

Depute Chief Executive Education People and Business

Application for
**GRANT/RENEWAL OF A LICENCE
TO ACT AS A TAXI/PRIVATE HIRE
CAR OPERATOR**
CIVIC GOVERNMENT (SCOTLAND) ACT 1982



sustainable thriving achieving

East Dunbartonshire Council

www.eastdunbarton.gov.uk

For office use Only

Date Received	Fee Paid	Date Passed to Police	Date of Decision	Decision	No of Licence

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

1.			
Full Name			
Address			
Postcode		Telephone Number	
Date of Birth		Age	
Place of Birth			
Email Address			
Please tick categories that Hire Car are applicable			
Application for grant	<input type="checkbox"/> Taxi	<input type="checkbox"/> Private Hire Car	
Application for renewal	<input type="checkbox"/> Taxi	<input type="checkbox"/> Private Hire Car	
Current Operator Licence No			

2. FOR COMPLETION BY PARTNERSHIPS, COMPANIES OR ENTITIES	
Non Natural Person	
Full name of Company or Names of Partners	
Address of Registered or Principal Office	
Telephone Number	

Completed application forms will only be accepted if delivered in person by the applicant to the Community Hub, William Patrick Library, 2-4 West High Street, Kirkintilloch, Glasgow, G66 1AD or Community Hub, Bearsden Library, 69 Drymen Road, Bearsden, G61 3QT, Community Hub, Bishopbriggs Library, 170 Kirkintilloch Road, Bishopbriggs, G64 2LX or Community Hub, 46 Main Street, Lennoxton, G66 7JJ together with the appropriate fee. Proof of ID will also be required to be shown along with appropriate authority if the applicant is a company or partnership.

2. Cont'd			
	Name	Date and Place of Birth	Private Address
All Directors, Partners or other persons responsible for the management of the business			
Employee (s) or agent who is to carry on the day to day management of the business			

3.			
If applicant does not propose to operate the vehicle himself, state			
Full name			
Date of Birth		Place of Birth	
Full address of person or persons who will manage the operation of the vehicle.			

4.			
Registration number and date of first registration of the vehicle			
Registration Number		Date of First Registration (DD/MM/YY)	
Description of vehicle			
Make & Model		Number of Doors	
Colour		C.C. Rating	
Chassis Number		Number of passenger seats	
Has the vehicle been previously licensed as a taxi/private hire car	<input type="checkbox"/> YES / <input type="checkbox"/> NO		
Is the vehicle wheelchair accessible	<input type="checkbox"/> YES / <input type="checkbox"/> NO		
Address of premises where vehicle is kept			
Please state which radio base you will be working from			

5	
Have you ever been refused a Licence under the Civic Government (Scotland) Act 1982	<input type="checkbox"/> YES / <input type="checkbox"/> NO
If YES, please give full details including date of refusal	
Which authority refused you a licence?	
Do you hold or have you held a licence from any other Authority	<input type="checkbox"/> YES / <input type="checkbox"/> NO
If YES, which one?	

Completed application forms will only be accepted if delivered in person by the applicant to the Community Hub, William Patrick Library, 2-4 West High Street, Kirkintilloch, Glasgow, G66 1AD or Community Hub, Bearsden Library, 69 Drymen Road, Bearsden, G61 3QT, Community Hub, Bishopbriggs Library, 170 Kirkintilloch Road, Bishopbriggs, G64 2LX or Community Hub, 46 Main Street, Lennoxton, G66 7JJ together with the appropriate fee. Proof of ID will also be required to be shown along with appropriate authority if the applicant is a company or partnership.

6.			
Subject to the provisions of the Rehabilitation of Offenders Act 1974 and the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 state below particulars of ALL convictions recorded against you including details of Fixed Penalties and Conditional Offers issued by the Police or Procurator Fiscal. NB. RECENT CHANGES TO THE LAW MEAN THAT ALL CONVICTIONS REQUIRE TO BE LISTED ON THE APPLICATION FORM.			
Date	Court	Offence	Sentence

7.			
I have read and understood the requirements of the section relating to previous convictions.			
I declare that the particulars given by me on this form are true and I hereby make application for the grant or renewal of the licence applied for.			
Any person who in or in connection with the making of this application makes any statement which he 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.			
Signature of Applicant		Date	

NOTES
In completing the attached Application Form please note the following:- (i) All questions to be answered in full. (ii) The Application must be signed and dated. (iii) The correct fee of £388.96 (3 years) must be sent with the Application Form. In the event your application is unsuccessful no refund will be given. (iv) Completed application forms will only be accepted if delivered <u>in person by the applicant</u> to the Community Hub, William Patrick Library, 2-4 West High Street, Kirkintilloch, Glasgow, G66 1AD or Community Hub, Bearsden Library, 69 Drymen Road, Bearsden, G61 3QT, Community Hub, Bishopbriggs Library, 170 Kirkintilloch Road, Bishopbriggs, G64 2LX or Community Hub, 46 Main Street, Lennoxton, G66 7JJ together with the appropriate fee. <u>Proof of ID will also be required to be shown along with appropriate authority if the applicant is a company or partnership.</u>

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 or Bill of Sale or V5 Tear off Slip (in name of person applying)
5. Partnership Agreement (if applicable)

Completed application forms will only be accepted if delivered in person by the applicant to the Community Hub, William Patrick Library, 2-4 West High Street, Kirkintilloch, Glasgow, G66 1AD or Community Hub, Bearsden Library, 69 Drymen Road, Bearsden, G61 3QT, Community Hub, Bishopbriggs Library, 170 Kirkintilloch Road, Bishopbriggs, G64 2LX or Community Hub, 46 Main Street, Lennoxton, G66 7JJ together with the appropriate fee. Proof of ID will also be required to be shown along with appropriate authority if the applicant is a company or partnership.

Privacy Notice

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

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 a taxi/private hire car operator.
 - 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 taxi/private hire car operator will not be granted. The information requested in this form is required under the Civic Government (Scotland) Act 1982 Schedule 1 (**Section 10**)

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>

Right to rectification

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

Right to erasure

Completed application forms will only be accepted if delivered in person by the applicant to the Community Hub, William Patrick Library, 2-4 West High Street, Kirkintilloch, Glasgow, G66 1AD or Community Hub, Bearsden Library, 69 Drymen Road, Bearsden, G61 3QT, Community Hub, Bishopbriggs Library, 170 Kirkintilloch Road, Bishopbriggs, G64 2LX or Community Hub, 46 Main Street, Lennoxton, G66 7JJ together with the appropriate fee. Proof of ID will also be required to be shown along with appropriate authority if the applicant is a company or partnership.

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 جاسکتا 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 ਫੋਨ ਕਰੋ।

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

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

Completed application forms will only be accepted if delivered in person by the applicant to the Community Hub, William Patrick Library, 2-4 West High Street, Kirkintilloch, Glasgow, G66 1AD or Community Hub, Bearsden Library, 69 Drymen Road, Bearsden, G61 3QT, Community Hub, Bishopbriggs Library, 170 Kirkintilloch Road, Bishopbriggs, G64 2LX or Community Hub, 46 Main Street, Lennoxton, G66 7JJ together with the appropriate fee. Proof of ID will also be required to be shown along with appropriate authority if the applicant is a company or partnership.