

Taxi Licence

A taxi can be both pre-booked and hailed in the street.

Vehicle Requirements

Renfrewshire Council operates various policies in respect of vehicles. For more details regarding approved vehicle specifications please contact the Civic Licensing Standards Officer at enforcement.licensing@renfrewshire.gov.uk.

The main policies relating to taxi vehicles are as follows:-

Renfrewshire Council has a limit on the number of taxi licences. please contact the Civic Licensing Standards Officer at enforcement.licensing@renfrewshire.gov.uk.

The holder of a taxi licence shall use as a taxi only vehicles which have received the prior approval of the licensing authority. A list of the vehicles that have been approved is available on our website www.renfrewshire.gov.uk. All vehicles licences as taxis shall:-

- (i) be coloured white;
- (ii) be wheelchair accessible and either custom built taxis or alternatively multi person vehicles (MPVs) of a type approved by the Licensing Authority;
- (iii) be less than 8 years from the date of the first registration of the vehicle where that vehicle is wheelchair accessible and should otherwise be less than 7 years old. Vehicles shall be taken out of service and replaced when they become 8 years old/7 years old from the date of first registration respectively; and
- (iv) be subject to 6 monthly inspections as from the time they are 5 years old from the date of first registration.

Vehicle Inspection

Before any taxi application can be lodged, an inspection must be undertaken and an inspection pass certificate obtained for the proposed vehicle to be licensed.

Visit renfrewshire.gov.uk/bookinspection to book a vehicle inspection. You can choose a date and time to suit you and pay the relevant inspection fee. Have your vehicle registration document to hand.

What documents do I need to submit an application?

You are required to produce the following documents when submitting your application form. In addition, the documentation set out below must be enclosed with the application in relation to checks on previous convictions and entitlement to work:-

❖ **Vehicle Registration Document (V5)**

For Renewal Applications: It is a condition of licence that the vehicle registration document is held in the name of the licence holder (unless a leasing agreement exists, in which case please see note below). However, if you have submitted a change of vehicle within 6 weeks of your renewal application we will accept a bill of sale.

For New Grant Applications: In the event that you do not have the vehicle registration document, a bill of sale may be submitted when applying for your licence. The vehicle registration document must be produced to this office once you receive it from DVLA and must be in the name of the licence holder.

❖ **MOT Certificate (if applicable)**

Applications for a taxi licence require an MOT if the proposed vehicle to be licensed is over 1 year old.

❖ **Comprehensive Insurance and Insurance Schedule**

Applicants applying for a new licence do not require to submit their insurance at the time of submitting their application. We will request your insurance after the consultation period of 28 days from the date your application is received has expired. However, renewal applications must be accompanied by a valid current insurance certificate (showing comprehensive cover) and insurance schedule in the name of the licence holder or lessee, where appropriate.

❖ **Leasing Agreement (if applicable)**

It is a requirement that the vehicle registration document and insurance certificate must be in the licence holder's name. Any documentation exhibited in the name of someone other than the licence holder will not be accepted, unless a leasing agreement is in place. In this event, evidence of this leasing agreement must be produced. Please note that any person entering into a leasing agreement with the licence holder must be the holder of a taxi or private hire care driver's licence (badge) in Renfrewshire.

❖ **Vehicle Inspection Pass Certificate**

This is the pass certificate issued by the Inspection Centre at Underwood Road, Paisley once your vehicle has been inspected. The date on the pass certificate must be no later than 8 weeks before your application is lodged.

❖ **Checks on Entitlement to Work**

For all applicants, evidence must be produced of entitlement to work in the United Kingdom, whether applying for a new licence or to renew an existing one.

- British Citizens require to provide their current passport with the application. If an applicant does not have a current passport, then other documents must be provided as an alternative form of evidence. Information on alternative forms of evidence can be found on the Government website detailed below.
- For an EU national, the applicant's passport must be provided with the application.
- If neither a British citizen nor an EU national, the applicant's passport and residence permit confirming an entitlement to work in the UK must be provided.
- Original documents require to be exhibited and will be copied and returned to applicants.
- The application may also be passed to the UK Border Agency in relation to any issues arising on the applicant's entitled to work in the United Kingdom.

Please see www.gov.uk for a full list of alternative documents that prove an individual's right to work in the UK.

❖ **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 must 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.

Taxi Licence - Guidance Notes

- 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.

We will not accept your application unless you can exhibit each of the above listed documents as appropriate. The documentation will be verified by a Customer Service Advisor.

Applications

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

For renewal applications, applicants 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.

Application Fees

Payment is due at the time of lodging. For application fees, please refer to the Civic Licensing Application Fees on our website at www.renfrewshire.gov.uk.

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

Prior Refusal

If you have applied for and been refused an application for a taxi 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.

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.

Taxi Licence - Guidance Notes

If an objection or representation is received in relation to your application, you will be sent a copy of the letter. Your application and the letter of objection or representation will then be referred to the 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 taxi licences 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 these must 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.

Return of Plate

In the case of renewal applications, you are required to return your old plate to the Customer Service Centre when you call to collect your new plate. If you are unable to return the old plate you must confirm **in writing** the reason why you are unable to do so.

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.



Taxi Licence - Guidance Notes

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 for further information or advice.

Tel:	0300 300 0300
Email:	customerservice.licensing@renfrewshire.gov.uk
	www.renfrewshire.gov.uk
Website:	www.renfrewshire.gov.uk

Conditions

Taxi Licences

1. The holder of a taxi licence shall ensure that the taxi, including all bodywork, upholstery and fittings, is in a safe and serviceable condition and, subject to prevailing road conditions, is in a clean condition.
2. The holder of taxi licence shall require the taxi to undergo and pass inspection as required by the licensing authority. On receiving the requisite notice, in writing, he shall produce his taxi for examination at each time and place as may be reasonably required by the licensing authority.
3. The holder of a taxi licence, when the taxi is damaged in a vehicular accident or by any other means, shall report the damage to the licensing authority as soon as practicable and, if the taxi is roadworthy, he shall present it for inspection within the following two working days (being days on which the testing facilities operate) after the occurrence. As soon as repairs to the taxi have been completed, the taxi shall again be presented for inspection.
4. The holder of a taxi licence shall not ask a driver of a taxi to do anything which would result in the driver committing a breach of the conditions attached to the grant of the taxi driver's licence.
5. The holder of a taxi licence shall keep or cause to be kept an up-to-date list of the names and addresses of all taxi drivers employed by him and of all drivers who whether for payment or otherwise are authorised by the holder of the licence to use the taxi for the purpose of plying for hire.
6. The holder of a taxi licence shall hold in his name the requisite vehicle registration document and shall also hold and produce to the licensing authority on demand a certificate of comprehensive insurance in relation to the taxi as required by Part VI of the Road Traffic Act 1988. Where more than one name appears of the taxi licence the vehicle registration document shall be in at least one of those names.
7. The holder of a taxi licence may at any time during the currency of his licence be called upon to exhibit to the licensing authority the registration document and current M.O.T. certificate relating to the licensed vehicle and the certificate of insurance for the vehicle as will satisfy the licensing authority that the vehicle is currently insured and has been continuously insured throughout the full currency of the licence and he shall at all times be in a position to exhibit such documents.
8. The holder of a taxi licence shall ensure that while the vehicle is in use as a taxi, any plates or other items which have been issued by the licensing authority for the purpose of indicating that the vehicle is a taxi, are displayed at all times in positions approved by the licensing authority. The holder of the taxi licence shall ensure that only current licence plates are displayed on the taxi.
9. The holder of a taxi licence shall not obliterate or deface any plate or other item issued by the licensing authority for the purpose of indicating that the vehicle is a taxi and which is fitted to the taxi. If any such plate or other item becomes obliterated or defaced so as not to be distinctly visible or legible or if any such plate or item is lost or damaged, the holder of the taxi licence shall report this to the licensing authority as soon as practicable and obtain from the licensing authority a replacement plate or other item.

10. The holder of a taxi licence shall obtain from the licensing authority a notice detailing the approved maximum taxi fares and charges appropriate to exclusive or to shared hire of the taxi and shall display the appropriate notice in the passenger compartment of the taxi in such a position that it will be readily visible to the passengers being carried; and (subject to Condition 11 below) no other notice of fares and charges shall be displayed.
11. The holder of a taxi licence shall, if the cost of the journey is not regulated by a licensing authority fare structure, take steps to ensure that any potential hirer of his taxi is informed, prior to acceptance of the hire:
 - (a) that the fare is not so regulated; and
 - (b) the cost, or method of calculating the cost, of the proposed journey.
12. The holder of a taxi licence shall display upon the roof of his taxi a sign of a type approved by the licensing authority for the purpose of advertising the vehicle as a taxi. No other form of advertising shall (except where permitted under Condition 23 of these conditions) be displayed on the taxi other than a notice on the rear window giving a telephone number in numerals not larger than three inches high, provided also that such numerals must not be opaque or, if they are opaque, shall not interfere with the taxi driver's vision.
13. The holder of a taxi licence shall not use, or cause or permit to be used on a taxi, a road wheel or tyre of a difference circumference from that for which any taximeter affixed to the taxi was designed, geared and has been tested by the licensing authority.
14. The holder of a taxi licence shall not use, or cause or permit to be used on a taxi, a road wheel or tyre of a difference circumference from that for which any taximeter affixed to the taxi was designed, geared and has been tested by the licensing authority.
15. The holder of a taxi licence shall use only a taximeter which has been stamped or sealed by the licensing authority after testing as respects distance and time in accordance with the approved taxi fares and charges. Once a taximeter is fitted to his taxi, he shall not tamper with the taximeter or break or tamper with any seal or stamp on such taximeter or any attachment affixed thereto by the manufacturer or licensing authority except to remove the taximeter for repair or replacement. Should the seal be broken, the taximeter shall be re-tested and passed by or on behalf of the licensing authority before being used again.
16. The holder of a taxi licence shall ensure that the taximeter fitted to his taxi is in a position approved by the licensing authority.
17. The holder of a taxi licence shall not knowingly operate the taxi, or cause or permit it to be operated, while the seals affixed to the taximeter are broken or detached.
18. The holder of a taxi licence shall not knowingly use, or cause or permit to be used, a taximeter which is in any way defective.
19. The holder of a taxi licence must carry, in a suitable fastener in the taxi, a fire extinguisher of a type, and in a position, approved by the licensing authority. The expiry date of the extinguisher must be at least one year from the date of the last inspection of the taxi.
20. The holder of a taxi licence shall be 21 years of age or older when first licensed.

21. The holder of a taxi licence who changes his address or place of business shall within 14 days thereafter give notice thereof to the licensing authority 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 or place of business.

22. The holder of a taxi licence shall use as a taxi only custom built taxis or any other vehicle of a type which has received the prior approval of the Licensing Authority. All vehicles licensed as taxis shall:-

- (i) be coloured white;
- (ii) be wheelchair accessible and either custom built taxis or alternatively multi person vehicles (MPVs) of a type approved by the Licensing Authority;
- (iii) be less than 8 years from the date of the first registration of the vehicle where that vehicle is wheelchair accessible and should otherwise be less than 7 years old. Vehicles shall be taken out of service and replaced when they become 8 years old/ 7 years old from the date of first registration respectively; and
- (iv) be subject to 6 monthly inspections as from the time they are 5 years old from the date of first registration.

23. The holder of a taxi licence shall have his name and taxi licence number printed on both the near side and off side rear windows of the taxi in roman letters not less than $\frac{3}{4}$ of one inch and not greater than one inch in height and of proportional breadth and shall ensure that they are clearly legible during the currency of the licence. No notice, advertisement, printed bill, or other item shall be displayed on the outside or inside of a taxi without the previous consent of the licensing authority except:-

the name of the licence holder and the taxi licence number on the outside of the taxi; and a notice containing information about methods of payment by card up to a permitted size of 200mm x 100mm on either the side windows or the interior of the taxi; and/or a customer service notice (providing information in relation to making a complaint or giving feedback) up to a permitted size of 6 inches on the tip up seats or bulkhead of the taxi, the cumulative number of any payment method and customer service notices being limited to three.

24. The holder of a taxi licence shall not have installed in his taxi a two way radio or similar device the base of operation or control point of which is situated outwith the boundary of Renfrewshire Council.

25. 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.