



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

PLEASE READ [GUIDANCE NOTES](#) SUPPLIED BEFORE COMPLETING FORM

A. PERSONAL DETAILS

Full Name

Home Address

.....

.....

Post Code

Tel. No Mobile.....

Email

Date of Birth Age.....

Place of Birth

B. LICENCE DETAILS

Tick one box only Taxi ☐ Private Hire ☐

Tick one box only Grant ☐ Renewal ☐

Company, name and address of operator whose vehicle you will drive

.....

If Renewal:

Tax Check Code

Previous Badge Number

.....

If not a Renewal:

Have you previously been licensed to drive or operate a Taxi or Private Hire vehicle in this area or any other of the UK? YES / NO

If Yes

Area

Dates and duration of licence

Reason no longer licensed

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

If Yes

Area

Reason for refusal(s)

Date(s) of Refusal

C. DRIVING CAPABILITIES

How long have you been driving motor vehicles? years

Do you hold a full drivers licence? YES / NO *

Driver No

Period of Current Driving Licence from..... to

Class(es) of vehicle permitted

**see the guidance note on Driver Record below and print off your licence summary to attach.*

Do you have a medical condition that would prevent you from meeting DVLA Group 2 medical standards?** YES / NO

***For additional guidance on Group 2 medical standards see the Council taxi licensing and DVLA websites*

Do you have diabetes? YES / NO

Do you have a heart condition? YES / NO

Do you have any other medical condition and / or disability? YES / NO

If yes to any of the above please describe and submit a Group 2 Medical Report with your renewal or new application:

.....

.....

.....

Are you receiving any medication/medical attention in connection with this condition? If so describe

.....

.....

Describe the effect this may have on your fitness to drive a Taxi or Private Hire Vehicle.

.....

.....

Do you have a medical condition which would prevent you carrying a guide dog or assistance dog in your vehicle? YES / NO

DRIVER RECORD

As well as answering YES/NO above, you are required to provide us with a copy of your Licence Summary, also referred to as Driver Record. To do so, you need to go online to the DVLA website. Here is the link: <https://www.viewdrivingrecord.service.gov.uk/driving-record/licence-number>

You will need to input your driving licence number, National Insurance number and postcode.

After you have entered this click on the 'I agree' box then click on 'view now'. On the next screen click on the box at the top right saying 'Get your check code'. Then click on 'Get a code' then click on 'Print'. The page that comes up is the page we need.

You must include the Licence Summary with your taxi/private hire driver licence application form when you apply to us.

D. CRIMINAL CONVICTIONS

Have you **ever** been convicted of **any** crime or offence including driving endorsements or penalties? YES / NO

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”

E. RIGHT TO WORK IN THE UK

Do you have the right to live **and** work in the UK as a taxi driver or private hire car driver? YES / NO

Please note that we will check this as part of the application process – see Guidance Notes for details of this check.

F. RESIDENCE OUTSIDE THE UK

Since being born have you 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.....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
	DVLA Summary Document
	2 Forms of ID (See Guidance Notes) ○ Part A – Evidence obtained to verify Name ○ Part B – Evidence obtained to verify Address
	1 Digital Passport Style Colour Photograph (for your ID Badge)
	Tax Check Code (If applicable)
	Group 2 Medical Report (if applicable)
	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 they know 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 .