



Licence Fees and Application Information

From 1 April 2025

Type.	Duration.	Fee.	Documents Required with Application.
Taxis and Private Hire Cars (fee includes plates).	1 year.	£330.00.	Insurance, V5 document, letter or email from the holder of the V5 if appropriate (refer to published Guidance), test certificate from Bayview Garage not older than 28 days, MOT for taxi applications if vehicle one year old or over, MOT for PHC applications if vehicle 3 years old or over.
	3 years.	£869.00.	
Permanent Substitution.	To end of licence.	£330.00.	
Temporary Substitution.	3 calendar months.	£330.00.	
Replacement Plates External.	Any duration.	£49.40.	
Replacement Plates Internal.	Any duration.	£24.80.	
Taxi and PHC Booking Office.	1 year.	£198.00.	Public liability insurance. Layout plan, no larger than A3, drawn to scale. Copy of complaints policy.
	3 years.	£534.00.	
Taxi or PHC Driver (fee includes badge).	1 year.	£92.00.	See over page:
	3 years.	£234.00.	

Refer to application form and Guidance published at

<https://www.orkney.gov.uk/our-services/law-and-licensing/civic-government-licensing/taxis-and-private-hire-cars/taxi-and-private-hire-car-drivers/>

- Every person who applies for a taxi or PHC driver's licence for the first time and
- Every applicant, whether for grant or renewal of a licence, who has immigration restrictions on his/her right to work

Must submit:

- Completed application form.
- Evidence of Right to Work in the UK.
- 3 identical passport sized photos.
- UK or equivalent European Union driving licence (photocard or older paper version).
- UK driving licence holders – printout of current electronic Driving Licence Summary record held by DVLA available from <https://www.gov.uk/view-driving-licence> or Share Code to permit Licensing officers to view and print information.
- Criminal Record Checks outwith UK, where necessary.
- Medical information where necessary.
- Application fee.

These must be submitted at a **personal interview** prearranged with Licensing staff, who can be contacted by email at licensing@orkney.gov.uk or telephone at 01856 873535 extensions 2229, 2232 or 2246 (voicemail available).

Other applicants for a taxi or PHC driver's licence:

- Must submit the documentation referred to above, except the evidence of Right to Work in the UK.
- Can submit applications by post or hand delivery; or personal interview prearranged with Licensing staff, who can be contacted by email at licensing@orkney.gov.uk or telephone at 01856873535 extensions 2229, 2232 or 2246 (voicemail available).

ID Badge Replacement (for example, lost, damaged).	Any duration.	£41.10.	3 identical passport sized photos.
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Indoor Sports Entertainment.	1 year.	£184.00.	Public liability insurance minimum £5 million.
	3 years.	£486.00.	
Knife Dealer.	1 year.	£157.00.	Plus cost of advert, public liability insurance, layout plan A3 maximum size.
	3 years.	£412.00.	
Late Hours Catering.	1 year.	£234.00.	Duty of Care Notice (Controlled Waste Transfer Note).
	3 years.	£616.00.	
Market Operators.	1 year.	£352.00.	Public liability insurance minimum £5 million. Plan, no larger than A3, showing the location and layout of stalls and number and location of toilets.
	3 years.	£608.00.	
Metal Dealers.	1 year.	£184.00.	Plan, no larger than A3, showing premises site / location.
	3 years.	£486.00.	
Public Entertainment.	1 year.	£198.00.	Note: for any potentially hazardous activity. Minimum £5 million public liability insurance for smaller rides, amusements and inflatables. £10 million for larger passenger-carrying rides. Declaration of Operational Compliance under Amusement Devices Inspection Procedures Scheme.
	3 years.	£512.00.	
Raised Structure.	One event.	£117.00.	Details of proposed use and construction. Location plan, no larger than A3. Public liability insurance minimum £5 million for events on Council property.
Second Hand Dealers.	1 year.	£184.00.	Note: for applicants not having permanent premises on the valuation roll. Location plan(s), no larger than A3, scale 1:500.
	3 years.	£486.00.	
Sex Shops.	1 year.	£2715.00.	Plan, no larger than A3, showing all fixtures and fittings in the premises.
Skin Piercing and Tattooing.	1 year.	£305.00.	Plan, no larger than A3, showing the part(s) of the premises to be used. Public liability insurance.
	3 years.	£803.00.	

Street Traders Operators and / or Employees (fee includes badge). Note: every person must have a licence and ID badge.	1 year.	£184.00.	All applicants – 3 identical passport sized photos. Operators – plan, no larger than A3, showing site / location for any fixed site, written permission of owner of any fixed site, certificate of compliance re Food Safety Regulations, Duty of Care Notice (Controlled Waste Transfer Note).
	3 years.	£486.00.	
Window Cleaners Operators and / or Employees (fee includes badge). Note: every person must have a licence and ID badge.	1 year.	£92.00.	All applicants – 3 identical passport sized photos. Operators – public liability insurance minimum £2 million. Employer’s liability insurance if appropriate.
	3 years.	£241.00.	
Miscellaneous.			
Copy Licence.	To end of licence.	£41.10.	
ID Replacement.	To end of licence.	£41.10.	3 identical passport sized photos.
Cinema Licence.	1 year.	£198.00.	Seating capacity up to 100 persons.
	1 year.	£389.00.	Seating capacity over 100 persons.
Transfer.	To end of licence.	£120.00.	

Information

1. Licence fees are non-refundable.
2. Advertisement costs and third-party costs with related administration are met directly by applicants or licence holders.
3. Other than licences for cinemas, the fee payable in respect of the substitution or variation to any type of licence, together with the following matters, are the same as the fee for the appropriate licence type for one year:
 - A. Temporary licences (which cannot exceed 6 weeks).
 - B. Certified duplicate or true copy licences.
 - C. Consideration of any material change of circumstances, including premises, vehicles or vessels.