



**VARIATION OF TAXI DRIVER'S LICENCE OR
PRIVATE HIRE DRIVER'S LICENCE
OR NOTIFICATION OF MATERIAL CHANGE IN CIRCUMSTANCES**

A. - CURRENT LICENCE DETAILS - Please provide details of the licence you currently hold

- Tick one box only :
 Taxi Driver ☐
 Hire Driver ☐
- Badge No.

B. - NEW PERSONAL DETAILS - Complete if you wish your licence to be varied to reflect a change in your personal details

Full Name

Home Address

.....

.....

Post Code

Tel. No Mobile.....

Email

Date of Birth Age.....

Place of Birth

C DRIVING CAPABILITIES - Complete if there has been a material change in circumstances

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, describe.....

.....

.....

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

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

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

D CRIMINAL CONVICTIONS

Have you been convicted of **any** crime or offence including driving endorsements or penalties since your licence was granted? 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".

DRIVER RECORD

Do you hold a full driver's licence? YES/NO

Driver Licence No:

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Period of Driving Licence from to

Class(es) of vehicle permitted

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.

Then you will need to tick the box “Start Now” followed by the box “Share your licence information”. Follow the instructions to get your code and **print off your Licence Summary**.

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

Data Protection Act 1998 - The Moray Council will use the information about you on this form to process your licensing application. In processing your application, the information you have provided may be shared between Council departments and with other agencies where necessary. By signing this form you consent to the Council sharing your information in this way. The Council has a duty to process your information fairly and in accordance with the provisions of the Data Protection Act 1998. We will ensure that the information we hold is 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 and you can do so by making a “subject access request”. A request of this kind should be made in writing to the PPR & Communications Officer, Corporate Policy Unit, the Moray Council, High Street, Elgin. The Council has a Data Protection Policy which can be viewed at www.moray.gov.uk

I declare that the particulars of the change in circumstances given by me on this form are true and/or I hereby make application to The Moray Council for a variation of my licence.

Signature of applicant or agent

Date.....

Agent's Address.....

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