

LEGAL & REGULATORY SERVICES**Application for Grant / Renewal of a
Licence for a Taxi / Private Hire Car
Booking Office**

sustainable thriving achieving

East Dunbartonshire Council

www.eastdunbarton.gov.uk

Office Use Only

Date Received	Fee Paid	ID provided	HMRC check	Date Passed For Consultation	Decision	Date of Decision	No. Of Licence

Please note, you can complete this form on your computer or alternatively, print and complete in ink using block capitals.

LICENCE DETAILS	Please tick to confirm grant or renewal
Application for Grant	<input type="checkbox"/> YES
Application for Renewal	<input type="checkbox"/> YES
If Renewal state expiry date of current licence	

APPLICANT'S DETAILS – COMPLETE EITHER QUESTION 1 OR 2 AND THEN ALL OTHER QUESTIONS

1. NATURAL PERSON DETAILS	To be completed <u>only</u> when applicant is <u>not</u> a Company, Partnership or Organisation <i>*** photographic identification and proof of address is required to be submitted with the application</i>
Surname	
Forename(s)	
Home Address including postcode	

Completed application forms will only be accepted if delivered in person by the applicant to one of the Community Hubs at either (1) William Patrick Library, 2-4 West High Street, Kirkintilloch, Glasgow, G66 1AD, (2) Bearsden Library, 69 Drymen Road, Bearsden, G61 3QT, (3) Bishopbriggs Library, 170 Kirkintilloch Road, Bishopbriggs, G64 2LX or (4) 46 Main Street, Lennoxton, G66 7JJ together with the appropriate fee. Proof of ID will also be required to be shown along with appropriate authority if the applicant is a company or partnership.

1. NATURAL PERSON DETAILS	To be completed <u>only</u> when applicant is <u>not</u> a Company, Partnership or Organisation <i>*** photographic identification and proof of address is required to be submitted with the application</i>
Home Telephone Number	
Business Telephone Number	
Mobile Telephone Number	
Email address	
Date of Birth	
Place of Birth	
Are you to carry out the day-to-day management of the business	<input type="checkbox"/> YES / <input type="checkbox"/> NO

2. COMPANY / PARTNERSHIP DETAILS	To be completed <u>only</u> when applicant is a Company, Partnership or Organisation <i>** documentary proof of the existence of the company/partnership must also accompany the application form</i>
COMPANY? YES <input type="checkbox"/>	PARTNERSHIP? YES <input type="checkbox"/>
Full Company/Partnership Name	
Company Number (if applicable)	
Trading Name (if different to company name)	
Address Registered/Principal Office	
Telephone Number	
Email Address	

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2. COMPANY / PARTNERSHIP DETAILS	To be completed <u>only</u> when applicant is a Company, Partnership or Organisation <i>** documentary proof of the existence of the company/partnership must also accompany the application form</i>
<p>Full names, home addresses, dates of birth and places of birth of <u>ALL</u> Directors, Partners or other persons responsible for the management of the Company/Partnership</p> <p>(Use separate sheet if required)</p>	

DETAILS OF DAY-TO-DAY MANAGER

Full name	
Home Address including postcode	
Date of birth	
Place of birth	
Telephone number	
Email address	

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3. CRIMINAL CONVICTION DETAILS

Has any party named in Q1 or Q2 above been convicted of any crime or offence (including any spent convictions as defined in the Rehabilitation of Offenders Act 1974)

☐ YES / ☐ NO

If YES please provide details (use separate sheet if necessary)

Name	Date of Conviction	Court	Offence	Sentence

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4. PREVIOUS LICENCES	
Has any party named in Q1 or Q2 above ever had an application for a similar licence refused or had such a licence suspended?	<input type="checkbox"/> YES / <input type="checkbox"/> NO
If YES, please give full details including date of refusal/suspension.	
Which authority refused/suspended the licence?	
Do you hold or have you held a licence from any other Authority If so, which authority(ies)?	<input type="checkbox"/> YES / <input type="checkbox"/> NO

5. PREMISES DETAILS	
Name of Premises to be used as a Booking Office	
Address of Premises including postcode	
Telephone No. of Premises (list <u>all</u> used)	
Specify number of vehicles operating from the Booking Office	
State days and hours of trading for which the licence is required	

6. Please provide the name and contact details of an individual with whom an inspection of the premises can be arranged.

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7. HMRC REQUIREMENTS – Delete (A) or (B) as appropriate

(A) I am submitting a new licence application and have not held the same licence elsewhere within the last 12 months. I have read and understood the HMRC Tax Guidance <https://www.gov.uk/guidance/confirm-your-tax-responsibilities-when-applying-for-a-taxi-private-hire-or-scrap-metal-licence> and can confirm I am aware of my tax obligations. I understand that on any subsequent renewal applications I will require to provide an online Tax Check Code.

OR

(B) I have held the same licence elsewhere within the last 12 months, have completed an online HMRC Tax Check and have created the following 9 character Tax check code:

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(insert Tax Check Code above)

Use your Government Gateway User ID and Password to access the HMRC Tax Check Service. If you do not have one go to www.gov.uk

8. DECLARATIONS

Any person who in, or in connection with, the making this application, makes any statement which they know 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 level 4 on the standard scale (currently £2,500).

(A) I/we declare that I/we shall, for a period of 21 days commencing with the date of submission of this application, display at or near the premises mentioned at Q5, so that it can conveniently be read by the public, a notice complying with the requirements of Paragraph 2(2) of Schedule 1 of the Civic Government (Scotland) Act 1982. A form that may be used for this purpose is attached.

OR

(B) I/we declare that I am/we are unable to display a notice of this application at or near the premises because I/we have no rights of access or other rights enabling me/us to do so.

Delete (A) or (B) as appropriate. Where declaration (A) is made, there must be produced in due course, a Certificate of Compliance with paragraph 2(2) of Schedule 1 to the Civic Government (Scotland) Act 1982.

AND (see overleaf)

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AND

(C) I declare that the particulars given by me on this form are correct to the best of my knowledge and belief.

Signed	
Date signed	
Print full name of person signing	
Position in Company/Partnership, if applicable, if not otherwise stated	
Print full name of any person who completed but did not sign the form (if different)	

Fee:- £800.00 Duration of Licence:- 3 years. There is no refund given with this application.

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Privacy Notice

The personal information you provide on this form will be used by East Dunbartonshire Council to process and determine applications for the grant/renewal of a booking office (for hire of taxi/private hire cars).

This personal information may also be shared with other departments within East Dunbartonshire Council, the Council committee's and/or boards, local councillors in the area of the application or other organisations for the same purpose and also to:

- check the information we hold is accurate;
- prevent and/or detect crime; and
- protect public funds.

Other organisations may include bodies responsible for auditing or administering public funds, public sector agencies, governmental departments, regulatory and law enforcement bodies including Police Scotland and the Scottish Fire and Rescue Service, private contractors used by the Council and bodies carrying out data matching exercises.

The legal basis for processing your personal information is:

- The Council's legal obligations under the following legislation:
 - the Civic Government (Scotland) 1982 (licensing functions in relation to a booking office.
 - the Local Government (Scotland) Act 1973 (to ensure proper administration of the Council's financial affairs) (including the detection and/or prevention of fraud)
 - the Local Government (Scotland) Act 1973 (furnishing of information and documents to the Commission)
 - the Public Finance and Accountability (Scotland) Act 2000 (disclosure of data to Audit Scotland for data matching)
- The official authority vested in the Council pursuant to:
 - the Local Government (Scotland) Act 1973 (arrangement for discharge of functions by local authorities)
 - the Scheme of Administration – Civic Government (Scotland) 1982 – Terms of Reference: paragraph 1
- The following task carried out in the public interest:
 - to appropriately and sufficiently licence the use of premises for the carrying on of a business, part of which consists of taking bookings from members of the public for the hire of a taxi or private hire car.
 - the prevention and detection of licensing fraud

East Dunbartonshire Council uses the Scottish Council on Archives Records Retention Schedules to manage the amount of time the Council keeps information. Further information on these can be found here [Scottish Archives website](#)

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Privacy Notice

The information you have provided is classed under reference 04.005.075 and the retention period will be triggered from the date the licence expires and the information will then be held for 2 years

Right of Access

You have the right to access the personal information the Council holds about you. This right is called a Subject Access Request, often referred to as a SAR.

You can receive a copy of your personal data held by the Council, details on why it is being used, who it has been/ will be shared with, how long it will be held for, the source of the information and if the Council uses computer systems profile or take decisions about you. Details on how to submit a Subject Access Request can be found here.

[Data Protection Details](#)

Right to rectification

You have the right to request the Council correct any information held about you that is inaccurate.

Right to erasure

You have the right to request that the Council delete the personal information about you. This right is known as the right to be forgotten.

Right to restrict processing

You have the right to request that the Council stops using your personal information, while retaining a copy of it.

Right to Object

You have the right to object to the Council's use of your personal information. The Council will have to demonstrate why it is appropriate to continue to use your personal data.

You have the right to complain to the Information Commissioner's Office should you be unhappy with the way the Council has processed your personal data. Details on how to report a concern can be found here

[Information Commissioner's Office website](#)

Should you have any questions or concerns about the Council's handling of your personal data you can contact the Council's Data Protection Officer, Karen Donnelly, using the below noted details, who will be happy to discuss.

Telephone Number: 03001234510

Email: dpo@eastdunbarton.gov.uk

Address: 12 Strathkelvin Place, Kirkintilloch, G66 1TJ

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Other Formats & Translations

This document can be provided in large print, Braille or on CD and can be translated into other community languages. Please contact the Council's Corporate Communications Team at 12 Strathkelvin Place, Kirkintilloch, G66 1TJ, tel 0300 123 4510

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫ਼ੋਨ ਕਰੋ।

Gabhaidh an sgrìobhainn seo cur gu Gàidhlig ma tha sin a dhìth oirbh. Cuiribh fòn gu 0300 123 4510

अनुरोध करने पर यह दस्तावेज़ हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फ़ोन कीजिए।

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