

Depute Chief Executive  
Education People and Business

Application for

**Grant/Renewal of Licence for  
Taxi/Private Hire Car Booking  
Office**



sustainable thriving achieving

**East Dunbartonshire Council**

www.eastdunbarton.gov.uk

			Office Use Only		
Date Received	Fee Paid	Date passed to Police	Date of Decision	Decision	No. of Licence

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

1. APPLICANT'S DETAILS – COMPLETE EITHER QUESTION 1 OR 2 AND THEN ALL OTHER QUESTIONS					
TO BE COMPLETED IF APPLICANT IS AN INDIVIDUAL					
Full Name					
Surname (including any maiden name)					
Forename(s)					
Home Address					
Telephone Number					
Home		Mobile		Business	
Email Address					
Date of Birth				Age	
Place of Birth					
Are you Self Employed			<input type="checkbox"/> YES / <input type="checkbox"/> NO		
If not give name & address of employer					
Name					
Address					
Are you to carry out day to day management of the business ?			<input type="checkbox"/> YES / <input type="checkbox"/> NO		

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If not give full name, home address with postcode, date and place of birth, home, mobile and business telephone numbers and e-mail address of the person responsible for day to day management of the activities of the business.			
Full Name			
Home Address			
Date of Birth		Place of Birth	
Business Telephone Number		Mobile Number	
Email Address			

## 2. TO BE COMPLETED IF APPLICANT IS A COMPANY OR PARTNERSHIP

<input type="checkbox"/> Company		<input type="checkbox"/> Partnership	
Company Name			
Address Principle Office			
Telephone Number			
Email Address			
Full names, home addresses, dates and places of birth of all directors or partners (continue on separate sheet if necessary)			
Name	Address	Date of Birth	Place of Birth
Full name, home address with postcode, and date and place of birth, home, mobile and business telephone number and e-mail address of employee or agent who is to carry out day to day management of the activities of the business.			
Name	Address	Date of Birth	Place of Birth
Home Telephone Number		Mobile	
Email Address			

## 3. CRIMINAL CONVICTIONS

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)	<input type="checkbox"/> YES / <input type="checkbox"/> NO		
<b>If Yes, please provide details:</b>			
Date	Court	Offence	Sentence

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4. PREVIOUS LICENCE	
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 date of refusal/suspension, and details of the licensing authority:	

5. TYPE OF LICENCE APPLIED FOR (tick as appropriate)	
Type of Licence applied for	<input type="checkbox"/> Grant <input type="checkbox"/> Renewal <input type="checkbox"/> Temporary
If renewal, state expiry date of current licence	

6. PREMISES DETAILS	
Name and address of premise(s) to be licensed.	
Name	
Address	
Telephone No of Premises	
Specify number of vehicles operating from the booking office.	
State days and hours of trading for which the licence is required	
Please provide the name and contact details of an individual with whom an inspection of the premises can be arranged.	

7. DECLARATION
<p>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.</p> <p style="text-align: center;">OR</p> <p>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.</p> <p>C I declare that the particulars given by me on this form are correct to the best of my knowledge and belief.</p> <p>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.</p> <p>Any person who in connection with the making of this application makes any statement that he/she knows to be false or recklessly makes any statement that is false in a material particular may be guilty of an offence.</p> <p>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 £2500).</p> <p><b>Fee:- £388.96      Duration of Licence:- 3 years.      There is no refund given with this application.</b></p>

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Signature of Agent or applicant	
Print Name	
Agents Address	
Position of applicant in company/partnership if not otherwise stated.	

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## Privacy Notice

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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 will be unable to process your application form if you fail to provide the information required and a booking office will not be granted. The information requested in this form is required under the Civic Government (Scotland) Act 1982 Schedule 1 (**Section 44(1)(b) and (2)**) and **Licensing of Booking Office Order 2009**

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.

<http://www.scottisharchives.org.uk/scarrs>

The information you have provided is classed under reference 04.005.064 and the retention period will be triggered from the date the licence expires and the information will then be held for 1 year.

### **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.

<https://www.eastdunbarton.gov.uk/council/data-protection/subject-access-request>

### **Right to rectification**

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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 <https://ico.org.uk/concerns/>

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](mailto:dpo@eastdunbarton.gov.uk)

Address: 12 Strathkelvin Place, Kirkintilloch, G66 1TJ

## **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 ਫੋਨ ਕਰੋ।

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

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

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