

GUIDANCE ON COMPLETING AN APPLICATION FORM FOR THE RENEWAL OF A TAXI OPERATOR LICENCE

Section 1 –

Question 1 must be completed by all applicants.

A renewal application must be applied for before the expiry date of the current licence. The information provided must be identical to the terms of your current licence. If the information does not match then your application will not be accepted. If the application is accepted you can continue to operate until a decision is made on your application. If you forget to renew your licence or are unable to do so due to unforeseen circumstances you should contact the Licensing Section as soon as you become aware your licence has expired.

Section 2 – Relates to personal details of the applicant.

Question 2 – You only complete this question if you are an individual person applying to renew a taxi operator licence.

Question 3 – You have to advise if you or someone else is going to be responsible for the operational management of the vehicle. If someone else is going to manage the vehicle you need to complete question 5.

Question 4 – You only complete this question if the taxi is going to be operated by a company or partnership rather than an individual person.

Question 5 - When the application is being made by a company or partnership you must give details of the person responsible for the operational management of the vehicle.

Question 6 – This question on the form refers to anybody named on the application. You must answer either yes or no on the application form to the question relating to convictions, fixed penalties or fixed penalties. You only disclose convictions, conditional offers and or fixed penalties since the licence was last granted. It is essential that full details of any current convictions are supplied on the application form so that necessary Police checks can be undertaken and your application can be processed as quickly as possible.

Question 7 – You must state if any person named in sections 2, 4 or 5 have lived outwith the UK for a period of six months or more within the last 10 years. If yes a Criminal Record Check/verification from the Embassy requires to be submitted with the application form. Otherwise your application will not be accepted.

The following link may help you on how to get criminal record checks from overseas:-

<http://www.cpni.gov.uk/advice/Personnel-security1/Overseas-criminal-record-checks/>

Question 8 – Evidence of the person responsible for the applicant and operational manager has the right to work in the UK. requires to be provided.

- If you are a British Citizen please provide your current passport with the application. If you do not have a current passport then other documents can be provided as an alternative form of evidence. Contact the licensing unit for more information.
- If you are an EU National please provide your passport with the application.

- If you are not a British Citizen or an EU National, please provide your passport and residence permit confirming your immigration status and right to work in the UK.

Question 9 – You must answer this question as you are required to provide details of any other Taxi Operator Licence you have held by this or any other authority.

Question 10 – You must answer this question as you are required to provide details of any applications for a Taxi Operator Licence that have been refused by this or any other authority.

Section 3 – Relates to vehicle to be operated on the licence

Question 11 – You must answer this question providing the full details of the existing vehicle for renewal applications.

Question 12 – You must answer this question to advise where the vehicle will be kept when not operating as a taxi.

Section 4 – Relates to a checklist of supporting documentation.

Question 14 - The application fee and all the necessary supporting documentation must be submitted with the application otherwise it will not be accepted.

Section 5 – Declaration by the applicant.

If you have completed question 2 complete the part relating to an individual person. If you have completed question 4 complete the part relating to company or partnership.