APPLICATION FOR
SUBSTITUTION OF A
TAXI OR PRIVATE HIRE CAR

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

Duration of Licences

Licences will come into effect on the date specified on the Licence. Vehicle Licences will have effect up until the expiry date of the original vehicle licence.

Application Fee

The fee for Substitution of a Taxi/Private Hire Car Vehicle 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)

**SUBSTITUTION OF VEHICLE**  
☐ TAXI  ☐ PRIVATE HIRE CAR

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>
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<table>
<thead>
<tr>
<th>2. Home Address</th>
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<tbody>
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<table>
<thead>
<tr>
<th>3. Postcode</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>4. Email Address</th>
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</table>

<table>
<thead>
<tr>
<th>5. Telephone Number(s)</th>
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</table>

<table>
<thead>
<tr>
<th>6. Date and Place of Birth</th>
<th>Date of Birth</th>
<th>Place of Birth</th>
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</table>

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

<table>
<thead>
<tr>
<th>Registration number of NEW vehicle</th>
<th>Date of registration</th>
<th>Vehicle make and model</th>
<th>Registration number of the current vehicle licence</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Plate Number of vehicle</th>
<th>Colour</th>
<th>Chassis Number</th>
<th>Is the vehicle Wheelchair Accessible?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<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>
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</table>

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.

Date: Signature of Applicant:

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

**ABERDEENSHIRE COUNCIL,**  
**LEGAL AND GOVERNANCE,**  
**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.
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 to substitute a new vehicle onto a taxi or private hire car Licence
- The determination of your application to substitute a new vehicle onto a taxi or private hire car Licence
- 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:

<table>
<thead>
<tr>
<th>Personal Data</th>
<th>Special categories of personal data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Obligations</td>
<td>X</td>
</tr>
</tbody>
</table>

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 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
- Council’s Vehicle Workshop
- Public Transport Unit
- Civic Licensing Standards Officers

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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.