

**Civic Government (Scotland) Act 1982**

**APPLICATION FOR CHANGE OF USE  
from a PRIVATE HIRE VEHICLE to a TAXI VEHICLE  
or a TAXI VEHICLE to a PRIVATE HIRE VEHICLE**

Please use BLOCK capitals.

<b>1. (a) Full Name</b> (including previous name)		
<b>(b) Home address and postcode</b>		
Telephone number		
Email address		
<b>(c) Age, date and place of birth</b>		
<b>2. Vehicle Details</b>		
<b>(a) Registration number</b>		
<b>(b) Make and model</b>		
<b>(c) Current private hire/taxi licence number and expiry date</b>		
<b>(d) Address of premises where vehicle is to be kept</b>		
<b>(e) OPERATING ZONE - please specify the zone in which you require your vehicle to operate</b>		<b>ZONE 1 (former Berwickshire District)</b> <b>ZONE 2 (former Ettrick &amp; Lauderdale District)</b> <b>ZONE 3 (former Roxburgh District)</b> <b>ZONE 4 (former Tweeddale District)</b>
<b>3. PRIVATE HIRE TO TAXI VEHICLE</b> <b>or TAXI TO PRIVATE HIRE VEHICLE</b>		
<b>4. Declaration</b>		
A. I/ We declare that the particulars given on this form are correct to the best of my knowledge and belief		
B. I/ We understand that the information supplied by me/ us as detailed in this form may be stored on a computer system by this Authority for the purpose of Licensing and that information may be disclosed to the police and other relevant parties for vetting and background enquiries whilst processing this application.		
<b>Signature of Applicant/Agent:</b>		<b>Date:</b>
Any person who in, or in connection with the making of this application makes any statement which he/she knows to be false or recklessly makes any statement which is false in a material particular shall be guilty of an offence liable, on summary conviction, to a fine.		

**FOR OFFICE USE ONLY**

Date received	Fee paid	Date to: Police LEO	Reply	Grant/refuse

# Civic Government Licensing

## PRIVACY NOTICE – CIVIC GOVERNMENT LICENCES

### What information do we need?

Scottish Borders Council will act as the 'Data Controller' for the personal data you provide to us. The Data Protection Officer, who is responsible for ensuring personal data is managed in accordance with data protection legislation, can be contacted as follows:

Address: Data Protection Officer, Information Management, Scottish Borders Council, Newtown St Boswells TD6 0SA.

Email:

[dataprotection@scotborders.gov.uk](mailto:dataprotection@scotborders.gov.uk)

Telephone: 0300 100 1800

The information we collect from you will include details such as your name, address, e-mail address, telephone number, date and place of birth.

For the purposes of this specific service, the personal data we require includes special category information about you (also known as 'sensitive personal data'), specifically health information (disability, allergies, fitness to operate), For taxi driver or private hire driver licence applications, we ask for and hold specific information relating to medical conditions and a full group 2 medical standards certificate is required.

In addition we also require details of any previous criminal convictions and previous licence information.

### Why do we need this information?

Your information is being collected to allow Scottish Borders Council to administer the process of applying for licences under the Civic Government (Scotland) Act 1982.

We need to know the personal data requested on the application form in order to provide this service to you. If you do not provide this information then we will be unable to process your request for a licence. We will not collect any personal data from you that is not needed for this purpose.

The lawful basis for collecting your information in these circumstances is:

#### **Compliance with legal obligation:**

Scottish Borders Council is required to collect your information in order to carry out the function of providing licences in relation to the Civic Government (Scotland) Act 1982, which is a statutory function of a local authority.

Where we collect special category data this processing is necessary for reasons of substantial public interest for aims that are proportionate and which contain appropriate safeguarding measures.

## What will we do with your information?

We will use your information to process your application for a licence. Depending on the type of licence, this will involve sharing your information as shown in the table below.

Type of licence	Who your information will be shared with
Second hand dealer	Police Scotland, Trading Standards and Scottish Fire and Rescue Service
Metal dealer	Police Scotland, Trading Standards and Scottish Fire and Rescue Service
Itinerant metal dealer	Police Scotland, Trading Standards
Street trader (including employee)	Police Scotland, Environmental Health, Trading Standards, SBC Roads and Amey
Market operator	Police Scotland, Environmental Health, Trading Standards and Scottish Fire and Rescue Service
Public entertainment	Police Scotland, Environmental Health, Building Standards and Scottish Fire and Rescue Service
Late hours catering	Police Scotland, Environmental Health and Scottish Fire and Rescue Service
Indoor Sports entertainment	Police Scotland, Environmental Health and Scottish Fire and Rescue Service
Sex Shop	Police Scotland, Environmental Health and Scottish Fire and Rescue Service
Taxi Vehicle	Police Scotland
Private hire car Vehicle	Police Scotland
Taxi driver	Police Scotland
Private hire driver	Police Scotland
Taxing booking office	Police Scotland and Environmental Health
Marches and Parades	Police Scotland (Ops), SBC Roads, Amey and DL Events
Knife dealer	Police Scotland and Trading Standards
Skin piercing and tattoo operator	Police Scotland, Environmental Health and Scottish Fire and Rescue Service
Public Charitable Collections	Police Scotland

Applications where valid objections or representations are made will be considered at meetings of the Civic Government Licensing Committee, which are open to the public however some business maybe held in private. We are also required to publish information in licensing registers, which will include your name, address and type of licence. No special category data is included in the register.

When you do not provide information directly to us, we may receive it from other relevant organisations including other Council services, other Local Authorities or Police Scotland.

You should also be aware that your data will be stored on servers located within the United Kingdom. We will take all reasonable steps to ensure that your data is kept secure and more information on how we do this can be provided by contacting the Data Protection Officer.

## How long will we keep your information?

We will keep your information for the length of time specified within our document retention schedules, and after this period it will be destroyed under secure arrangements More information on our retention policy and procedure can be obtained from the Data Protection Officer if required.

## **Automated Decision Making**

No automated decision making will take place.

## **Your Rights**

You have the right to request access to any personal data held about you by the Council. You can also request that we restrict the use of your information or even object to any further processing. You can do this by contacting the Data Protection Officer using the contact details provided above. We will respond to your request within thirty calendar days.

For more information on your rights please visit our website <http://www.scotborders.gov.uk/DPYourRights> or if you would like a hard copy of this information, please contact us using the contact details provided above.

If you are unhappy with the way the Council has processed your personal data please contact the Council's Data Protection Officer. If after raising your concerns with the Data Protection Officer you remain dissatisfied you have the right to complain to the Information Commissioner's Office.

## **Information Commissioner's Office**

The ICO is the UK's independent body set up to uphold information rights.

Information Commissioner's Office  
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF  
Telephone: 0303 123 1113

Email:  
[casework@ico.org.uk](mailto:casework@ico.org.uk)

The Information Commissioner's Office – Scotland  
45 Melville Street, Edinburgh, EH3 7HL  
Telephone: 0303 123 1115

Email:  
[Scotland@ico.org.uk](mailto:Scotland@ico.org.uk)