

## **Private Hire Driver or Taxi Driver Licence**

### **Private Hire or Taxi?**

A private hire driver's licence allows you to drive only private hire cars.

A taxi driver's licence allows you to drive both taxis and private hire cars.

### **Applications**

Each question on the form must be answered. If a question is irrelevant please mark it "not applicable" unless otherwise stated.

You are required to produce 2 coloured passport photographs when lodging your driver application. Ensure that you write your full name on the reverse of the photos.

You must complete the name and address of the taxi or private hire company which you intend to work for.

For renewal applications, licence holders are solely responsible for ensuring their renewal application form is lodged timeously, ideally around 6 weeks prior to the expiry date of the licence. Failure to lodge the renewal before the expiry date of the current licence will result in the licence lapsing.

### **Prior Refusal**

If you have applied for and been refused a licence for a private hire or taxi driver's licence by Renfrewshire Council then, unless there has been a material change in circumstances, you cannot apply for the same kind of licence within one year of the date of refusal.

### **Application Fees**

Payment is due at the time of lodging. For application fees please refer to the licensing fees leaflet. Please note that applications cannot be emailed to us. You must print the form, complete it and post it, or hand deliver it, to the licensing office with the appropriate fee.

No refund of application fees will be made for applications which are subsequently refused or withdrawn.

### **Driving Licence**

Applicants for a driver's badge must be at least 21 years old.

Applications must be submitted along with your original driving licence which will be copied at the licensing office and returned to you at the time of lodging your application. An application cannot be accepted for processing unless you have held a driving licence for a continuous period of 12 months prior to making your application. For holders of the new style driving licence, both the photocard and the counterpart must be produced. Your driving licence must show your current home address before any application can be accepted.

## Guidance Notes

### Processing your application

When your application is lodged and the appropriate fee has been paid, a copy of your application will be sent to Strathclyde Police. They will carry out their own investigations and report back to the licensing office.

We will usually process your application within 6 to 8 weeks. The legislation allows for consideration of the application within three months and a decision within six months.

If an objection is received in relation to your application you will be sent a copy of the letter of objection. Your application, the letter of objection and your response will then be referred to a Regulatory Functions Board meeting. You will be called to a hearing before the Board and given the opportunity of addressing the Board.

### Conditions of Licence

A copy of Renfrewshire Council's licence conditions and dress code for drivers will be issued to you in the event that your licence is granted. The Council requires all licence holders to have a thorough understanding of these conditions and they should be retained as they form part of your licence.

### Duration of Licence

Applications for the grant of a licence are generally granted for a period of one year, whilst applications to renew an existing licence are normally granted for a two year period.

### Knowledge Test

Applicants applying for the **grant of a taxi driver's** licence will require to sit and pass a knowledge test prior to a licence being granted. You may wish to read the guidance notes in relation to the knowledge test which are available from our website. You will be advised of the procedure for sitting this test once your application has been lodged, however should you wish any further clarification on this aspect you may wish to contact the licensing section on 0141 840 3272 or email us at [licensing.cs@renfrewshire.gov.uk](mailto:licensing.cs@renfrewshire.gov.uk).

### Any Further Questions

Should you have a query that is not covered in these guidance notes please feel free to contact the licensing section for further information.

#### Contact Details

**Tel:** 0141 840 3272

**Fax:** 0141 840 3566

**E-mail:** [licensing.cs@renfrewshire.gov.uk](mailto:licensing.cs@renfrewshire.gov.uk)

#### Office Hours

Monday to Thursday 8.45am - 4.00pm

Friday: 8.45am - 3.15pm

#### Or write to:

Renfrewshire Council  
Corporate Services Department  
Licensing Section  
Headquarters  
Cotton Street  
Paisley, PA1 1TT

