

# **APPLICATION FOR SIX MONTH VEHICLE TEST**

## **NOTES**

### **SUBSTITUTION OF A TAXI/PRIVATE HIRE CAR VEHICLE**

#### **Application**

***Applications require to be submitted at least 3 working days prior to the test***

#### **Application should be submitted to:-**

Applications should be submitted by email to [licapps@aberdeenshire.gov.uk](mailto:licapps@aberdeenshire.gov.uk) or alternatively by post to Aberdeenshire Council, Legal & People, Viewmount, Arduthie Road, Stonehaven. AB39 2DQ

#### **Application Fee**

There is no application fee.

The following documents require to be submitted with your application:-

- Completed Application Form

#### **Further information can be found in our guidance booklet at:-**

<https://www.aberdeenshire.gov.uk/media/24158/taxi-phcguidancebooklet-may2019-final.pdf>



Civic Government (Scotland) Act 1982

APPLICATION FOR:-  
(Please tick appropriate box)

**SIX MONTH VEHICLE TEST**     **TAXI**     **PRIVATE HIRE CAR**

**PLEASE COMPLETE THE RELEVANT QUESTIONS IN BLOCK CAPITALS**  
**Section 1 (To be completed by all applicants)**

1. Full Name of Applicant	<b><u>Surname</u></b>	<b><u>First Name(s)</u></b>
2. Home Address		
3. Postcode		
4. Email Address		
5. Telephone Number(s)		
6. Date and Place of Birth	<b><u>Date of Birth</u></b>	<b><u>Place of Birth</u></b>

**Section 2 – About the Vehicle (to be completed by all applicants)**

7. Registration number of vehicle	Date of registration	Vehicle Make and Model	Taxi or Private Hire Car Plate Number of vehicle
			Taxi ..... Private Hire.....
Colour	Chassis Number		Is the vehicle Wheelchair Accessible?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Doors	CC of Engine	Number of Passengers	Name of Insurance Company
		Driver +	Date of Expiry of Insurance

Date: .....

Signature of Applicant: .....

**Please read the notes attached and submit your application to:-**

**ABERDEENSHIRE COUNCIL,  
LEGAL AND PEOPLE,  
VIEWMOUNT,  
ARDUTHIE ROAD,  
STONEHAVEN,  
AB39 2DQ**

Any person who 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 £2500.

## GDPR

The applicant, and, where the applicant is a company, business or other body, any person who has supplied personal information as part of this application **MUST READ AND UNDERSTAND THE ATTACHED PRIVACY NOTICE.**

FOR OFFICIAL USE ONLY	
DATE RECEIVED AT SERVICE POINT	
NAME OF CUSTOMER SERVICE ADVISOR	
CUSTOMER SERVICE ADVISOR SIGNATURE	

SUBMITTED AT WHICH SERVICE POINT?						
BANFF	ELLON	HUNTLY	INVERURIE	PETERHEAD	STONEHAVEN	TURRIFF

## PRIVACY NOTICE

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AN.

Email: [dataprotection@aberdeenshire.gov.uk](mailto:dataprotection@aberdeenshire.gov.uk)

Your information is being collected to use for the following purposes:

- The processing of your application for a Taxi or Private Hire Car Licence
- The determination of your application for a six month vehicle test
- The issue of any Taxi or Private Hire Car Licence Granted
- Inclusion on the Register of Taxi or Private Hire Car Licences available for public inspection
- Ensuring compliance with the terms of your Taxi or Private Hire Car Licence
- The processing of any complaints made in respect of your Taxi or Private Hire Car Licence
- The determination of any complaints made in respect of your Taxi or Private Hire Car Licence

Your information is:

Being collected by Aberdeenshire Council

The legal Basis for collecting the information is:

Personal Data		Special categories of personal data
Legal Obligations	X	Processing is necessary for one of the Conditions in Part 2 of Schedule 1 to the Data Protection Act 2018 referring to substantial public interest in terms of paragraph 6 thereof as processing is necessary for the exercise of a function conferred on a person by an enactment or rule of law

Where the legal basis for processing is either Performance of a contract or Legal obligation, please note the following consequences of failure to provide the information:

*If you fail to provide the information required on the attached application form, Aberdeenshire Council may not be in a position to accept the application as a competent application. This means that your application cannot be processed and will be returned to you.*

Your information will be shared with the following recipients or categories of recipient:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• <i>Police Scotland</i></li> <li>• <i>Some information will also be shared with the Public as part of the online processing of applications for Taxi and Private Hire Car Licences or investigation of complaints/reviews of licences and via the Register of Taxi and Private Hire Car Licences</i></li> </ul> | <ul style="list-style-type: none"> <li>• <i>Council's vehicle workshop</i></li> <li>• <i>Public Transport Unit</i></li> <li>• <i>Civic Licensing Standards Officers</i></li> </ul> |
|---|--|

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

*NOT APPLICABLE*

The retention period for the data is:

- (1) Where an application for the grant of a licence, permit or permission is refused by the Business Services' Licensing Sub-Committee (or relevant Area Committee) information relating to that licence, permit or permission will be retained for a period of two years from the **date of refusal** and thereafter will be destroyed
- (2) In any other case, information relating to a licence, permit or permission will be retained for a period of two years from the date the licence, permit or permission **ceases to have effect** and will thereafter be destroyed

The following automated decision-making, including profiling, will be undertaken:

Not Applicable

Please note that you have the following rights:

- to withdraw consent at any time, where the legal basis specified above is consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- To object, where the legal basis specified above is:
  - (i) Performance of a Public Task; or
  - (ii) Legitimate Interests.
- to data portability, where the legal basis specified above is:
  - (i) Consent; or
  - (ii) Performance of a contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.