APPLICATION FOR:-
(Please tick appropriate box)

☐ GRANT of a TAXI or PRIVATE HIRE CAR DRIVER’S LICENCE
☐ RENEWAL of a TAXI or PRIVATE HIRE CAR DRIVER’S LICENCE

PLEASE COMPLETE THE RELEVANT QUESTIONS IN BLOCK CAPITALS

Section 1 (to be completed by all applicants)

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<tbody>
<tr>
<td>1. Full Name of Applicant</td>
<td>Surname</td>
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<td>2. Home Address</td>
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<td>3. Postcode</td>
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<td>4. Email Address</td>
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<tr>
<td>5. Telephone Number(s)</td>
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<td>6. Date and Place of Birth</td>
<td>Date of Birth</td>
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7. Are you applying for a TAXI driver’s licence or a PRIVATE HIRE CAR driver’s licence?

☐ TAXI
☐ PRIVATE HIRE

8. Are you are applying for the RENEWAL of a Licence? If YES, please state the driver number and expiry date of your current licence

☐ YES
- Driver Number ……………
- Expiry date of current licence ………………………
☐ NO (please go to question 9)

9. Have you held during a continuous period of 12 months, immediately prior to the date of this application, a full driver’s licence issued under the Road Traffic Acts?

☐ YES
☐ NO (you are not eligible to apply for a licence see ‘Qualifications’ notes attached)

If ‘YES’ please provide the following information:-

- Your D.V.L.A. Driver Number :-
  ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
  cAsE sEnSiTiVe Check Code:-
  UPPERCASE only
  lowercase and numbers only

  Date Check Code applied for………………………………………
  (check code only valid for 21 days)

  Date your licence is valid from ……………..to………………
  (See the REVERSE of the Photo ID Card Sect: B for dates)

  Class(es) of Vehicles you are permitted to drive ………………
10. How long have you been driving motor vehicles for?  

11. Are you aged 70 and over?  

12. Do you have any medical condition/disability likely to affect your fitness as a driver?  

13. Do you have any medical condition or chronic phobia of dogs that is likely to affect your ability to convey guide, hearing or assistance dogs in the vehicle?  

14. Name of Operator you will be driving for?  

**Section 2 DECLARATION (to be completed by all applicants)**

15. Have you ever applied for and been refused such a Licence or had such a Licence suspended?  

16. Do you have any convictions against you?  

Note: “Convictions” includes both road traffic and criminal convictions. It includes both current and spent convictions (see [A] and [B] below)  

I declare that the particulars given by me on this form together with the details on the application attached are true, the appropriate persons have read the attached privacy notice, and I hereby make application to Aberdeenshire Council for the grant or renewal of the Licence applied for.

<table>
<thead>
<tr>
<th>Date:</th>
<th>Signature of Applicant/Agent:</th>
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<th>Address of Agent (if any):</th>
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Please read the notes attached and submit your application to:-

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<th>ABERDEENSHIRE COUNCIL,</th>
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<tr>
<td>LEGAL AND GOVERNANCE,</td>
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<td>VIEWMOUNT,</td>
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<td>ARDUTHIE ROAD,</td>
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<td>STONEHAVEN,</td>
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<td>AB39 2DQ</td>
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May 2019 V4
[A] Convictions

The Licensing Authority can take into account any conviction against you in determining whether or not you are a fit and proper person. This includes any conviction that would normally be considered ‘spent’ under the Rehabilitation of Offenders legislation. Please answer ‘YES’ to any question if you have ever been convicted of an offence, be it a civil matter or criminal matter, a road traffic offence or other offence. You do not have to provide details of the actual conviction.

The existence of convictions will not mean an automatic refusal of your application. It is likely, however that your application will be referred to the Licensing Sub-Committee for determination. You will be notified of date, time and place of the hearing in those circumstances.

If you are not sure if something is a conviction or not, you should take advice on the matter or contact the relevant licensing office to discuss how to complete the question, before completing the application form.

If you fail to answer this section correctly, you may commit an offence (see [B] below, and the Licensing Authority may conclude you have deliberately tried to conceal information from them, which will be taken into account when determining whether or not you are a fit and proper person to hold a licence.

[B] Warning

Any person who in connection with the making of this application makes any statement which he knows 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 £2500.

GDPR

The applicant, and, where the applicant is a company, business or other body, any person who has supplied personal information as part of this application MUST READ AND UNDERSTAND THE ATTACHED PRIVACY NOTICE.

How to obtain the DVLA Check Code

To obtain the check code please go to the DVLA website at https://www.gov.uk/government/organisations/driver-and-vehicle-licensing-agency

Select - View or share your driving licence
Select - Start Now
Enter your driving licence number
Enter your national insurance number
Enter your Postcode
Click on the ‘I agree’ box
Your details will appear on the screen
Select - Share your licence information
Select - Get a code
Your check code will be displayed
Take a note of your case sensitive code and provide this at question 9 of your application

Example:-

UPPERCASE only E X M P L
lowercase and numbers only a e 3

Please also note that if you do not complete the check code correctly this may delay your application being processed.
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<th>FOR OFFICIAL USE ONLY</th>
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<tr>
<td>DATE RECEIVED AT SERVICE POINT</td>
<td></td>
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<tr>
<td>NAME OF CUSTOMER SERVICE ADVISOR</td>
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<td>CUSTOMER SERVICE ADVISOR SIGNATURE</td>
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<td>SUBMITTED AT WHICH SERVICE POINT?</td>
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NOTES

TAXI/PRIVATE HIRE CAR DRIVERS

Qualifications
The Licensing Authority cannot grant or renew a Taxi or Private Hire Car Driver’s Licence unless that person has held a full driver’s licence for a continuous period of 12 months immediately prior to the date of this application. The licence must clearly state that the licence is authorising them to drive a motor vehicle issued under the Road Traffic Acts or a licence which would at the time of the application entitle them to such a licence without taking a test. Please note that a driver who is the holder of a Public Service Vehicle (PSV) licence is not exempt from licensing requirements if he wishes to drive Taxis or Private Hire Cars.

Photographs
The Licensing Authority requires TWO passport sized photographs of the Applicant. One will be affixed to the Licence (if granted); one to the identity badge.

Medical Examination
The Licensing Authority may at any time require a driver to submit to a medical examination so that it may be satisfied that the driver is physically fit for the purpose of obtaining a licence. It should be noted that failure to disclose the appropriate medical details on the application form may have adverse consequences.

Driver aged 70 and over
Any driver aged 70 and over will require to produce a medical certificate from a General Practitioner (G.P.) certifying that the driver continues to be medically fit to drive for the purpose of obtaining a licence. This will be done at their own expense. The Licensing Authority may further require that the driver undergo a medical examination with the Authority’s approved medical examiner so that the licensing authority may be satisfied that the person is fit for the purpose of obtaining a licence. Please request a Medical Certificate form for completion by your G.P. if one is not already attached to the application.

Taxi Drivers’ Licences (Carrying of Guide Dogs and Hearing Dogs)(Scotland) Regulations 2002
Please read the attached advice sheet for Taxi Drivers. If you have a medical condition, are allergic to or have a chronic phobia of dogs, you should answer YES to question (f) in Section 2. Thereafter, the licensing authority will forward an application form for an exemption to the 2002 Regulations. A medical certificate attaching to the exemption application will require to be completed by your General Practitioner. The completed application and medical certificate should then be submitted to the licensing authority as soon as possible.

Duration of Licences
Licences will come into effect on the date specified in the Licence. Driver’s Licences will normally be granted for a period of THREE years, unless a shorter period is specified.

Application Fee
The fee for a Taxi/Private Hire Car Driver’s Licence is non-refundable. Cheques/postal orders should be made payable to ‘Aberdeenshire Council’.

The following documents require to be submitted with your application :-
- Completed Application Form
- Cheque or postal order for the appropriate fee.
- 2 passport sized photographs
- Driver’s age 70 or over – a Medical Certificate form completed by a G.P.
- Driver’s who have answered ‘YES’ to Section 2 question 12 – a Medical Certificate form completed by your G.P.

Further information can be found in our guidance booklet at:-
Taxi Driver and Private Hire Car Drivers Information Immigration Act 2016

From 1 December 2016, Aberdeenshire Council is under a legal duty to check that any applicant for a taxi driver licence or private hire car (PHC) driver licence is not disqualified due to their immigration status from holding such a licence. A licence cannot be granted without these checks being completed.

All applicants for new and renewal taxi or PHC driver licences require to produce original documents demonstrating that they have the right to work in the UK. This will only apply to applications that are received on or after 1 December and will not affect applications that are already being processed.

Staff must check the validity of the original documents in the presence of the applicant before the application can be processed and the licence issued at a later date. The Council will retain copies.

A list of acceptable documents can be viewed on the Council’s website at http://www.aberdeenshire.gov.uk/licensing/taxi/taxi-and-private-hire/

You will have to bring suitable original document (or documents as may be the case) with you to one of our offices either at the same time as you make the application or shortly thereafter. Unless otherwise stated copies will not be accepted and original documents must be provided.

In the event that the Council refuses an application on immigration grounds then details may be passed on to the Home office who may take enforcement action.
PRIVACY NOTICE

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AN. Email: dataprotection@aberdeenshire.gov.uk

Your information is being collected to use for the following purposes:

- The processing of your application for a Taxi or Private Hire Car Driver’s Licence
- The determination of your application for a Taxi or Private Hire Car Driver’s Licence
- The issue of any Taxi or Private Hire Car Driver’s Licence
- Inclusion on the Register of Taxi or Private Hire Car Driver’s Licences available for public inspection
- Ensuring compliance with the terms of your Taxi or Private Hire Car Driver’s Licence
- The processing of any complaints made in respect of your Taxi or Private Hire Car Driver’s Licence
- The determination of any complaints made in respect of your Taxi or Private Hire Car Driver’s Licence

Your information is:

Being collected by Aberdeenshire Council

The legal Basis for collecting the information is:

Where the legal basis for processing is either Performance of a contract or Legal obligation, please note the following consequences of failure to provide the information:

If you fail to provide the information required on the attached application form, Aberdeenshire Council may not be in a position to accept the application as a competent application. This means that your application cannot be processed and will be returned to you.

Your information will be shared with the following recipients or categories of recipient:

- Police Scotland
- Some information will also be shared with the Public as part of the online processing of applications for Taxi and Private Hire Driver Licences or investigation of complaints/reviews of licences and via the Register of Taxi and Private Hire Driver’s Licences
- The Home Office
- Civic Licensing Standards Officers
Your information will be transferred to or stored in the following countries and the following safeguards are in place:

**NOT APPLICABLE**

The retention period for the data is:

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<tr>
<td>1) Where an application for the grant of a licence, permit or permission is refused by the Business Services’ Licensing Sub-Committee (or relevant Area Committee) information relating to that licence, permit or permission will be retained for a period of two years from the <strong>date of refusal</strong> and thereafter will be destroyed</td>
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<td>2) In any other case, information relating to a licence, permit or permission will be retained for a period of two years from the date the licence, permit or permission <strong>ceases to have effect</strong> and will thereafter be destroyed</td>
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The following automated decision-making, including profiling, will be undertaken:

**Not Applicable**

Please note that you have the following rights:

- to withdraw consent at any time, where the legal basis specified above is consent;
- to lodge a complaint with the Information Commissioner’s Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- To object, where the legal basis specified above is:
  - (i) Performance of a Public Task; or
  - (ii) Legitimate Interests.
- to data portability, where the legal basis specified above is:
  - (i) Consent; or
  - (ii) Performance of a contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.