Depute Chief Executive
Education People and Business

Application for
Change of Vehicle – Taxi/Private Hire Operator

sustainable thriving achieving
East Dunbartonshire Council
www.eastdunbarton.gov.uk

Please note, you can complete this form on your computer or alternatively, print and complete in ink using block capitals.

Name			
Home Address			
Postcode		Telephone Number	
Date of Birth		Age	
Email Address			

Licence Number	
Registration of former vehicle	

Registration number and date of first registration new vehicle	Registration Number		Date of First Registration		
			Day	Month	Year

Description of replacement vehicle	Make & Model	c.c Rating	Number of Doors	Colour	Chassis Number
				No. of passenger seats	

Is the vehicle wheelchair accessible	☐ YES / ☐ NO

I declare that the particulars given by me on this form are true and I hereby make application to East Dunbartonshire Council for the variation of licence.

N.B. Any person who in or in connection with the making of this application makes any statement which he/she knows to be false or recklessly makes any statement which is false in a material particular shall be guilty of an offence and liable, on summary conviction, to a fine not exceeding £1,000.

Administration Fee - £69.22. In the event your application is unsuccessful no refund will be given.

Signature of Applicant	
Date	

Current processes require licences to be applied for and paid for online at the Council's website. At time of collection, attendance will be required at Bearsden Community Hub, Bearsden Library, 69 Drymen Road, Bearsden, G61 3QT. This will allow applicant's to provide original documentation. Proof of ID will also be required to be shown.

ORIGINAL DOCUMENTS REQUIRED TO BE SUBMITTED ALONGSIDE THIS APPLICATION FORM

1. *Valid Certificate of Compliance*
2. *Valid Meter Test (if applicable)*
3. *Valid Insurance Certificate or Cover Note (in name of person applying)(if application is for renewal)*
4. *Registration Document (V5) (in name of person applying). A V5 tear-off slip or a Bill of Sale in the name of the applicant and dated within 14 days of the presentation of the application may be accepted. However, a copy of the full V5 document in the applicant's name must be provided before a licence can be issued.*
5. *Partnership Agreement (if applicable)*

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Privacy Notice

The personal information you provide on this form will be used by East Dunbartonshire Council to process and determine applications for the change of registration of a taxi/private hire car.

This personal information may also be shared with other departments within East Dunbartonshire Council, the Council committee's and/or boards, local councillors in the area of the application or other organisations for the same purpose and also to:

- check the information we hold is accurate;
- prevent and/or detect crime; and
- protect public funds.

Other organisations may include bodies responsible for auditing or administering public funds, public sector agencies, governmental departments, regulatory and law enforcement bodies including Police Scotland and the Scottish Fire and Rescue Service, private contractors used by the Council and bodies carrying out data matching exercises.

The legal basis for processing your personal information is:

- The Council's legal obligations under the following legislation:
  - the Civic Government (Scotland) 1982 (licensing functions in relation to change of registration of a taxi/private hire car
  - the Local Government (Scotland) Act 1973 (to ensure proper administration of the Council's financial affairs) (including the detection and/or prevention of fraud)
  - the Local Government (Scotland) Act 1973 (furnishing of information and documents to the Commission)
  - the Public Finance and Accountability (Scotland) Act 2000 (disclosure of data to Audit Scotland for data matching)

- The official authority vested in the Council pursuant to:
  - the Local Government (Scotland) Act 1973 (arrangement for discharge of functions by local authorities)
  - the Scheme of Administration – Civic Government (Scotland) 1982 – Terms of Reference: paragraph 1

- The following task carried out in the public interest:
  - to appropriately and sufficiently licence the operation of a vehicle as a taxi/private hire car
  - the prevention and detection of licensing fraud

East Dunbartonshire Council will be unable to process your application form if you fail to provide the information required and a private hire car driver will not be granted. The information requested in this form is required under the Civic Government (Scotland) Act 1982 Schedule 1 **(Section 13)**

East Dunbartonshire Council uses the Scottish Council on Archives Records Retention Schedules to manage the amount of time the Council keeps information. Further information on these can be found here.
http://www.scottisharchives.org.uk/scarrs

The information you have provided is classed under reference 04.005.037 and the retention period will be triggered from the date the licence expires and the information will then be held for 2 years.

Right of Access
You have the right to access the personal information the Council holds about you. This right is called a Subject Access Request, often referred to as a SAR.

You can receive a copy of your personal data held by the Council, details on why it is being used, who it has been/ will be shared with, how long it will be held for, the source of the information and if the Council uses computer systems profile or take decisions about you. Details on how to submit a Subject Access Request can be found here.
https://www.eastdunbarton.gov.uk/council/data-protection/subject-access-request

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Right to rectification
You have the right to request the Council correct any information held about you that is inaccurate.

Right to erasure
You have the right to request that the Council delete the personal information about you. This right is known as the right to be forgotten.

Right to restrict processing
You have the right to request that the Council stops using your personal information, while retaining a copy of it.

Right to Object
You have the right to object to the Council's use of your personal information. The Council will have to demonstrate why it is appropriate to continue to use your personal data.

You have the right to complain to the Information Commissioner's Office should you be unhappy with the way the Council has processed your personal data. Details on how to report a concern can be found here
https://ico.org.uk/concerns/

Should you have any questions or concerns about the Council's handling of your personal data you can contact the Council's Data Protection Officer, Karen Donnelly, using the below noted details, who will be happy to discuss.

Telephone Number: 03001234510
Email: dpo@eastdunbarton.gov.uk
Address: 12 Strathkelvin Place, Kirkintilloch, G66 1TJ

Other Formats & Translations

This document can be provided in large print, Braille or on CD and can be translated into other community languages. Please contact the Council's Corporate Communications Team at 12 Strathkelvin Place, Kirkintilloch, G66 1TJ, tel 0300 123 4510

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جا سکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫ਼ੋਨ ਕਰੋ।

Gabhaidh an sgrìobhainn seo cur gu Gàidhlig ma tha sin a dhìth oirbh. Cuiribh fòin gu 0300 123 4510

अनुरोध करने पर यह दस्तावेज हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फोन कीजिए।

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