**IMPORTANT INFORMATION AFFECTING APPLICANTS FOR THE NEW GRANT OR RENEWAL OF A TAXI DRIVERS LICENCE AND A PRIVATE HIRE CAR DRIVERS LICENCE**

From 1 December 2016 the Licensing Authority will be under a statutory duty not to issue licences for taxi driver or private hire car driver to people who are disqualified by their immigration status from holding them.

Every applicant will be required to provide evidence of their right to be in the UK and to undertake work as a taxi or private hire car driver. Failure to provide the required documentary evidence outlined below will result in the refusal of the application for grant or renewal of the taxi or private hire car driver application.

The local authority in order to discharge this duty is required to conduct document checks as part of the licensing application process. Original documents must be checked in the presence of the applicant. Copies of the documents presented will be taken and kept on record. An applicant’s immigration status or data concerning an applicant’s immigration status may be shared with the Home Office.

Every applicant will need to attend at the Licensing Office, Civic Centre, Windmillhill Street, Motherwell ML1 1AB **IN PERSON** to have their documentary evidence checked. **Only original documents can be accepted for this purpose.**

Applicants who wish to attend in person to lodge the application will be expected to bring the required original documents with them at the point of lodging the application.

Applicants who chose to post their application or lodge their application at the First Stop Shops in Motherwell, Coatbridge or Cumbernauld will subsequently be invited to the Licensing Office in person to submit the necessary original documents required.

LIST OF ACCEPTABLE DOCUMENTS FOR RIGHT TO A LICENCE CHECKS

**List A –** No restrictions on the right to work in the UK. Once the necessary check has been undertake and copies retained there will be no need to repeat the check when a subsequent application is made to renew the licence.

1. A passport showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or national identity card showing the holder is a national of a European Economic Area country or Switzerland.
3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4. A Permanent Residence Card issued by the Home Office to the family member of a national a European Economic Area country or Switzerland.
5. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6. A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right to abode in the UK, or has no time limit on their stay in the UK.
7. A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **TOGETHER WITH** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
8. A **full** birth or adoption certificate issued by the UK which includes the name(s) of at least one of the holder’s parents or adoptive parents (including an official extract of an entry in the register of births in Scotland in the long form) **TOGETHER WITH** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **TOGETHER WITH** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
10. A certificate of registration or naturalisation as a British citizen **TOGETHER WITH** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.

**List B –** Restrictions on the right to work in the UK. The licence you apply for may be restricted. An immigration status check will be conducted each time you apply to renew your licence.

1. A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A **current** Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4. A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question **TOGETHER WITH**  an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
5. A Certificate of Application issued by the Home Office under regulation 17(3) or 18A(2)of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is **less than 6 months old together with Verification** from the Home Office Evidence and Enquiry Unit. The licence may be granted for six months from the date of the Certificate of Application.
6. A **Verification** issued by the Home Office Evidence and Enquiry Unit to you, which indicates that the named person may stay in the UK and work because they have an in time application, appeal or administrative review and which is outstanding. The licence may be issued for six months from the date of the licence decision.

You can contact Licensing staff on the any of the undernoted numbers if you need further clarification on the above information.

Tel: 01698 302459; 01698 302193; 01698 302548; 01698 302460; 01698 302386; 01698 302302.