



**APPLICATION FOR THE GRANT OR RENEWAL OF A TAXI OR PRIVATE HIRE OPERATOR LICENCE**

PLEASE READ GUIDANCE NOTES SUPPLIED BEFORE COMPLETING FORMS

**A. PERSONAL DETAILS**

Full Name .....

Home Address .....

.....

.....

Post Code .....

Tel. No ..... Mobile.....

Email .....

Date of Birth ..... Age.....

Place of Birth .....

Do you intend to operate the vehicle yourself? YES / NO

Business/Trading Name .....

**B. BUSINESS DETAILS**

Full Name of Business .....

Address of Registered  
or Principal Office .....

.....

.....

Post Code .....

Tel. No .....

Email .....

Nature of Business Firm/Partnership  Limited Company  Organisation

**Full details of all Directors or Partners of the business (continue on a separate sheet if required)**

Full Name .....

Home Address .....

.....

.....

Post Code .....

Tel. No ..... Mobile.....

Email .....

Date of Birth ..... Age.....

Place of Birth .....

Full Name .....

Home Address .....

.....

.....

Post Code .....

Tel. No ..... Mobile.....

Email .....

Date of Birth ..... Age.....

Place of Birth .....

Full Name .....

Home Address .....

.....

.....

Post Code .....

Tel. No ..... Mobile.....

Email .....  
Date of Birth .....Age.....  
Place of Birth .....  
**Full details of the employee responsible for the day to day management of the business**  
Full Name .....  
Home Address .....  
.....  
Post Code .....  
Tel. No .....Mobile.....  
Email .....  
Date of Birth .....Age.....  
Place of Birth .....

**C. LICENCE DETAILS**

Tick one box only    Taxi Grant        Taxi Renewal      
                                 Private Hire Grant        Private Hire Renewal   

**If Renewal**

Licence Number .....    Plate No.....  
Current Vehicle Reg.....

**If not a Renewal:**

Has the vehicle ever previously been licensed as a taxi  
in this area or any other area in the UK?    YES / NO

If Yes Area .....  
      Dates and duration of licence .....  
      Reason no longer licensed .....

**If not a Renewal**

Have you previously been refused a licence to drive or operate a taxi in this area or any other area of the UK? YES / NO

If Yes Area .....  
Reason for refusal(s) .....  
Date(s) of Refusal .....

**If Grant or Renewal (Taxis Only)**

In which zone do you wish to operate? (N.B. No zones applicable to Private Hire)

Tick one only      Zone 1 (Elgin)                       Zone 2 (Outwith Elgin)

**D. VEHICLE DETAILS**

Registration Number .....

Date of first registration    Day.....    Month .....    Year.....

Description of Vehicle    Make.....    Model.....

                                         Colour.....    CC Rating.....

                                         No of Passenger Seats.....

                                         Chassis No.....

**Registered Owner of the Vehicle**

Name .....

Address .....

Post Code .....

Address of premises where vehicle is to be kept

Address .....

Post Code .....

**E. CRIMINAL CONVICTIONS**

Have you or anyone named in this application **ever** been convicted of **any** crime or offence YES / NO

Including driving endorsements or penalties?

You must provide details below of all relevant convictions (including road traffic offences) recorded against you. Provide details of all convictions, even those considered “spent” under the Rehabilitation of Offenders Act 1974, unless they are “protected” convictions in accordance with Article 2A of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2015. If you are unsure what a “protected” conviction is you should seek independent legal advice.

If you are declaring that you have **no** such convictions please write “None” .....

If yes, details .....

.....

.....

See Guidance Notes for reference to “spent convictions”

**F. RESIDENCE OUTSIDE THE UK**

Since being born have you or anyone named in this application lived outside the UK for a continuous period of 12 months or more? YES / NO

If you have answered YES please provide details of all the countries in which you have lived. Please continue on a separate sheet if required.

Country of Residence.....From .....To.....

Country of Residence.....From .....To.....

Country of Residence.....From .....To.....

Country of Residence.....From .....To.....

For each country you have lived in the last 10 years you are required to provide a Criminal Record Check. Please refer to the guidance for further details of the documentation you are required to provide.

**Declaration**

I declare that the particulars given by me on this form are true and I hereby make application to Moray Council for the grant or renewal of the licence applied for.

Signature of applicant .....Date .....

Or

Signature of Agent on behalf of applicant .....Date .....

Agents Address .....

**NB. It is an offence for any person to make any statement which he knows to be false in this application or in connection with the making of this application**

**Data Protection** - The Moray Council / Licensing Board is the data controller for this process. Information about you on this form will be used to process your licensing application. In processing your application, the information may be shared between Council departments, other agencies and the public where necessary and/or in accordance with statute. The Council / Board has a duty to process your information fairly. Information we hold must be accurate, up to date, is kept only for as long as is necessary and is otherwise shared only where we are legally obliged to do so. You have a legal right to obtain details of the information that we hold about you. For full terms please visit [Licensing Privacy Statement](#). For full Data Protection policy, information and rights please see [www.moray.gov.uk/dataprotection](http://www.moray.gov.uk/dataprotection) .



## TAXI/PRIVATE HIRE OPERATOR LICENCE GUIDANCE NOTES FOR APPLICANTS

### Disclaimer

These notes have been prepared as an outline of the licensing provisions in connection with taxi/private vehicle licences introduced by the Civic Government (Scotland) Act 1982. While every effort has been made to ensure accuracy these notes are for general guidance only and do not constitute legal advice. It is the responsibility of applicants and licence holders to ensure that they comply with the provisions of the Act, any statutory instruments and thereunder, the conditions outlined in the schedule attached to your licence and any policy / guidance notes issued by the Council.

The application is split into 5 different parts

- A Personal Details**
- B Business Details**
- C Licence Details**
- D Vehicle Details**
- E Criminal Convictions**
- F Residence Outside the UK**

### **A or B Personal or Business Details**

It is essential that your full personal **OR** business details are supplied on the application for so that the necessary Police checks can be undertaken swiftly and so your application can be processed as quickly as possible.

The licence will be issued in the name of the applicant so please choose carefully. Please **DO NOT** complete both personal and business details.

If you apply in the name of a business then: (a) you must have the appropriate authority to make the application: and (b) there is space to insert personal details of directors against the business.

We will use the first details entered. If the licence is issued in the name of an individual then it cannot be transferred. If you intend to apply on behalf of a business you would need to apply again and pay another fee. The fee is for processing and cannot be refunded.

### **C Licence Details**

Grant of a Licence – If you have never held a taxi/private hire licence before or you do not currently have such a licence you need to apply for the **grant** of a licence.

Renewal of a Licence – If you currently hold a taxi/private hire licence which has not expired but is due to expire then you need to apply for a **renewal** of the licence.

Temporary Licence – This only lasts for a period of 6 weeks and cannot be renewed. However if you apply for the grant of licence before the temporary licence expires then the temporary will continue in force until your application for the grant of a licence has been determined.

A licence is generally granted for a period of 3 years although the licensing authority has the discretion to grant it for a shorter period.

If you are applying for the **Grant of a Licence** you are asked questions on the form as to whether you have previously held a licence to drive or operate a taxi or private hire vehicle in the United Kingdom or whether you have been refused such a licence previously. Please note that it is very important that you complete these questions fully.

## D Vehicle Details

Whether it is a Grant or Renewal you should complete all the details requested for the vehicle you wish to be licensed.

If it is a renewal, we can renew the licence for the vehicle currently listed.

If you wish to renew but would like a different vehicle to be licensed, or if after renewal you wish to substitute another vehicle, then you need to complete another application form for the substitution of the vehicle.

## E Criminal Convictions

This section asks whether you have ever been convicted of any crime of offence. Please note that this includes driving fixed penalties.

Full details of the need to disclose convictions appear on the website.

### Unspent Convictions

Unspent convictions must **always** be disclosed.

### Spent Convictions

The decision about whether or not a spent conviction should be disclosed will be determined by the Legal Adviser prior to the Committee Hearing. A spent conviction will be disclosed or it will not. The disclosure of spent convictions will be determined by reference to one of three categories:

- **Category 1 – Offences which must always be disclosed** (more serious offences – <http://www.moray.gov.uk/downloads/file103787.pdf>)
- **Category 2 – Offences which are to be disclosed subject to rules** ('the rules list') (<http://www.moray.gov.uk/downloads/file103787.pdf>). If an offence is on this list then consideration will be given to the age of conviction and the age of the person at the time of conviction.

The following table relates to convictions on the 'rules list' Age at Conviction

Age at Conviction	Period of Disclosure	Treatment
18 years or older	15 years	No disclosure after 15 years
Younger than 18 years	7.5 years	No disclosure after 7.5 years



Where a spent conviction for an offence on the 'rules list' is less than 15 years old (or 7.5 years as appropriate for those convicted under the age of 18 years) then the disposal will also be taken into account.

Convictions that result in no punishment or intervention being imposed will not be disclosed; that is any conviction for which the court imposes a sentence of admonishment or absolute discharge or a discharge from a children's hearing.

Spent convictions issued by the Police in England, Wales and Northern Ireland will not be disclosed.

- **Category 3 – Offences which will not be disclosed.** A spent conviction which is not on either lists in Categories 1 or 2 (after application of the rules list) will not usually be disclosed. Failure to disclose convictions is a criminal offence and any applicant failing to disclose a conviction may be reported to the Procurator Fiscal with a view to prosecution.

## **F Residence outside the UK**

If you are making an application you, or anyone named in the application must provide evidence of your criminal history:

- **If you were born in the UK** but have lived in any other country within ten years prior to your application for a continuous period of twelve months or more you must provide a Criminal Record Check for all those countries for the relevant period(s)
- **If you were born out with the UK** you must provide a Criminal Record Check from your country of origin for the time of residence there IF it was in the last ten years, unless you left that country without reaching the criminal age of responsibility. You must also provide a Criminal Record Check from any other country in which you have resided for a continuous period of twelve months or more in the ten years prior to application.

**In all cases**, the Criminal Record Checks provided must

- have been obtained within the six months immediately prior to submitting your application; and
- be translated into English; and
- be verified by the relevant UK-based Embassy or High Commission

Process for obtaining Criminal Record Checks -

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

**Note:** The certificate must be produced before the licence can be granted. Whilst it is desirable for the applicant to produce the certificate with the application, it is not a strict requirement. This is so any applicant having difficulties will not be disadvantaged by delays to processing the application. At the applicants choosing, the application can be accepted as valid without the convictions evidence but the evidence should be provided as soon as possible. In this way the convictions evidence will be a check rather than a validation. Applicants should still note, however, that the licence cannot be granted without the evidence having been produced. Therefore if the application is approaching the 9 month time limit without the evidence been produced, the application may be refused for failure to comply with administrative provisions.

If you are experiencing difficulties in obtaining a certificate then please contact the licensing team to discuss your options. It may be possible to accept alternative evidence, for example: evidence of checks having been carried out by another government body; affidavits; or character references.

In cases where it is not possible to provide any satisfactory evidence, the application will be referred to the Licensing Committee for a decision. Therefore the application may be delayed pending the outcome of a hearing.

## **General Information**

### **Vehicle Testing**

If you are applying for the **grant** of a licence, it is your responsibility to contact Fleet Services at Ashgrove Road, Elgin to arrange to have the vehicle tested. If you are applying for a **renewal** of an existing licence, Fleet Service will contact you when your vehicle next requires testing

Legal and Democratic Services  
Moray Council  
High Street  
Elgin  
IV30 1BX

along with the appropriate fee.

Your application will be copied to Police Scotland, the Scottish Fire and Rescue Service and the Chief Planning Officer for their observations. If no objection or observation is made on your application within 21 days, the Council will proceed to issue your licence. If an observation or objection is received, your application will be referred to the Licensing Committee of the Council where elected Members will consider the matter. You will be given an opportunity to attend this meeting and put your case in support of your application.

### **Fees**

Please refer to the Moray Council website for the list of current fees.

If you have any queries please e-mail [licensing@moray.gov.uk](mailto:licensing@moray.gov.uk) or contact us on 01343 563027.

**N.B. It is an offence for any person to make any statement which he knows to be false in this application or in connection with the making of this application**