

FOR OFFICIAL USE ONLY

Date Received	Received By	Fee Paid	Date Passed to Police	Date police reply received	Decision

NORTH LANARKSHIRE COUNCIL

Civic Government (Scotland) Act 1982

Application for Grant of a Private Hire Driver's Licence**PART 1****Both Parts of form must be completed****EACH QUESTION IN RELEVANT SECTIONS SHOULD BE ANSWERED (IN BLOCK CAPITALS AND BLACK INK)****With effect from 1 April 2020 all applications received for the above licence type will require the applicant to take a test of their knowledge of the area to which the licence relates****APPLICANT**

Surname (including maiden name)	Forename(s)	Home Address
		Tel No
		Email Address:
Age	Date of Birth	Place of Birth

Have you been continuously resident in the United Kingdom for the past 10 years? 'Yes' or 'No' _____
 If no, please provide details of all addresses you have lived at during this time which are outside the UK

If you have not been continuously resident in the UK for the past 10 years you will require to submit further information in relation to criminal convictions. Please see Part 2.

How long have you held a Motor Driving Licence and what group or groups are you entitled to drive?

Years

Particulars of Driving Licence Issued by DVLC, Swansea

_____ Number

_____ Date of Issue

APPLICANT CONTINUED

Are you subject to any disability likely to affect your fitness as a driver?

Please answer YES or NO

If YES, state nature of disability

AREA OF OPERATION

Within which area of North Lanarkshire do you wish to be licensed for - "South, North or Central"? _____

Please give details of the operator you intend to work for _____

OTHER INFORMATION

Do you currently or have you previously held any licence under the provision of the Civic Government (Scotland) Act 1982?

'YES' or 'NO' _____ If YES, for which type of activity? _____

When was the licence granted? _____ Which Authority granted the licence? _____

Have you ever applied for and been refused a licence for the same or similar type of activity? 'Yes' or 'No' _____

If yes when were you refused? _____ For which type of activity were you refused? _____

Which Authority refused you a licence? _____

HMRC TAX CHECK – please tick (✓) the statement that applied to you

Statement A

I am submitting a new licence application and have not held the same licence elsewhere within the last 12 months

*You must read the [HMRC Tax Guidance](#) then sign the following declaration:

I have read and understood the HMRC Tax Responsibilities and am aware of my tax obligations. I acknowledge that I will have to provide an online tax check code on any subsequent renewal applications.

Signed:

Date:

Statement B

I am submitting a new licence application and have held the same licence elsewhere within the last 12 months.

*Please follow the instructions below to generate a 'Tax Check Code'

- a) Use your Government Gateway User ID and Password to access the HMRC Tax Check Service. If you do not have one go to GOV.UK and [Create a government gateway User](#)
- b) Complete an HMRC Tax Check, and create a 9-character Tax Check code
- c) Enter your 9-character Tax check code

PLEASE COMPLETE PART 2

PART 2

CONVICTIONS

Have you ever been convicted of any crime or offence? Please answer "Yes" or "No".

Have you ever been offered, and accepted, a fixed penalty (i.e. a conditional offer from the Procurator Fiscal under s.302 of the Criminal Procedure (Scotland) Act 1995 or a fixed penalty in respect of any road traffic matter) in respect of any offence or alleged offence? Please answer "Yes" or "No"

It is ESSENTIAL that you disclose all previous convictions and fixed penalties in the box below. This means convictions for offences of any nature (For example - assault, breach of the peace, theft, road traffic offences, etc). In addition, any offence for which you were admonished or received an absolute discharge requires to be disclosed. Finally, any fixed penalty which you have accepted in respect of any offence or alleged offence must be disclosed.

You should note that the occupation of private hire driver is an excepted occupation in terms of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions)(Scotland) Order 2003. **This means that you are required to ensure that any spent convictions are disclosed on this form together with those that are not spent.** The spent convictions may, together with those that are not spent, be taken into account in assessing fitness to hold the licence applied for.

DATE (if known)	COURT	OFFENCE	SENTENCE

PLEASE NOTE IF YOU HAVE NOT BEEN CONTINUOUSLY RESIDENT IN THE UK FOR THE PAST 10 YEARS YOU NEED TO OBTAIN A CERTIFICATE OF GOOD CONDUCT FROM THE JUSTICE AUTHORITY (OR AUTHORITIES) OF THE COUNTRY (OR COUNTRIES) IN WHICH YOU RESIDED ALONG WITH AN OFFICIAL TRANSLATION. THESE DOCUMENTS SHOULD BE SUBMITTED WITH THIS APPLICATION FORM.

I DECLARE THAT ALL THE PARTICULARS GIVEN BY ME ON PART 1 AND PART 2 OF THIS FORM ARE TRUE AND HEREBY CONSENT TO THE COUNCIL CARRYING OUT SUCH BACKGROUND ENQUIRIES AS THEY CONSIDER NECESSARY TO ASCERTAIN MY SUITABILITY AS AN APPLICANT.

Date _____ Signature _____

ANY PERSON WHO IN OR IN CONNECTION WITH THE MAKING OF THIS APPLICATION MAKES ANY STATEMENT WHICH THEY KNOW TO BE FALSE OR RECKLESSLY MAKES ANY STATEMENT WHICH IS FALSE IN A MATERIAL PARTICULAR SHALL BE GUILTY OF AN OFFENCE AND LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING £2,500. **FAILURE TO DISCLOSE A CONVICTION MAY RESULT IN YOUR APPLICATION BEING REFUSED.**

PLEASE ENSURE THAT YOU HAVE COMPLETED ALL QUESTIONS. THE COMPLETED FORM SHOULD BE RETURNED TO LICENSING SECTION, NORTH LANARKSHIRE COUNCIL, CIVIC CENTRE, WINDMILLHILL STREET, MOTHERWELL ML1 1AB

THE FOLLOWING MUST BE ENCLOSED WITH THE APPLICATION FORM:

- One photograph (passport size and in colour)
 - A copy of your current driving licence. (Paper and card part of new style licences – copy both sides of the licence)
- A certificate of good conduct (if applicable)

PAYMENT INFORMATION

- In Person: Card payments may be made at the Motherwell First Stop Shop, 7 Scott Street, Motherwell ML1 1PN.
- By Telephone: Upon receipt of your application being received, payment can be made by card.

ENQUIRIES SHOULD BE MADE TO LicensingEnquiries@northlan.gov.uk or telephone 01698 302360

DATA PROTECTION ACT 2018

The information which you provide on this form will be processed by North Lanarkshire Council (which is the “data controller” for purposes of data protection law). A Privacy Statement explaining how we process your personal information can be viewed by accessing the Council’s website www.northlanarkshire.gov.uk