

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:-

Applications should be submitted by email to licapps@aberdeenshire.gov.uk or alternatively by post to Aberdeenshire Council, Legal & People, Viewmount, Arduathie 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 THREE years or ONE year (depending on what you apply for), unless a shorter period is specified.

Application Fee

Once your application is submitted a member of the Admin Team will contact you for payment. The fee for a Taxi/Private Hire Car Vehicle Licence is non-refundable.

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

- Completed Application Form
- A copy of insurance

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)

ONE YEAR

THREE YEAR

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)

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

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?	<input type="checkbox"/> INDIVIDUAL (Go to Section 3) <input type="checkbox"/> COMPANY OR FIRM (Go to next question)			
8. Full name of Company or Firm				
9. Full Address of Principal or Registered Office			
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)	Full name(s)	Private Address(es)	Date(s) of Birth	Place(s) of Birth
	Full name	Private Address	Date of Birth	Place of Birth

11. Full Name of the employee or agent responsible for the day to day management of the operation of the vehicle or business				
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Section 3 (to be completed by all applicants)

12. About the vehicle:-				
Registration number		Date of registration	Vehicle make and Model	Taxi or Private Hire Car Plate number of vehicle (renewal only)
				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	Date of Expiry of Insurance
		Driver +		
13. Total Number of Taxi/Private Hire car licences currently held by you			TAXIS	
			PRIVATE HIRE	
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			

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? If YES, please give details of which council refused/suspended the Licence and the date it was refused/suspended.	<input type="checkbox"/> Yes Which Council? Date refused/suspended? <input type="checkbox"/> NO
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)	<input type="checkbox"/> Yes <input type="checkbox"/> 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.	

Date:	Signature of Applicant/Agent:
Address of Agent (if any):	

[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.

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

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:

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	X

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"> • <i>Police Scotland</i> • <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> | <ul style="list-style-type: none"> • <i>Council's vehicle workshop</i> • <i>Public Transport Unit</i> • <i>Civic Licensing Standards Officers</i> |
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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.