

# Taxi Driver Licence – Guidance Notes

## Taxi

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 submit a valid driving licence entitling you to drive in the UK and 2 coloured passport photographs when lodging your driver application. Ensure that you write your full name on the reverse of the photos.

In addition, the documentation specified below must be enclosed with the application in relation to checks on previous convictions and entitlement to work.

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

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 may result in the licence lapsing.

## Checks on Entitlement to Work

Every person applying for grant or renewal of a taxi driver's licence or private hire car driver's licence requires to comply with the terms of new Immigration legislation from 1<sup>st</sup> December 2016. You must provide acceptable documents with your application, when you first apply after that date, to prove that you are not disqualified from obtaining a licence. The Council cannot grant you a licence in the absence of these documents. These checks will apply to all drivers, irrespective of their nationality, ethnic or national origin or length of time living in the UK (or length of experience in the taxi or private hire trades).

For those with limited permission to be in the UK, these checks will be required at each subsequent application until the driver can demonstrate an indefinite entitlement to remain and work. If you have limited right to remain, any licence can only be issued to you till the end of that period.

You will have to make an appointment to make your application and you must attend in person to enable the correctness of your documents to be checked. Original documents must be produced for inspection. Copies of the documents you bring will be retained by the Council. The Council may also carry out checks with the Home Office.

The documents produced must be those shown in the lists below. List A shows documents suitable for those with indefinite right to remain. List B shows suitable documents for those with restricted right to remain. We will not accept a new application unless the correct documentation is produced.

## List A

No restrictions on right to work in the UK. Once the Council has undertaken the necessary check once and retained the copy, the Council may not have to repeat the check when you subsequently apply to renew or extend your licence.

1. A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4. A Permanent Residence Card issued by the Home Office to the family member of a national a European Economic Area country or Switzerland.
5. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6. A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7. A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
8. A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents (including an official extract of an entry in the register of births in Scotland in long form), **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
10. A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

## List B

**Restrictions on right to work in the UK. The Council may issue the licence (subject to statutory limitations) up to the expiry date of the permission to work in the UK. The Council will need to check immigration status each time you apply to renew or extend your licence.**

1. A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A **current** Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
5. A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is **less than 6 months old together with Verification** from the Home Office Evidence and Enquiry Unit. The licence may be granted for six months from the date of the Certificate of Application.
6. A **Verification** issued by the Home Office Evidence and Enquiry Unit to you, which indicates that the named person may stay in the UK and work because they have an in time application, appeal or administrative review and which is outstanding. The licence may be issued for six months from the date of the licence decision.

## Checks on Previous Convictions

For applicants seeking a new licence, and who were born or have been resident outside the UK for 6 months or more, there must be produced with the application form documentation in relation to criminal record checks.

Applicants need to provide:

- If the applicant was born outwith the United Kingdom, a criminal record check must be provided from his or her country of origin. Applicants must also provide a criminal record check from any other country in which they have been resident for six months or more.
- If the applicant was born in the United Kingdom, but has lived in any other country or countries for six months or more, they must provide a criminal record check from those countries.

In all cases, the criminal record checks provided must have been obtained within the six months prior to submitting the application and must be verified by the relevant UK-based Embassy/High Commission where obtained from authorities outwith the United Kingdom.

## **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. A full list of all the civic application fees is available on our website: [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk).

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. An application cannot be accepted for processing unless you have held a licence entitling you to drive in the UK for a continuous period of 12 months immediately prior to making your application.

For holders of the new style driving licence, both the photocard and the paper counterpart must be produced. Your driving licence must show your current home address before

any application can be accepted.

## **Processing your Application**

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

The legislation allows for consideration of the application within three months and a decision within nine months.

If an objection or representation is received in relation to your application you will be sent a copy of the letter. Your application and letter of objection or representation 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.

## **Right of Appeal**

If your application is refused, or granted conditionally, you are entitled to ask the Council within 21 days to give reasons for such refusal, or the imposition of such conditions, and thereafter (within 28 days of the Board's decision) you are entitled to appeal to the Sheriff against the decision on certain grounds.

If there is an objection to your application and the application is subsequently granted, the objector can also ask the Council to give reasons for such grant and thereafter is (within 28 days of the Board's decision) entitled to appeal to the Sheriff also.

You may wish to seek independent legal advice in relation to any appeal.

## Conditions of Licence

A copy of Renfrewshire Council's licence conditions 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 a new 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 at [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk). 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 Civic Enforcement Officer on 0141 618 7083 or email us at [enforcement.licensing.cs@renfrewshire.gcsx.gov.uk](mailto:enforcement.licensing.cs@renfrewshire.gcsx.gov.uk).

## Issue of Licence

Once you are in receipt of your licence you must ensure that it is not altered, erased or defaced in any way. It should be kept clean and legible and must not be lent to or used by any other person. Should the licence be lost or become defaced or illegible you must obtain a replacement from Renfrewshire Council on payment of the appropriate fee.

## Any Further Questions

Should you have a query that is not covered in these guidance notes please feel free to contact the Civic Licensing Standards Officers by email at [enforcement.licensing@renfrewshire.gov.uk](mailto:enforcement.licensing@renfrewshire.gov.uk) for further information or advice.

## Contact Details

**Tel:** 0300 300 0300

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

**Website:** [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk)



**Renfrewshire  
Council**

**Conditions relating to  
TAXI DRIVER'S LICENCES**

**LICENSING CONDITIONS  
LAST UPDATED: 01 April 2019**

**These conditions supersede any previously issued handbooks or conditions leaflet.**

Finance & Resources  
Licensing Section  
Renfrewshire House  
Cotton Street  
Paisley  
PA1 1TT

# Conditions

## Taxi Driver's Licences

1. The driver of a taxi shall at all times, while he is in charge of a taxi being used as such, have with him and shall display in a prominent position in the vehicle so that it can be seen by the passengers, the taxi driver's licence or such other means of identification issued by the licensing authority and he shall exhibit such licence or identification, on demand, to any passenger, constable or authorised officer of the licensing authority. The identification issued by the licensing authority shall include the driver's name, a recent photograph showing his true likeness and the date on which the licence expires.
2. The driver of a taxi shall be bound to fulfil, or cause to be fulfilled, at the time and location specified, an engagement to hire his taxi which he accepted, unless prevented by sufficient cause. The driver of a taxi shall be bound to accept an engagement to hire his taxi unless there is a good reason for not doing so.
3. The driver of a taxi which is on exclusive hire may not, in any circumstances, pick up or convey another passenger without the consent of the original hirer(s) or passenger(s).
4. The driver of a taxi shall not at any time convey in the taxi more than the number of passengers the taxi is licensed to carry.
5. The driver of a taxi which has been hired on exclusive hire shall drive to the destination by the shortest practicable route unless otherwise instructed by the hirer. The driver of a taxi which has been hired on share hire shall take the shortest practicable route which will serve the destinations of all the passengers he is carrying at any one time.
6. The driver of a taxi shall, if the cost of the journey is not regulated by a licensing authority fare structure, inform the hirer(s) or passenger(s) before the journey commences:
  - (a) that the fare is not so regulated; and
  - (b) the cost, or method of calculating the cost, of the proposed journey.
7. The driver of a taxi shall ensure that any taximeter fitted in the taxi in his charge shall be operated at all times within the licensed area in accordance with the detailed requirements imposed by the licensing authority.
8. The driver of a taxi shall from time to time, and at least once in each day in which he uses the taxi, inspect the seals on the taximeter to ensure that they are intact. On discovering that the seals have become broken or damaged, or that the taximeter has ceased to function correctly, the driver of a taxi shall immediately withdraw the vehicle from service.
9. The driver of a taxi shall not refuse to drive a passenger to any place within the licensing area.

10. The driver of a taxi need not convey any hirer or passenger who is drunk or otherwise not in a fit and proper state to be carried, or whose condition or clothing is offensive or likely to cause damage to the interior of the taxi, or is accompanied by any animal (other than stated in Condition 10a below) which is likely to damage or soil the interior of the taxi, or for any other reasonable excuse.
11. The driver of a taxi which has been hired:
  - (a) by or for a disabled person who is accompanied by a guide dog, hearing dog or an assistance dog of that person; or
  - (b) by a person who wishes such a disabled person to accompany that person in the taxi shall (unless a Notice of Exemption has been issued in terms of Regulations 5 and 6 of the Taxi Drivers' Licences (Carrying of Guide Dogs and Hearing Dogs) (Scotland) Regulations 2003) carry the disabled passenger's dog and allow it to remain with the disabled person, and shall not make any additional charge for doing so.
12. You must not smoke within the taxi nor allow any passenger to smoke.
13. The driver of a taxi shall not refuse to carry luggage in his taxi provided that the said luggage can be accommodated safely within the luggage compartment of the taxi.
14. The driver of a taxi shall give such assistance as he is able to give with loading and unloading of luggage when required to do so but he shall not be required to leave the immediate proximity of the taxi in doing so.
15. The driver of a taxi, at the end of his shift, shall search the taxi of which he is in charge for any property which may have been left therein. Any property found by the driver shall, within 24 hours, be returned to the owner of the property if known or such property shall be handed in by the driver to any police station.
16. The driver of a taxi, while plying for a hire or carrying a passenger, shall comply with the current dress code approved by the licensing authority and shall conduct himself in a proper and civil manner.
17. The driver of a taxi shall not knowingly allow the taxi in his charge to be used for illegal or immoral purposes or permit to be carried in the taxi in his charge any article of a dirty, filthy, noxious, explosive or dangerous nature, or permit to be carried in the taxi in his charge any person who has vermin on his person.
18. The driver of a taxi shall ensure that the taxi, including all bodywork, upholstery and fittings, is in a safe and serviceable condition and, subject to prevailing road conditions, in a clean condition.
19. Unless the licensing authority makes specific arrangements for particular stances, when a taxi is driven off a stance, the driver of the taxi immediately behind shall draw up his vehicle to take the place vacated, and the taxi drivers on the stance behind shall draw up their vehicles in a like manner.
20. The driver of a taxi, when the taxi is hired or standing for hire, shall either sit in the driving seat of the taxi or stand in the immediate proximity thereto except during any period he may be absent to announce the arrival of his taxi to the hirer or when assisting the hirer with luggage to or from the taxi or for any other necessary purpose.

21. The holder of a taxi driver's licence shall be 21 years of age or older when first licensed. All drivers with a medical condition capable of affecting their ability to drive shall immediately disclose this condition to the Council and may be called upon to produce a medical certificate to confirm whether their doctor is aware of any medical condition which could render them unfit to drive a taxi.
22. The driver of a taxi who changes his address shall within 14 days thereafter give notice thereof to the licensing authority, in writing, and shall produce his licence to the Head of Legal Services of Renfrewshire Council who shall endorse thereon the particulars of such change of address.
23. The driver of a taxi who ceases to act or be employed as such for any part of the unexpired period of his licence or whose licence has expired shall within 3 months thereafter give notice thereof to the licensing authority and surrender his licence and his means of identification to the Head of Legal Services of Renfrewshire Council.
24. If during the currency of the licence the holder is convicted of any offence he shall within 28 days provide details of such convictions to the licensing authority.
25. Should your DVLA driving licence fall to be renewed during the period of this licence, you require to exhibit evidence to the Council, within 14 days of expiry of your DVLA licence renewal date, that you have obtained a new driving licence from DVLA to cover the duration of your taxi driver's licence."

26. In these conditions:-

"exclusive", as applied to the hire of a taxi, means that a single fare is payable by any one passenger for the whole hire of the taxi, whether or not more than one passenger is carried, and "exclusive hire" shall be construed accordingly

"shared" as applied to the hire of a taxi, means that each passenger is carried at a separate fare, payable to the driver, and "shared hire" shall be construed accordingly.

# Dress Code

## Taxi and Private Hire Drivers

As from **1 January 1999**

all taxi and private hire car drivers **must**  
comply with the following dress code

### Male Drivers

Plain white or navy blue shirt, plain navy blue tie,  
Navy blue or black trousers and black dress shoes.

### Female Drivers

Plain white or navy blue shirt/blouse, navy blue or  
black skirt or trousers, black dress shoes.

### The following must NOT be worn:

Training shoes

Baseball caps

Tracksuits

Denims

Casual/T-shirts