West Lothian Council	CIVIC GOVERNMENT (SCOTLAND) ACT 1982 SECTION 13 APPLICATION FOR THE GRANT/ RENEWAL* OF TAXI/PRIVATE HIRE CAR* DRIVER'S LICENCE *DELETE AS APPROPRIATE

INFORMATION SUPPLIED ON THIS FORM WILL BE HELD ON COMPUTER AND APPLICANTS ARE ADVISED THAT IN PROCESSING THIS APPLICATION BACKGROUND CHECKS WILL BE MADE WHICH MAY INCLUDE REFERENCE TO PERSONAL DATA HELD ON COMPUTER

FOR OFFICAL USE ONLY

DATE OF APPLICATION		DEADLINE FOR FINAL DECISION	
DATE TO T.E.C.		DATE TO COMMITTEE	
FEE PAID		DATE OF COMMITTEE MEETING	
RECEIPT NUMBER		DECISION	
DEADLINE FOR INITIAL DECISION		DATE APPLICATION DETERMINED	

IMPORTANT - ALL QUESTIONS MUST BE ANSWERED

QUESTION 1 – PERSONAL DETAILS

FIRST NAME	MIDDLE NAME(S)	SURNAME
AGE	DATE OF BIRTH	PLACE OF BIRTH
PREVIOUS NAME(S)		

LENGTH OF TIME RESIDENT IN THE U.K.	NATIONALITY
PERMANENT ADDRESS	PREVIOUS ADDRESS
POST CODE	POST CODE
TIME RESIDENT AT THIS ADDRESS	
TELEPHONE NUMBER	MOBILE NUMBER

QUESTION 2 – DRIVING LICENCE DETAILS

HAVE YOU HELD A FULL DRIVING LICENCE ISSUED UNDER THE ROAD TRAFFIC ACT 1988 DURING ANY CONTINUOUS PERIOD OF 12 MONTHS, PRIOR TO THE DATE OF THIS APPLICATION?			YES/NO*
HOW LONG HAVE YOU BEEN DRIVING MOTOR VEHICLES?			
DRIVER NUMBER			
LICENCE VALID FROM	LICENCE VALID TO	GROUPS COVERED	

QUESTION 3 – LICENCE HISTORY

DO YOU CURRENTLY HOLD A HIRE CAR DRIVER'S LICENCE ISSUED BY WEST LOTHIAN COUNCIL?	YES/NO*
IF YES, WHAT IS YOUR LICENCE NUMBER AND RENEWAL DATE?	
HAVE YOU EVER APPLIED FOR, AND BEEN REFUSED A TAXI OR PRIVATE HIRE CAR DRIVER'S LICENCE BY ANY COUNCIL?	YES/NO*
IF YES, WHICH COUNCIL REFUSED THE LICENCE?	
WHEN WAS IT REFUSED?	
HAVE YOU EVER HELD A TAXI OR PRIVATE HIRE CAR DRIVER'S LICENCE WHICH WAS SUSPENDED OR REVOKED?	YES/NO*
IF YES, WHICH COUNCIL SUSPENDED OR REVOKED THE LICENCE?	

QUESTION 4 – PREVIOUS CONVICTIONS

(a) HAVE YOU BEEN CHARGED WITH ANY CRIME OR OFFENCE OF ANY NATURE BUT NOT YET DEALT WITH? (THIS IS NOT RESTRICTED TO ROAD TRAFFIC OFFENCES)	**YES/NO***
(b) HAVE YOU EVER BEEN CONVICTED OF ANY CRIME OR OFFENCE IN ANY COURT IN THE UNITED KINGDOM? (THIS IS NOT RESTRICTED TO ROAD TRAFFIC OFFENCES)	**YES/NO***
(c) HAVE YOU EVER BEEN GIVEN ANY FORM OF OFFICIAL WARNING, CAUTION OR ORDERED TO PAY A FIXED FINE OR COMPENSATION IN RELATION TO ANY OFFENCE? (THIS WOULD INCLUDE FINES/COMPENSATION OFFERED BY THE PROCURATOR FISCAL)	**YES/NO***
(d) HAVE YOU HAD YOUR DVLA LICENCE ENDORSED WITH ANY OFFENCE OR PENALTY?	**YES/NO***

IF YES PLEASE COMPLETE THE DETAILS IN THE BOX BELOW AND CONTINUE ON A SEPARATE SHEET IF REQUIRED

DATE	COURT	OFFENCE	SENTENCE/PENALTY

ALL CRIMES AND OFFENCES MUST BE DECLARED **INCLUDING** ANY CONVICTIONS AND PENALTIES WHICH ARE SPENT IN TERMS OF THE REHABILITATION OF OFFENDERS ACT 1974 (see notes)

* DELETE AS APPROPRIATE

QUESTION 5 – HEALTH

ALL INFORMATION SUPPLIED WILL BE USED ONLY IN CONNECTION WITH THE PROCESSING OF THIS APPLICATION

1. Do you or have you ever suffered from OR received medical treatment in relation to any of the following conditions?

(there is no need to identify the conditions you suffer from, please just answer **YES or NO** below*)

heart problems including angina, high blood pressure or irregular heartbeat;

sudden attacks of giddiness or fainting;

episodes of falling asleep without warning;

drug or alcohol misuse or dependency;

disease of the nervous system;

serious joint or muscle problems

diabetes;

epilepsy;

tumour;

serious head injury;

eyesight problems;

hearing problems;

psychiatric problems **YES/NO***

2. Have you ever had a conviction related to drugs or alcohol? **YES/NO***

3. Are there any other medical conditions, mental or physical likely to interfere with the discharge of your duties as a hire car driver? **YES/NO***

4. Are you currently taking or been prescribed medication from your doctor? **YES/NO***

PLEASE ENSURE THAT YOU HAVE COMPLETED ALL FOUR ANSWERS AS APPROPRIATE. INCOMPLETE FORMS CANNOT BE PROCESSED. ANY APPLICANT WHO MAKES A FALSE STATEMENT ON THIS APPLICATION FORM IS GUILTY OF A CRIMINAL OFFENCE

DECLARATION BY APPLICANT

I declare that the particulars given by me on this form are correct to the best of my knowledge and belief. I enclose my current DVLA driving licence.

DATE	SIGNATURE OF APPLICANT

CERTIFICATE BY TAXI/PRIVATE HIRE CAR* OPERATOR

I CERTIFY THAT THE ABOVE NAMED APPLICANT, IF GRANTED A LICENCE, WILL DRIVE A TAXI/PRIVATE HIRE CAR* OPERATED BY ME.

NAME	ADDRESS

DATE	SIGNATURE OF OPERATOR LICENCE NUMBER

PLEASE NOTE: - THIS APPLICATION WILL NOT BE ACCEPTED UNLESS ACCOMPANIED BY THE CORRECT FEE AND YOUR DVLA LICENCE (BOTH PARTS IF APPLICABLE) WHICH LICENCE MUST CONTAIN YOUR PERMANENT ADDRESS AS COMPLETED AT QUESTION 2.
YOU MUST ALSO SUBMIT A PASSPORT PHOTO WITH THIS APPLICATION.

* DELETE AS APPROPRIATE

HIRE CAR DRIVER'S LICENCE APPLICATION GRANT/RENEWAL NOTES

Applicants should take care to complete the form fully as incomplete or old versions of the forms will not be accepted and will be returned to the applicant for amendment leading to delays in your application being processed.

1. The attention of applicants is especially drawn to Question 4 of this form regarding previous convictions. It is essential that the whole form, including Question 4 is completed in full otherwise the application form cannot be processed. Please note that the Rehabilitation of Offenders Act 1974 does not apply to applications for taxi and private hire car driver's licences and therefore you must declare all convictions, offences, warnings, fines, orders for compensation, cautions and penalties relating to yourself regardless of the nature and dates of the offences. Your application will be subject to vetting by Lothian and Borders Police and failure to disclose all matters will delay the processing of your application and may result in an adverse report being submitted by the Police. If you need information regarding your convictions to assist you in completing the application form accurately this can be obtained from Lothian and Borders Police.
2. Any person who in making an application for the grant of a licence, makes any statement, which he knows to be false, or recklessly makes any statement that is false in a material particular, shall be guilty of an offence and shall be liable on conviction, to a fine not exceeding £2500.
3. The attention of applicants is also drawn to Question 5 of this form regarding your health. West Lothian Council have adopted the group 2 medical standards as applied by DLVA to bus and lorry drivers to the medical assessment of taxi and private hire car drivers. You must answer all four questions accurately. Certain medical conditions will exclude you from driving a taxi or private hire car; these include insulin dependent diabetes, dementia, complete visual loss in one eye and epilepsy (uncontrolled or on anti-convulsant medication). There are some limited exceptions to that.
4. In terms of Section 13(4) of the Civic Government (Scotland) Act, 1982, the council may at any time, for the purposes of satisfying themselves that he is physically fit to drive a taxi or private hire car, require an applicant for, or the holder of, a taxi driver's licence or a private hire car driver's licence to submit to medical examination, by a medical practitioner nominated by the council. The medical examination will assess the applicant's fitness having regard to the Medical Commission on Accident Prevention's publication "Medical Aspects of fitness to Drive - A Guide for Medical Practitioners", adopted as guidelines by the Council in October 1996. All drivers over 45 are examined every five years; those over 65 are examined annually. Additional medicals may be undertaken at the request of the council's medical advisors.
5. You should discuss your medical history and the application of the group 2 standards with your own GP prior to submitting your application as additional tests may be required to be arranged by your doctor before you can be certified as fit to drive a hire car. It is Council policy that new applicants for driver's licences must be certified as fit to drive a hire car for at least one year. You should bring any additional information which your doctor obtains to the medical examination.
6. In terms of section 13(2) of the Civic Government (Scotland) Act 1982, a taxi driver's licence authorises not only a person to drive or have charge of a taxi but also to drive or have charge of a private hire car. A private hire car driver cannot, however, take charge of a taxi.
7. In terms of section 13(3) of the Civic Government (Scotland) Act 1982 a licensing authority cannot grant a taxi driver's licence or a private hire car driver's licence to anyone unless he has held, during any continuous period of 12 months prior to the date of the application, a licence authorising him to drive a motor car issued under Part III of the Road Traffic Act 1988 or a licence which would at the time of his application entitle him to such a licence without taking a test, not being a provisional licence.
8. In terms of paragraph 6 of Schedule 1 to the Civic Government (Scotland) Act 1982, where a licensing authority have refused an application for the grant or renewal of a licence, they shall not, within 1 year of their refusal, entertain a subsequent application from the same applicant for the grant of the same kind

of licence, unless in the Council's opinion there has been, since their refusal, a material change of circumstances.

9. In terms of Section 13(5) of the 1982 Act a Licensing Authority may require an applicant for a taxi driver's licence to take a test of his knowledge of the area to which the licence is to relate. This applies to all first time applicants for taxi driver's licences. All first time applicants for taxi driver's licences will be issued with a copy of the Street Map of West Lothian published by the council.

10. This application form when completed must be submitted by the applicant in person to West Lothian Connected, Unit 16A Almondvale Centre, Livingston along with the appropriate fee and either the applicant's passport or photocard driving licence West Lothian Connected will copy the evidence of identity and immediately return the documentation. If the applicant is a business the application must be submitted by the day to day manager of the business and that person must present his passport or photocard driving licence along with the application. Details of the current licensing fees can be found on the Council's website – www.westlothian.gov.uk. In the event of an application being refused or withdrawn after being processed no refund of the fee will be made. It is essential that the whole form is completed in full otherwise the form cannot be processed.

11. In terms of Paragraph 8(5) of Schedule 1 to the Civic Government (Scotland) Act 1982 licences continue in force after the date of expiry if an application is made to renew the licence prior to the expiry. The original licence continues until the renewal application has been determined by the Council. In order that your licence can continue after the expiry date your fully completed application and appropriate fee must be received prior to the expiry date. Late renewal applications cannot be accepted and late submission of a renewal application form will result in you requiring to submit an application for a new licence and you will not be able to drive again until that application has been determined.

This application form will not be accepted for processing by the council, until the appropriate fee and DVLA Licence have been received.

Customers with special requirements

Information is available in Braille, tape, large print and community languages. Please contact the interpretation and translation service on **01506 775000**

هده المعلومات متوفرة بلغة بريل وعلى شريط وبخط كبير وبلغات الجالية.
الرجاء الإتصال بخدمة الترجمة على الهاتف **01506 775000**

এই তথ্য আপনি ব্রেইল, টেপ, বড় অক্ষরে এবং কমিউনিটির বিভিন্ন ভাষাগুলিতেও পাবেন। অনুগ্রহ করে ইন্টারপ্রেটেশান অ্যান্ড ট্রান্সলেশন সার্ভিসের সঙ্গে যোগাযোগ করুন। টেলিঃ **01506 775000**

這份資料是可以凸字、錄音帶、大字印刷及社區語言的式本提供。請聯絡傳譯及翻譯服務部，電話： **01506 775000**

ਇਹ ਜਾਣਕਾਰੀ (ਬ੍ਰੇਲ) ਨੇਤ੍ਰਹੀਨ ਦੇ ਪੜ੍ਹਣ ਵਾਲੀ ਲਿਪੀ, ਟੇਪ, ਵੱਡੇ ਪ੍ਰਿੰਟ ਅਤੇ ਸਮਾਜ ਦੀਆ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਉਪਲਬਧ ਹੈ। ਕ੍ਰਿਪਾ ਕਰਕੇ ਇੰਟਰਪ੍ਰੈਟੇਸ਼ਨ ਅਤੇ ਟਰਾਂਸਲੇਸ਼ਨ ਸਰਵਿਸ ਨੂੰ ਇਸ ਨੰਬਰ ਤੇ ਸੰਪਰਕ ਕਰੋ : **01506 775000**

یہ معلومات بریل (اندھوں کے رسم الخط)، ٹیپ، بڑے حروف کی طباعت اور کمیونٹی میں بولی جانے والی زبانوں میں دستیاب ہے۔
براہ مہربانی انٹرپریٹنگ اینڈ ٹرانسلیٹنگ سروس سے ٹیلیفون نمبر **01506 775000** ، پر رابطہ قائم کریں۔

Informacje te moga byc przelozone na jezyk Braille'a, dostepne na tasmie magnetofonowej lub wydane duzym drukiem oraz przetlumaczone na jezyki mniejszosci narodowych. Prosimy o kontakt z Uslugami Tlumaczeniowymi pod numerem **01506 775000**

Text phones offer the opportunity for people with a hearing impairment to access the council. The text phone number is **18001 01506 464427**. A loop system is also available in all offices.

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