



Civic Government (Scotland) Act 1982

Guidance Notes - Taxi / Private Hire Car Licences

1. Convictions

It is important that applicants declare all convictions, or pending cases. Failure to declare convictions or provision of incomplete information may lead to refusal of applications. A further application cannot be considered for a further period of one year except on a material change of circumstances

2. Application Form

As the licence may be held in the name of a firm or company (i.e. a non-natural person) please ensure that the relevant form or section of form is completed.

3. Enquiries

After lodging of the form and payment of the appropriate fee, the application will be referred to the Police to enable further enquiries to be carried out.

4. Inspection

On granting of licences, applicants are required to submit vehicles to the Council's Transport Unit at Kelliebank for inspection. The Vehicle must meet the standards set out in the licensing conditions and subjects to the checklist appended to these conditions.

5. Registration Document

There shall be produced on inspection of the vehicle a registration document and certificate of insurance in respect of the vehicle subject to the application.

6. Medical Examination

The Council may require applicants to attend for a medical examination to determine fitness to drive for purposes of carrying passengers.

If you require any further information please contact the Licensing Administrator on telephone number 01259 452093 or email address licensing@clacks.gov.uk