

FOR OFFICIAL USE ONLY

Date Received	Received By	Fee Paid	Date Passed to Police	Date Police Reply	Decision

NORTH LANARKSHIRE COUNCIL

Civic Government (Scotland) Act 1982

Application for Renewal of Private Hire Driver's LicencePHD No: **PART 1**Both Parts of form must be completed.

EACH QUESTION IN RELEVANT SECTIONS SHOULD BE ANSWERED (IN BLOCK CAPITALS AND BLACK INK)

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

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

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 are you currently licensed for - "South, North or Central"?

Date of expiry of current licence _____ Private Hire Driver Licence Number _____

Please give details of the operator whom you are presently employed by.

NAME: _____

ADDRESS: _____

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 (ie 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

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:

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

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 by 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.