McIRVINE

Wendy SCULLIN
Pete SHEARS
Daniel COLEMAN

AGENDA OF BUSINESS

The Committee is reminded of the quasi-judicial nature of the meeting and that in accordance with Standing Order No 34(4) only those members who are present during the whole of the proceedings may take part in the deliberation.

1 DECLARATION OF INTEREST

Members are reminded that, in terms of The Councillors Code, it is their responsibility to make decisions about whether to declare an interest in any item on this agenda and whether to take part in any discussions or voting.

This will include all interests, whether or not entered on your Register of Interests, which would reasonably be regarded as so significant that they are likely to prejudice your discussion or decision-making.

2 LICENSING SUB-COMMITTEE – MINUTES OF MEETING

The minutes of meeting of the Licensing Sub-Committee held on 24th February, 2026 and 9th March, 2026 are attached for noting **(Appendix 1) - Pages 1 and 3.**

3 CIVIC GOVERNMENT (SCOTLAND) ACT 1982

(a) NEW APPLICATIONS GRANTED UNDER DELEGATED POWERS

PUBLIC ENTERTAINMENT – TEMPORARY APPLICATIONS

| No | Name | Location | Date of Event |
|-----------|-------------------------------------|------------------------------|----------------------------------|
| 1. | AUGB Dundee | City Square | 22/02/2026 |
| 2. | Cathedral Church of St Paul, Dundee | St Paul's Cathedral and Hall | 06/03, 27/03, 17/04 & 08/05/2026 |

TAXI OPERATOR FULL VOLUME ELECTRIC - NEW APPLICATION

| No | Name | Address |
|-----------|------------------|------------------|
| 1 | Hybrid Taxis Ltd | 25 Hillside Road |

(b) BRIEFING NOTE ON POLICE ROADSIDE TAXI TESTING OPERATION – 7TH FEBRUARY, 2026 & 6TH MARCH, 2026

A copy of the report is attached **(Appendix 2) – Page 5** and a list of the failed vehicles **(Appendix 3) – Page 7.**

(c) REQUEST FOR CONDITION TO BE ADDED TO DRIVERS & OPERATORS LICENCES – REQUEST FOR DAILY/WEEKLY CHECKLISTS

A request has been made by the LSO's to add a condition to the drivers and operator conditions to include a checklist to be completed by the drivers of the vehicle before starting shift – copy attached **(Appendix 4) - Page 9.**

An objection has been received from RMT – copy attached **(Appendix 5) - Page 11.** An email has been received from Chris Elder **(Appendix 6) - Page 13** and Tom Shaw **(Appendix 7) - Page 15.**

(d) PRIVATE HIRE DRIVER'S LICENCE - NEW APPLICATION

| No | Name | Address |
|-----------|-----------------|-----------------------------|
| 1 | Singh Baljinder | 210 Selsey Road, Birmingham |

The applicant has failed to submit medical, SVQ, UTRN and image for badge in the prescribed time.

(e) TAXI DRIVER'S LICENCE - NEW APPLICATIONS

| No | Name | Address |
|-----------|---------------|--------------------|
| 1 | Bryan Cumming | 11 Kettins Terrace |

The applicant has failed to provide medical, SVQ, UTRN, image for badge and name an operator in the prescribed time.

| | | |
|---|--------------|--------------------|
| 2 | Sanat Ghatak | 66 Ballindean Road |
|---|--------------|--------------------|

The applicant has failed to provide UTRN and name an operator in the prescribed time.

| | | |
|---|---------------|---------------------|
| 3 | Paul McGregor | 13 Annandale Avenue |
|---|---------------|---------------------|

The applicant has failed to provide medical in the prescribed time.

(f) TAXI OPERATOR REQUESTS FOR EXTENSION OF TIME TO PLACE VEHICLE ON SERVICE

| No | Name | Address |
|-----------|----------------------|------------------|
| 1 | Dundee Taksi Limited | 25 Hillside Road |

Two extensions have been granted for plate OP2012E.

| | | |
|---|------------------------|--------------|
| 2 | Muhammad Absaar Younis | Bullionfield |
|---|------------------------|--------------|

Two extensions have been granted for plate OP2020E - this is a new WAV Electric plate.

| | | |
|---|--------------|-----------------------|
| 3 | LMLK Limited | 16 Applecross Gardens |
|---|--------------|-----------------------|

Two extensions have been granted for plate OP2021E - this is a new WAV Electric plate.

| | | |
|---|---------------|--------------------|
| 4 | John McGuckin | 173 Tweed Crescent |
|---|---------------|--------------------|

Two extensions have been granted for plate OP609E.

4 HOUSING (SCOTLAND) ACT 2006

(a) HOUSES IN MULTIPLE OCCUPATION - NEW APPLICATIONS - DELEAGTED

The undernoted applications have been received:-

| No | Name | Person Responsible | Address |
|-----------|------------------------------|------------------------------|---------------------|
| 1 | Herbhill Property Ltd | DJ Alexander | 2A Lambs Lane |
| 2 | West One Residential Limited | West One Residential Limited | 24 South Tay Street |

(b) HOUSES IN MULTIPLE OCCUPATION - NEW APPLICATION

| No | Name | Person Responsible | Address |
|----|----------------------------------|--------------------|---------------------|
| 1 | Walker Craven Properties Limited | Easylets Ltd | 54 Rosefield Street |

A letter of representation from PSSU is attached (**Appendix 8**) - **Page 17**. A copy of the overprovision report – copy attached (**Appendix 9**) - **Page 19**.

5 CIVIC GOVERNMENT (SCOTLAND) ACT 1982, (LICENSING OF SHORT-TERM LETS) ORDER 2022

(a) SHORT TERM LET – NEW APPLICATION - DELEGATED

| No | Name | Person Responsible | Address |
|----|------------|--------------------|----------------------|
| 1 | CG Horizon | CG Horizon | 1/2, 56 Provost Road |

(b) SHORT TERM LET – NEW APPLICATION

| No | Name | Person Responsible | Address |
|----|-----------------|--------------------|---------------------|
| 1 | Mohammed Zaveri | Mohammed Zaveri | 2A Glenagnes Street |

The Licensing Committee at its meeting held on 26th February, 2026 agreed to defer the application to allow for outstanding works to be carried out. A letter of representation from PSSU is attached (**Appendix 10**) - **Page 21**.

The Committee may resolve under Section 50(A)(4) of the Local Government (Scotland) Act 1973 that the press and public be excluded from the meeting for the undernoted items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 3, 6 and 9 of Part I of Schedule 7A of the Act.

6 ANTISOCIAL BEHAVIOUR ETC (SCOTLAND) ACT 2004, PART 8 - HOUSING: REGISTRATION OF CERTAIN LANDLORDS

(a) RENEWAL APPLICATION

7 CIVIC GOVERNMENT (SCOTLAND) ACT 1982, (LICENSING OF SHORT-TERM LETS) ORDER 2022

(a) SHORT TERM LET – NEW APPLICATION

8 CIVIC GOVERNMENT (SCOTLAND) ACT 1982

(a) FIREWORKS – REQUEST FOR VARIATION

(b) PUBLIC ENTERTAINMENT LICENCE – SUSPENSION HEARING

(c) TAXI DRIVER'S LICENCE - NEW APPLICATIONS

(d) TAXI DRIVER'S LICENCE - SUSPENSION HEARINGS - MEDICAL

(e) PRIVATE HIRE OPERATOR'S – SUSPENSION HEARING

(f) TAXI OPERATOR'S – SUSPENSION HEARINGS

(g) PRIVATE HIRE OPERATOR AND TAXI DRIVER'S LICENCE – SUSPENSION HEARINGS

(h) TAXI DRIVER'S LICENCE – RECALL OF SUSPENSION HEARING

(i) TAXI DRIVER'S – REQUEST FOR SUSPENSIONS

(j) TAXI OPERATOR – REQUEST FOR SUSPENSIONS

At a MEETING of the **LICENSING SUB-COMMITTEE** held at Dundee on 24th February, 2026.

Present:-

Councillor Stewart HUNTER
Baillie Willie SAWERS
Councillor George McIRVINE

Councillor Stewart HUNTER, Convener, in the Chair.

Unless marked thus * all items stand delegated.

The Convener agreed that the undernoted item of business be considered as a matter of urgency in terms of Standing Order No 17(b) in view of the timescales involved.

The Sub-Committee resolved under Section 50(A)(4) of the Local Government (Scotland) Act 1973 that the press and public be excluded from the meeting for the undernoted item of business on the ground that it involved the likely disclosure of exempt information as defined in paragraphs 3, 6 and 9 of Part I of Schedule 7A of the Act.

I DECLARATION OF INTEREST

No declarations of interest were made.

II CIVIC GOVERNMENT (SCOTLAND) ACT 1982

(a) TAXI OPERATOR'S LICENCE AND TAXI DRIVER'S LICENCE – REQUEST FOR IMMEDIATE SUSPENSION

There was submitted a letter of information from a Licensing Standards Officer relative to the alleged conduct of A K during the currency of their Taxi Operator's Licence and Taxi Driver's Licence.

The Sub-Committee gave consideration to the content of the letter. Thereafter, having heard the representative of the Chief Constable and consideration of the advice of the Legal Officer, the SubCommittee agreed that the Taxi Driver's Licence held by A K be suspended with immediate effect and that a suspension hearing be held in due course in relation to the fitness of A K to be the holder of a Taxi Operator's Licence and Taxi Driver's Licence.

Stewart HUNTER, Convener.

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APPENDIX ...1...

At a MEETING of the **LICENSING SUB-COMMITTEE** held at Dundee on 9th March, 2026.

Present:-

Councillor Stewart HUNTER
Councillor Roisin SMITH
Councillor George McIRVINE

Councillor Stewart HUNTER, Convener, in the Chair.

Unless marked thus * all items stand delegated.

The Convener agreed that the undernoted item of business be considered as a matter of urgency in terms of Standing Order No 17(b) in view of the timescales involved.

The Sub-Committee resolved under Section 50(A)(4) of the Local Government (Scotland) Act 1973 that the press and public be excluded from the meeting for the undernoted item of business on the ground that it involved the likely disclosure of exempt information as defined in paragraphs 3, 6 and 9 of Part I of Schedule 7A of the Act.

I DECLARATION OF INTEREST

No declarations of interest were made.

II CIVIC GOVERNMENT (SCOTLAND) ACT 1982

(a) PUBLIC ENTERTAINMENT LICENCE – REQUEST FOR IMMEDIATE SUSPENSION

There was submitted a letter of information from a Licensing Standards Officer relative to the alleged conduct of Company M during the currency of their Public Entertainment Licence.

The Sub-Committee gave consideration to the content of the letter. Thereafter, having heard the representative of the Chief Constable and consideration of the advice of the Legal Officer, the Sub-Committee agreed that the Public Entertainment Licence held by Company M be suspended with immediate effect and that a suspension hearing be held in due course in relation to the fitness of Company M to be the holder of a Public Entertainment Licence.

Stewart HUNTER, Convener.

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APPENDIX ...2...

Briefing Note on Police Roadside Taxi Testing Operation

| | |
|----------------|--|
| Subject: | Dundee Taxi Police Roadside Operation |
| Briefing note: | Dundee Taxis roadworthiness Strategy |
| Officer | Fraser Crichton, Corporate Fleet Manager |

1 Background

The corporate fleet presently tests over 600 Dundee taxis annually at its Marchbanks workshop with qualified MOT mechanics enforcing Dundee City Council's taxi vehicle test of fitness incorporating the DVSA vehicle roadworthy guidance and the cities taxi licensing regulations.

Dundee City Council licensed taxis have for many years registered a 50% failure rate on their annual taxi test which bench marked against neighbouring local authorities 13% Angus 5% Fife highlights a concerning high level of failure in the city.

Dundee City Council has introduced several policies around testing procedures to try to reduce the high failure rate and although initially it had an effect the number has returned to its previous high levels.

In May 2025, a pilot project partnership was introduced by Dundee City Council's Corporate Fleet and Licencing departments along with Police Scotland to try and address the issues around the city's taxis roadworthiness. The pilot project introduced random roadside vehicle testing and was deemed a success with useful operational lessons on deployment learnt. Over 50% of the taxis tested failed.

2 Saturday 7th February Roadside Testing Operation

In December 2025 Police Scotland approached Dundee City Council to investigate a discussed follow up roadside operation on the taxi trade. The pilot was a similar approach with Police Scotland Traffic Police stopping random taxis on the cities taxis ranks and escorting them to the council's underground garage where two qualified council mechanics tested the vehicles with support from licensing and Police Scotland officers.

The roadside operation took place on Saturday 7th February 2026 between 4pm and 7pm. During this period 20 taxis were inspected, 12 taxis failed the test with their licence plates being removed and placed out of service until failures were rectified and inspected at Marchbanks workshops.

3. Failed Taxis (Attached Spreadsheet)

Six of the failed taxis related to inoperative lights on their vehicle with a seventh not carrying a required fire extinguisher in the vehicle.

Five taxis failed on more serious vehicle violations. Reports will go to Licencing Board.

1 x Inoperative Headlight

1 x Defective Brakes

2 x Illegal tyre treads

1 x No MOT certificate

4.Outcome

The taxi roadside testing involving Dundee City Council and Police Scotland was a highly successful co-operative operation that was very effect for 3 hours

The operation was stopped at 7pm as many taxis had taken themselves out of service with the assumption that their vehicle may fail the test. It was decided to finish roadside testing as the public were unable to gain access to any taxis in the town centre during inclement weather conditions.

5.Future Recommendations

On a small sample of 20 random taxi tests ,60% of the vehicles had to be taken out of service with five serious failures further highlighting the necessity to continue this programme.

With continued Police Scotland support we are looking to repeat this operation later this year to improve the taxi's roadworthiness in the city.

6 Friday 6th March Roadside Testing Operation

On the 23rd of February a review of the month's roadside taxi testing took place between Police Scotland and the Council. It was decided that due to high number of failures that a further operation taking a bigger sample number would be beneficial given the concerning number of serious failures

It was therefore agreed that learning from the 7th of February that we would add an additional testing lane and have two separate testing times anticipating that we only have a window of 90 mins before the taxi ranks in Dundee would be completely empty due to the operation.

On Friday 6th March 2026 roadside testing was set up between 5pm-6.30pm and 9.15pm-10.30pm. Within these two periods 44 taxis were roadside inspected with 21 of the taxis failing and having their taxi operation plates removed from their vehicles.

7 Failed Taxis (Attached Spreadsheets)

14 taxis failed for a variety of defects which are highlighted

Seven taxis failed on more serious vehicle violations. Reports will go to Licencing Board.

3 x Illegal tyre treads

2 x Engine Management Warning Indicator

1 x Major Engine Oil Leak

1 x Meter Out/Multiple defects/Repeat test failure

7 further taxis were issued with tyre limit advisory notices.

8. 2026 Operations.

| | |
|-----------------------------|------------|
| Roadside Taxis Tested | 64 |
| Taxi Test Failures | 33 (51.5%) |
| Committee reported failures | 12 (18.7%) |

APPENDIX ...3...

Taxi Testing Random Testing Failures Saturday 07/02/26

| Failure Details | Plate removed /retest required. | Further Action |
|--|---------------------------------|--|
| Roof Sign Light not working, No Name Drivers Door | Yes/Visual Only | |
| No Tarrif Sticker/N/S/R Door Trim Missing/O/S/R Tyre illegal | Yes | Charged illegal Tyre, 3 points/ fined Report to Licensing |
| Both No Plate lamps out/No fire Extinguishers/No Cargo Net | Yes/Visual Only | |
| No O/S/F Side light/O/S Light ,ABS Warning Light On/N/S/F Brake Pipe Twisted | Yes | Brakes defective ,report to licencing Board |
| No Brake light /Interior Light , Windscreen Objects | Yes/Visual Only | |
| No N/S Headlight Bulb | Yes | Headlight Beam Test |
| Brake Light W/OP | Yes/Visual Only | |
| Front No Plate Insecure/Damage to O/S/R Bumper + Reflector | Yes/Visual Only | |
| Interior Light In/Op & Loose / No Cargo Net | Yes/Visual Only | |
| No N/S/F,no plate lamp/Rear Tyres below legal limit/Tailgate not secure | Yes | Charged illegal Tyres, 6 points/£100 fine Report to Licensin |
| No Fire Extinguisher | Yes/Visual Only | |
| Out of MOT | Yes | No MOT Report to Licensing |

OSR & NSR Handbrake lever return spring missing from caliper
 Oil Leak covering Engine & Gearbox
 N/S Bracket on tailgate end pod broken & hanging

Taxi Testing Random Testing Failures Friday 06/03/26

| Failure Details | Plate removed /retest required. | Further Action |
|--|---------------------------------|---|
| High Level break light out,no cargo need | Yes/Visual Only | |
| Rear No plate bulb out,No Washer Fluid,Incorrect time on meter,no cargo net,no fire extinguisher,no door seal,rear window sticker | Yes | Multiple Items failed,Report to Licencing |
| Horn inoperative,no parcel shelf or cargo net,taxi roof light malfunctioning | Yes | |
| Rear door bumper insecure,RSD trim missing,Tyre pressure warning light on,no cargo net | Yes | |
| Vehicle boot unable to be used as full of rubbish,extremely dirty and unclean | Yes/Visual Only | |
| Engine Management Warning Light On, End cap on back bumper,OS/R Bumper Damaged | Yes | Engine Management Warning Light On -Report to Licencin |
| Tyre pressure warning light on | Yes/Visual Only | |
| Hazard warning light swtch insecure | Yes | |
| No WAV grab handles | Yes | |
| Number plate light /Spare wheel in boot loose insecure | Yes/Visual Only | |
| N/S/F Window wlper not working | Yes/Visual Only | |
| OF/R Taillight Lamp not working,rear inside door jamimg | Yes | |
| Major engine oil leak ,rear interior light in-operative,No WAV grab handles | Yes | Major oil leak/No WAV grab handles - Report to Licencing |
| O/S Front Tyre illegal/taxi roof sign inoperative,inter roof light inoperative,no cargo net,O/S rear number plate bulb inoperative | Yes | Charged illegal Tyre, 3 points/£100 fine Report to Licensin |
| offside front suspension drop-link burst,no cargo net | Yes | |
| OS/F Front CV boot split and leaking oil | Yes | |
| Engine Management Warning Light On, OS/F Bumper insecure,Damage to rear bumper ,dent on tailgate,engine oil leak,no cargo net,Roof light inoperative | Yes | Engine Management Warning Light On -Report to Licencin |
| Both front tyres illegal through to the cord,windscreen washers inoperative | Yes | Charged illegal Tyre, 6 points/fined Report to Licensing |
| Tyre pressure warning light on,no cargo net,Both no plate lights out,rear door rubber seal damaged | Yes | |
| Both rear tyres illegal,front tyres wearing on inner edges | Yes | Charged illegal Tyre, 6 points/fined Report to Licensing |
| O/S Rear no plate bulb out /Glue residue on front bumper/NS rear door rubber split | Yes | |

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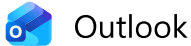
| | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|
| Damage to bodywork | | | | | | | | | |
| Oil / Water levels / leaks | | | | | | | | | |
| Brake / Clutch fluid levels | | | | | | | | | |
| Steering | | | | | | | | | |
| Taxi Meter Seal (if meter fitted) | | | | | | | | | |
| Mirrors | | | | | | | | | |
| Clean-Interior/Exterior | | | | | | | | | |
| Seat Belts | | | | | | | | | |
| Lifts and Hoists (wheel chair access vehicle) | | | | | | | | | |

End of week sign off by Operator.

Operator Signature: Print Name:

Date:

This form must be kept by the Operator for inspection by Licensing Standards Officer/Licensing Office & Police Scotland for 12 months.



Re: Daily/Shift checks of taxi/PHC.

From DundeeTaxi

Date Wed 18/02/2026 12:12

To licensing.board <

(

1 attachment (25 KB)

daily-and-weekly-vehicle-check-sheet.docx;

Hi

The RMT Dundee taxi branch had its branch meeting last night and a few things were brought up including this Daily/Shift checklist.

After a very long discussion the members voted overwhelmingly
To reject this policy.

The first thing they brought up was why this has not been put to liaison committee first where the problems would be aired.

For example if you start very early in the morning how can you complete that list (levels speedo and so on.

With this format if the vehicle has two drivers on it.

The responsibility falls on one driver.

One of our officers who is an instructor of the SVQ course has also said that you are taught to do a walk round before you start your shift.

So with an overall majority we are asking for this to go back to liaison committee for discussion with other trade union and representatives of the trade to discuss.

As it stand ,we at the RMT will object to this format.

Cheers willie.

On 13 Feb 2026, at 17:13, licensing.board <licensing.board@dundeecity.gov.uk>
wrote:

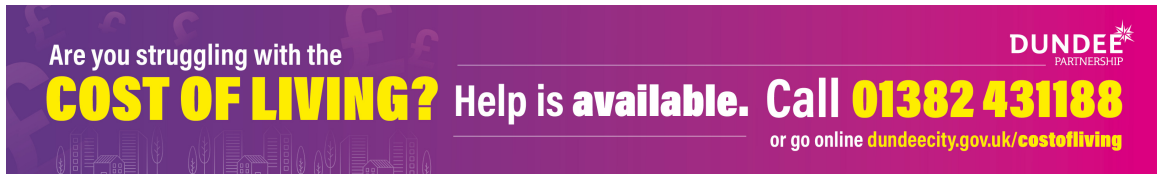
Hi,

We are planning on adding this to the operator's licences conditions in May so that drivers check the vehicles upon entering the vehicles on a daily weekly basis. Its has came to light that this not being done regularly.

Can you send me back any comments or objections you have by Monday 17th March 2026 as we are planning on asking the Licensing Committee on 26th March 2026 to approve this as a condition.

Thanks Lisa

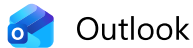
Licensing Department,
Dundee City Council, 21 City Square, Dundee DD1 3BY
Email : licensing.board@dundeecity.gov.uk
Tel : 01382 434444



Are you struggling with the **COST OF LIVING?** Help is available. Call **01382 431188** or go online dundeecity.gov.uk/costofliving

DUNDEE PARTNERSHIP

The banner features a purple background with white and yellow text. On the left, there are faint icons of buildings and trees. The Dundee Partnership logo is in the top right corner.



Check list for operators and drivers

From Chris Elder <

Date Thu 05/03/2026 09:02

To Lisa Archibald

Hi Lisa we had our taxi /private hire branch meeting yesterday at unite the union offices and discussed the proposed check list for operators and drivers the members voted against the proposal for a check list the reason being is that they had to sign the document and this could lead to them losing their badge operators licence .

The SVQ qualifications covers the first use checks on vehicles and every driver knows how to check a vehicle before the start of a shift .

The feeling from members was that a better way to make sure that operators whose vehicles fail taxi /private hire tests should be put on 4 monthly tests this would then make sure persistent offenders would make sure vehicles where up to standard .

The other issue was what would be the penalty for drivers and operators if they sign the check list and something goes wrong during the shift and the vehicle gets pulled in for an inspection .

We don't mind random inspections we do think it is good practice in fact members did say they would like to see Lso officers out more often checking badges /vehicles

There where discussions around the removal of plates from vehicles if they failed an inspection we feel that an out of service stickers on the rear passenger window would have been a better solution this used to happen .

Operators now have to pay for another plate for their vehicle and don't get the plate back that was removed during inspection and have to pay again for a plate

I have contacted Fraser to ask for a meeting to discuss the situation but unfortunately Fraser has refused to have a meeting I have asked Fraser for details of Frasers manager so we can discuss the situation but Fraser hasn't sent any details yet .

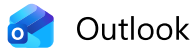
Fraser did explain that he only attends liaison council meetings and will not meet individual unions or associations .

We would like a liaison meeting to discuss the first use check and other issues affecting members of the taxi /private hire trade and their members could licensing arrange a liaison meeting as soon as possible before any decisions are taken by the licensing committee thanks

Kind Regards

Chris Elder unite the union taxi/ private hire branch secretary rep

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DAILY SHIFT CHECKS TAXI/PHC

From Tom Shaw <

Date Mon 16/02/2026 19:16

To licensing.board <

Hi there's something going around about Daily checks on Taxi/PHC, I think this is a good idea but was wondering how this can be monitored. I have PSV license and when taking a bus out there is a booklet for daily checks e.g lights tyres, seatbelts etc For this to be monitored and filled in daily by the drivers and operators I would like to put forward that the council would have to do more random checks not only on ranks but spot checks at various locations around town and in the housing schemes.

I've also noticed that the dress code is well out of line as set out in the T&C'S of the licence holder. I hope this email is useful to improving the taxi fleet in our city.

I appreciate your time in reading this.

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CHANGING FOR THE FUTURE

Memorandum

| | | |
|----------|---|--------------------|
| To | SENIOR ELECTORAL SERVICES & LICENSING OFFICER, SUPPORT SERVICES | |
| From | Gabrielle Hayes – Ext. 6842 | |
| Our Ref | GH/PC HMO/3276 | |
| Your Ref | | |
| Date | 11 March 2026 | |
| Subject | Housing (Scotland) Act 2006 - Part 5 54 Rosefield Street– Walker Craven Properties Limited 26 March 2026 Licensing Committee | (5 persons) |

In respect of the above application, I would make the following representation in regard to a licence being issued for a house in multiple occupation to the period 30 September 2028:

- The following items identified on PSSU's report, dated and sent on 18 Sept 2025 remain outstanding:
 1. Kitchen - The laminate covering on the cupboard doors is starting to peel away and requires to be repaired or replaced.
- No objections have been received from the Building Standards Section of the City Development Department, Environment Department or Scottish Fire and Rescue Service.
- The last scheduled Committee for this application to be determined is 30 April 2026.

GABRIELLE HAYES
PRIVATE SECTOR SERVICES MANAGER

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**Housing in Multiple Occupancy
Licensing Committee Provision
Report**

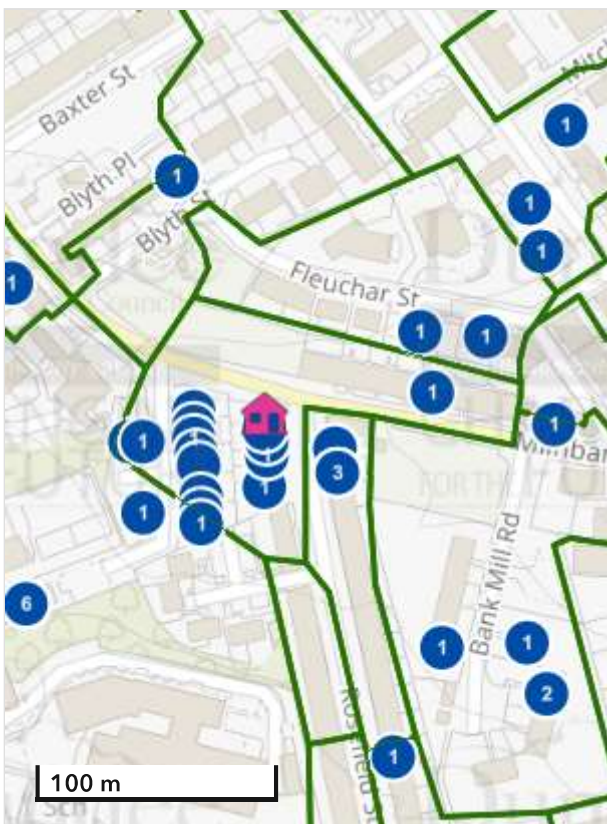
**54 Rosefield Street, DUNDEE, DD1 5PS
(UPRN:009059088977)**

This property lies within the 60QJ000031 output area. The maximum HMO licences for this area is 9(rounded down to nearest whole number).

There are 14 legally operating qualifying HMO licences. That is **18%** of the residential properties in this area

There are 3 pending qualifying HMO licences, so in total there are 17 qualifying HMO licences (operating+pending)

There are 0 HMO licenses available in this area.



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Property Address



Legally Op & Qualifying



City Centre



Census Output Areas 2001



Please note that the information provided in this report represents a summary of the level of concentration of Houses in Multiple Occupation (HMO's) in the Census Output Area (COA) concerned as at the date and time printed above. The data listed may change by the time applications for a licence fall to be considered by the Licensing Committee. This report is intended to assist prospective applicants for licences (and potential objectors to applications for licences) to make their own assessment as to whether or not overprovision of licences in the COA may be a consideration when any such application comes to be

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Memorandum

| | | |
|----------|--|--------------------|
| To | SENIOR ELECTORAL SERVICES & LICENSING OFFICER, SUPPORT SERVICES | |
| From | Gabrielle Hayes – Ext. 6842 | |
| Our Ref | GH/PC STL/DD00278N | |
| Your Ref | | |
| Date | 11 March 2026 | |
| Subject | Civic Government (Scotland) Act 1982 (Licensing Of Short-term Lets) Order 2022 2A Glenagnes Street, Dundee – Mr Mohammed Zaveri SECONDARY LETTING 26 March 2026 Licensing Committee | (8 persons) |

In respect of the above application, I would make the following representation in regard to a licence being issued for a house in multiple occupation to the period 31 January 2029:

- The following required certification remains outstanding:
 1. It was identified on 04 February that confirmation from the insurer is required that the buildings insurance covers the short term let activity.
- Building Standards are awaiting submission of a Building Warrant for the electrical works in relation to the emergency lighting.
- No objections have been received from the Food Safety & Health & Safety Section of City Development or the Scottish Fire and Rescue Service.
- This application was received on 09 July 2025 and the last scheduled Committee for this application to be determined is 26 March 2026.

GABRIELLE HAYES
PRIVATE SECTOR SERVICES MANAGER