Aberdeenshire Council

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:-

Aberdeenshire Council, Legal & Governance, 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
- ☐ Completed and Signed Privacy Notice

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

http://www.aberdeenshire.gov.uk/media/21023/2015-02-26-taxi-phc-guidance-booklet-november-2015.pdf

Aberdeenshire Council

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	**Surname**	**First Name(s)**
2. Home Address		
3. Postcode		
4. Email Address		
5. Telephone Number(s)		
6. Date and Place of Birth	**Date of Birth**	**Place of Birth**

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?
				☐ Yes ☐ No
Number of Doors	CC of Engine	Number of Passengers	Name of Insurance Company	Date of Expiry of Insurance
		Driver +		

Date: …….. Signature of Applicant: ……

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

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**	
Consent		The data subject has given explicit ***consent*** to the processing	
Performance of a Contract		Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of ***employment, and social security and social protection law***	
Legal Obligations	X		
Vital Interests		Processing is necessary to protect the ***vital interests*** of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent	
Task carried out in the Public Interest		Processing relates to personal data which are made ***public*** by the data subject	

Legitimate Interests[1]		Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity	
		Processing is necessary for reasons of ***substantial public interest***	
		Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of ***health or social care*** or treatment, or the management of health or social care systems	
		Processing is necessary for reasons of public interest in the area of ***public health***	
		Processing is necessary for archiving purposes in the ***public interest***, scientific or historical research purposes or statistical purposes	

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:

- *Police Scotland*
- *Some information will also be shared with the Public via the Register of* Taxi and Private Hire Car *Licences*
- *Council's vehicle workshop*
- *Public Transport Unit*
- *Civic Licensing Standards Officers*

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 five 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 five 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.

I confirm that I have read and understood the Privacy Notice ☐

I understand that I have the right to withdraw this consent at any time by contacting licapps@aberdeenshire.gov.uk ☐

_____ _____ _____

Name Date Signature

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