

**ABERDEEN CITY COUNCIL**

**CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

**APPLICATION FOR THE APPROVAL OF A VEHICLE TO  
BE USED AS A WHEELCHAIR ACCESSIBLE TAXI**

Please complete either Question 1 or 2 and all other questions

<b>Q1. To be completed if the applicant is a Company or Partnership</b>	
a. Full name of company/partnership	
b. Address of principal or registered office	
c. Telephone number Mobile number	
d. E-mail address	
<b>Q2. To be completed if the applicant is an individual</b>	
a. Full name	
b. Home address	
c. Telephone number Mobile number	
d. E-mail address	
<b>Q3. Particulars of Vehicle to be Approved</b>	
a. Make	
b. Model	
c. Variant	
d. Registration Number	
e. Chassis Number	
f. Original vehicle manufacturer	
g. Name and address of vehicle modifier	

Q4. a. Details of the modifications	
b. Date(s) of modifications	
c. Date type approval granted	
d. Any other relevant information	

**Checklist:**

**I have enclosed:-**

- a) copy of the type approval certificate
- b) copy certificate of registration
- c) MOT certificate (where applicable)
- d) any other supporting documentation  
(please specify below)

I declare that the particulars given by me on this form are correct to the best of my knowledge and belief.

Date: \_\_\_\_\_

Signature of applicant or agent: \_\_\_\_\_

Agent's address: \_\_\_\_\_

Position of applicant in company/partnership if not otherwise stated:

\_\_\_\_\_

	<b>OFFICE USE ONLY</b>
Date Received	Fee Paid  Receipt Number:

**NB: Any person who in connection with the making of this application makes any statement that he/she knows to be false or recklessly makes any statement that is false in a material particular, may be guilty of an offence.**

For assistance in completing the form please telephone the Taxi Inspection Centre on (01224) 489300

When completed this form should be returned to Aberdeen City Council, Taxi Inspection Centre, 38 Powis Terrace, Aberdeen, AB25 3RF with the appropriate fee. Cheques should be made payable to "Aberdeen City Council"

**Privacy notice:****Your data: taxi and private hire vehicle licence – approval of a vehicle to be used as a wheelchair accessible taxi****How we use your information**

Aberdeen City Council, as the Licensing Authority, collects and records the personal information you provide in this form, along with supporting documentation, in order to process your application for approval of a vehicle to be used as a wheelchair accessible taxi.

The Council doesn't share the information you've provided with any other third parties, unless we're authorised or required to do so by law.

**How long we keep your information for**

The application form and related documents will be retained by the Council's Licensing Team for a period of two years, from the date your taxi or private hire car licence expires. If your application is withdrawn or refused the application form and related documents will be retained for a period of two years from the date of withdrawal or refusal

**Your Rights**

You have rights in relation to your data, including the right to ask for a copy of it. See the [Your data](#) page for more information about all the rights you have, as well as the contact details for the Council's Data Protection Officer. You also have the right to make a complaint to the [Information Commissioner's Office](#) if you think we haven't handled your data properly.

**Our Legal Basis**

Wherever the Council processes personal data, we need to make sure we have a legal basis for doing so in data protection law. The Council understands our legal bases for processing personal data in relation to your application for approval of your vehicle to be used as a wheelchair accessible taxi is Article 6(e) of the General Data Protection Regulation (GDPR) in that the Council is exercising its official authority under Parts 1 and 2 and Schedule 1 of the Civic (Government) (Scotland) Act 1982.