

ANGUS COUNCIL

Civic Government (Scotland) Act 1982

Taxi/Private Hire Car Driver's Licence

The attached application form for a taxi car driver licence or private hire car driver licence should be completed and returned to the Service Leader – Legal & Procurement, Angus Council, Angus House, Orchardbank Business Park, Forfar, DD8 1AN.

The lodging fees are as undernoted and should be submitted with the application form. Please note that this fee is refundable only in exceptional circumstances.

Cheques should be made payable to Angus Council.

Grant - 1 year - new grant and driver over age of 65	£136
Renewal - 1 year - driver over 65 only	£115
Renewal - 3 years - driver under 65 only	£289

Please note that you will require to provide a copy of your DVLA driving licence and photocard with your application.

From 2 October 2023 taxi/private hire driver renewal applications also require to be accompanied by a tax check code obtained from HMRC

www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence

In order that your badge type licence may be prepared, you must submit a recent standard passport size photograph of yourself which must be taken full face and without a hat. The photograph can be submitted either electronically or in hard copy, printed on normal photographic paper and be unmounted.

In order to verify the likeness of the photographs to yourself, in the instance of an electronically submitted photograph we must receive an email sent to LAWLicensing@angus.gov.uk from a countersignatory confirming sight of the photograph and likeness. The email must detail the applicant's name and should also confirm the countersignatory's full name and designation. In the instance of hard copy photograph a countersignatory must write on the back of the photograph "I certify that this is a true likeness of [title and full name of applicant]" accompanied by the date, the countersignatory's signature and the countersignatory's name and designation in block capitals. Your countersignatory must work in (or be retired from) a recognised profession and/or be a "person of good standing in their community". Your countersignatory cannot be closely related to or be involved with you, for example, related by birth or marriage or be in a relationship with/live at the same address as you. Examples of recognised professions can be found on the GOV.UK website.

New taxi/Private Hire Drivers will require to obtain a completed Medical Assessment Form by a Doctor which complies with DVLA Group 2 standards. The Medical Assessment Form must be completed and submitted along with the application or we will not be able to accept the application for processing. The Medical Assessment Form can be found at [chromeextension://efaidnbmninnibpcjpcglclefindmkaj/https://www.angus.gov.uk/sites/default/files/2021-8/Medical%20assessment%20for%20taxi%20or%20private%20hire%20car%20drivers.pdf](https://www.angus.gov.uk/sites/default/files/2021-8/Medical%20assessment%20for%20taxi%20or%20private%20hire%20car%20drivers.pdf)

Please note that drivers aged 45 or over will require to submit a medical certificate on first renewal and thereafter every six years. Drivers aged 65 or over will require to submit annual medical certificates.

From 2 October 2023 new Taxi/Private Hire Driver licence applicants will also require to confirm to us that they are aware of information provided by HMRC

- www.gov.uk/register-for-self-assessment

- www.gov.uk/corporation-tax
- www.gov.uk/income-tax/how-you-pay-income-tax

On receipt of your application form a copy of the form will be forwarded to Police Scotland in order that they may carry out checks into your suitability to hold a licence and this will include a check on any convictions/offences. The Revenues and Benefits Service will also be consulted to check whether you have any outstanding debts due to the Council. This process will take a statutory minimum period of four weeks.

We must initially consider your completed application within 3 months and decide it within a further 6 months. Should Police Scotland have any comments on your application, this will require to be considered by the Civic Licensing Committee which generally meets on a six weekly cycle.