# APPLICATION FOR
THE GRANT OR RENEWAL OF A
TAXI OR PRIVATE HIRE CAR LICENCE

## NOTES

### TAXI/PRIVATE HIRE CAR VEHICLES

#### Application

Please complete and sign the attached Privacy Notice

**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

### Duration of Licences

Licences will come into effect on the date specified on the Licence. Vehicle Licences will normally be granted for ONE year, unless a shorter period is specified.

### Application Fee

The fee for a Taxi/Private Hire Car Vehicle Licence is non-refundable. Cheques/postal orders should be made payable to ‘Aberdeenshire Council’

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

- Completed Application Form
- Cheque or postal order for the appropriate fee
- A copy of insurance

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

APPLICATION FOR:-

(Please tick appropriate box)

GRANT OF A ☐ TAXI ☐ PRIVATE HIRE CAR LICENCE

RENEWAL OF A ☐ TAXI ☐ PRIVATE HIRE CAR LICENCE

PLEASE COMPLETE THE RELEVANT QUESTIONS IN BLOCK CAPITALS

Section 1 (To be completed by all applicants)

<table>
<thead>
<tr>
<th>1. Full Name of Applicant</th>
<th>Surname</th>
<th>First Name(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Home Address

3. Postcode

4. Email Address

5. Telephone Number(s)

6. Date and Place of Birth

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>Place of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section 2 (to be completed by all applicants)

7. Are you applying for a licence as an individual or on behalf of a company or firm?

☐ INDIVIDUAL (Go to Section 3)

☐ COMPANY OR FIRM (Go to next question)

8. Full name of Company or Firm

9. Full Address of Principal or Registered Office

9999999999

10. Full names, private addresses, dates and places of birth of all Directors, Partners or other persons responsible for the management of the business (continue on a separate sheet if necessary)

<table>
<thead>
<tr>
<th>Full name(s)</th>
<th>Private Address(es)</th>
<th>Date(s) of Birth</th>
<th>Place(s) of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
11. Full Name of the employee or agent responsible for the day to day management of the operation of the vehicle or business

<table>
<thead>
<tr>
<th>Full name</th>
<th>Private Address</th>
<th>Date of Birth</th>
<th>Place of Birth</th>
</tr>
</thead>
</table>

**Section 3 (to be completed by all applicants)**

12. About the vehicle:

<table>
<thead>
<tr>
<th>Registration number</th>
<th>Date of registration</th>
<th>Vehicle make and Model</th>
<th>Taxi or Private Hire Car Plate number of vehicle (renewal only)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Taxi …… Private Hire………</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Colour</th>
<th>Chassis Number</th>
<th>Is the vehicle Wheelchair Accessible?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>□ Yes □ No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Doors</th>
<th>CC of Engine</th>
<th>Number of Passengers</th>
<th>Name of Insurance Company</th>
<th>Date of Expiry of Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver +</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

13. Total Number of Taxi/Private Hire car licences currently held by you

<table>
<thead>
<tr>
<th>TAXIS</th>
<th>PRIVATE HIRE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

14. Address of premises where the vehicle is to be kept

|                                                                                       |
|                                                                                       |

15. Address of premises where the vehicle is to be operated from if different from above

|                                                                                       |
|                                                                                       |

16. Number of vehicles operated from this address

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>………</td>
</tr>
</tbody>
</table>

**Section 4 – DECLARATION (to be completed by all applicants)**

17. Have you ever applied for and been refused such a Licence or had such a Licence suspended?

| □ YES | Which Council?………………………  |
| □ NO  | Date refused/suspended? …………..  |

18. Do you have any convictions against you?

Note: “Convictions” includes both road traffic and criminal convictions. It includes both current and spent convictions (see [A] and [B] below)

| □ YES | □ NO |

I declare that the particulars given by me on this form together with the details on the application attached are true, the appropriate persons have read the attached privacy notice, and I hereby make application to Aberdeenshire Council for the grant or renewal of the Licence applied for.

July 2018 V2
[A] Convictions

The Licensing Authority can take into account any conviction against you in determining whether or not you are a fit and proper person. This includes any conviction that would normally be considered ‘spent’ under the Rehabilitation of Offenders legislation. Please answer ‘YES’ to any question if you have ever been convicted of an offence, be it a civil matter or criminal matter, a road traffic offence or other offence. You do not have to provide details of the actual conviction.

The existence of convictions will not mean an automatic refusal of your application. It is likely, however that your application will be referred to the Licensing Sub-Committee for determination. You will be notified of date, time and place of the hearing in those circumstances.

If you are not sure if something is a conviction or not, you should take advice on the matter or contact the relevant licensing office to discuss how to complete the question, before completing the application form.

If you fail to answer this section correctly, you may commit an offence (see [B] below, and the Licensing Authority may conclude you have deliberately tried to conceal information from them, which will be taken into account when determining whether or not you are a fit and proper person to hold a licence.

[B] Warning

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.
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 Taxi or Private Hire Car Licence
- 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:

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 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:
  1. Performance of a Public Task; or
  2. Legitimate Interests.
- to data portability, where the legal basis specified above is:
  1. Consent; or
  2. Performance of a contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.