



**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

.....

.....

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 YES / NO
continuous period of 12 months or more?

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.....FromTo.....

Country of Residence.....FromTo.....

Country of Residence.....FromTo.....

Country of Residence.....FromTo.....

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.

APPLICATION CHECKLIST

Tick (✓)	Document Required
	Application Fee
	Moray Council Taxi Test With Fleet Services
	Overseas Criminal Record check evidence (if applicable)

ANY MISSING DOCUMENTATION WILL RESULT IN THIS APPLICATION BEING RETURNED AS INVALID AND NOT CONSIDERED BY MORAY COUNCIL

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 applicantDate

Or

Signature of Agent onDate
behalf of applicant

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 .