



CIVIC GOVERNMENT (SCOTLAND) ACT 1982
APPLICATION FOR GRANT / RENEWAL OF LICENCE FOR TAXI &
PHC BOOKING OFFICE

Applicant's Details - COMPLETE EITHER QUESTION 1 OR 2 AND ALL OTHER QUESTIONS.

Q1 To be completed if applicant is an individual

a. Full name	<u>Surname</u> (including any maiden name)	<u>Forename(s)</u>	
b. Home address			
	Postcode:		
c. Telephone No.	<u>Home</u>	<u>Mobile</u>	
d. E-mail address			
e. Age, date & place of birth	Age	Date of Birth	Place of Birth
f. Are you self employed?	Yes <input type="checkbox"/> No <input type="checkbox"/> If no give name & address of employer Name: Address: Postcode:		
g. Are you to carry out day-to-day management of the business?	Yes <input type="checkbox"/> No <input type="checkbox"/> If not give full name, home address and date and place of birth of the manager. Name: Address: Date of Birth:		Place of Birth:

Q2. To be completed if applicant is a Company or Partnership			
a. Full name of Company/Partnership	Company <input type="checkbox"/> or Partnership <input type="checkbox"/>		
	Name:		
	Company number:		
b. Address of Principal or Registered Office	Postcode:		
c. Telephone No.			
d. E-mail address			
e. Full names, home addresses and dates and place of birth of all directors or partners (continue on separate sheet if necessary)			
Name	Address	Date of Birth	Place of Birth
f. Full name, home address and date and place of birth of employee or agent who is to carry out day-to day management			
Name	Address	Date of Birth	Place of Birth
Q3. Has any party named in Q1 or Q2 above been convicted of any crime or offence? Please include any Road Traffic Offences and any spent convictions as defined in the Rehabilitation of Offenders Act 1974.		Enter Yes or No Only Yes <input type="checkbox"/> No <input type="checkbox"/>	
Q4. Have you had an application for a similar licence refused in the last year?		Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please give date:	
Q5. Licence Details			
a. Type of licence applied for	GRANT <input type="checkbox"/>	RENEWAL <input type="checkbox"/>	TEMPORARY <input type="checkbox"/>
b. If renewal, state expiry date of current licence	Expiry Date:		

Q6. Premises Details

a. Name and address of premise(s) to be licensed	Name: Address: Postcode:	
b. Telephone No. of premises		
c. Specify number of vehicles operating from the booking office		
d State days and hours of trading for which the licence is required	Days	Times
e. Please provide the name and contact details of an individual with whom an inspection of the premises can be arranged.		

Q7. HMRC Check

From 02/10/2023 a tax check will be required with all licence renewal applications or a Grant or Temporary application if a licence of the same type has been held within the last 12 months.

The check is done here- [Complete a tax check](#)

Once the check is completed you will be given a 9 digit code which MUST be entered below:

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ANY APPLICATIONS WHICH REQUIRE A TAX CHECK THAT DO NOT HAVE THE CODE ENTERED ABOVE WILL NOT BE ACCEPTED

Q8.

(A) I/we declare that I/we shall, for a period of 21 days commencing with the date of submission of this application, display at or near the premises mentioned at Q5, so that it can conveniently be read by the public, a notice complying with the requirements of Paragraph 2(2) of Schedule 1 of the Civic Government (Scotland) Act 1982. A form that may be used for this purpose is attached.

OR

(B) I/we declare that I am / we are unable to display a notice of this application at or near the premises because I/we have no rights of access or other rights enabling me/us to do so.

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

Delete (A) or (B) as appropriate. Where declaration (a) is made, there must be produced in due course, a Certificate of Compliance with paragraph 2(2) of Schedule 1 to the Civic Government (Scotland) Act 1982.

Date: _____

Signature of applicant or agent: _____ Print Name _____

Agent's address: _____

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

I have enclosed the appropriate fee

Date received:

Amount 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.

When completed, this form should be returned by email to Licensing@aberdeencity.gov.uk

Fees should be paid via the payment portal here-

<https://www.civicaepay.co.uk/AberdeenCityEstore/estore/default/Catalog/Index?newSearch=False>

Exceptionally applications can be made by post to Licensing, Legal Services, Aberdeen City Council, Business Hub 6, First Floor South, Marischal College, Broad Street, Aberdeen, AB10 1AB along with the appropriate fee. Cheques should be made payable to "Aberdeen City Council". For assistance in completing the form, please contact Licensing at Licensing@aberdeencity.gov.uk

DO NOT SUBMIT THIS PAGE OR THE FOLLOWING PAGE WITH THE APPLICATION

Your data: application for the grant or renewal of a Booking Office Licence

How we use your data

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 licence application.

In processing and determining your application, the Council as Licensing Authority will share the information you have provided with (1) the Chief Constable, Police Scotland, (2) the Scottish Fire and Rescue Service (where the activity is to be carried on in premises), and (3) the members of the Licensing Committee when they require to determine your application.

If your application requires to be considered at a meeting of the Licensing Committee, or its Sub-Committee, an agenda will be prepared for the hearing of your application. In order to publish the agenda for the meeting the relevant information provided on your application is uploaded to an electronic committee management system.

We are required to display your application on a public register. The register will show your name, date of receipt of your application, and the final decision. It will also note the type and terms of the licence granted and will subsequently show any suspension, revocation, variation or surrender of the licence. The register is open to inspection by any member of the public.

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, which may include HMRC.

How long we keep your information for

If your application for a licence is granted, the application form and related documents will be retained by the Council's Licensing Team for a period of two years, from the date this 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.

In the event your application is considered by the Licensing Committee, the Committee Meeting Agenda, Minutes and accompanying papers including limited details of your application, provided it was not deemed confidential, are published on the Council's website indefinitely. If the Committee has deemed your application confidential and considered it in private, the minute which is published will be anonymised.

Your rights

You have rights in relation to your data, including the right to ask for a copy. [See more information about all the rights you have](#), as well as 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 a licence is Article 6(e), Article 9 (g) and Article 10 of the General Data Protection Regulation (GDPR) in that the Council is exercising its official authority and function under Parts 1 and 2 and Schedule 1 of the Civic (Government) (Scotland) Act 1982 and as such requires to process some information which is classified as special category under GPDR for reasons of substantial public interest.