

ABERDEEN CITY COUNCIL

APPLICATION FOR VARIATION OF A LICENCE

CIVIC GOVERNMENT (SCOTLAND) ACT 1982



1. LICENCE HOLDER

Full Name _____

Address _____

Tel No. _____

2. TYPE OF LICENCE HELD: TAXI or PHC (Delete as appropriate)

This Variation will not be granted and replacement plate(s) and roof sign (where appropriate) issued until the current plate(s) and roof sign (where appropriate) are returned to the Taxi Inspection Centre

3. PROPOSED VARIATION:

CHANGE OF TAXI ZONE TO AIRPORT/CITY (Delete as appropriate)

CHANGE OF VEHICLE REGISTRATION

CHANGE OF MANAGER

4. TERMS OF LICENCE TO BE VARIED (please detail in full)

VEHICLE REGISTRATION- _____

CURRENT PLATE NUMBER- _____

VARIED TO- (New Plate, Reg Number or Manager- with Date of Birth & Address) _____

5.

Date _____

Signature _____

Applicant/Agent (delete as appropriate).

Address of Agent _____

Tel No. _____

FOR OFFICIAL USE ONLY

Current Licence Plate(s) and roof sign (if appropriate) returned to Taxi Inspection Centre

Date of Receipt of Application:	Fee Paid:	Receipt No:
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Privacy notice:

Your data: taxi or private hire car vehicle licence – variation of a licence

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 variation application.

In processing and determining your application, the Council as Licensing Authority may share the information you have provided with (1) the Chief Constable, Police Scotland, and (2) the members of the Licensing Committee if 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. 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.

How long we keep your information for

If your application for a variation 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 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

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 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 a substitution of vehicle is Article 6(e) and Article 9(g) 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 and as such requires to process some information which is classified as special category under GPDR for reasons of substantial public interest.