

Appendix S

Documents required for submission of a new or renewal Private Hire Operators Licence

- A fully completed application form
- Evidence of planning permission with appropriate plans provided (only required for new applications)
- If you are a current licensed driver a copy of your enhanced DBS and a statutory declaration or access to the DBS online update system in respect of your enhanced DBS submitted in respect of your taxi drivers licence
- If you are not a current licensed driver a basic disclosure from Disclosure Scotland dated within one calendar month of submission and a completed statutory declaration
- The correct fee

All documents provided shall meet the requirements as set out in this policy. Any application not accompanied by the appropriate documentation shall be rejected as invalid and returned to the applicant together with the fee.

The application will remain rejected and will not be considered for licensing until such time as a full and complete resubmission made.