

**Civic Government (Scotland) Act 1982**

**APPLICATION FOR THE GRANT OR RENEWAL OF  
A TAXI/PRIVATE HIRE VEHICLE BOOKING OFFICE**

QUESTION 1 OR 2 and ALL OTHER QUESTIONS must be answered. Please use BLOCK capitals.

<b>1. To be completed if applicant is a private individual</b>	Surname
	Forenames
(a) Full name (including previous name)	
(b) Home address and post code  Business hours and home telephone number E-mail address	
(c) Age, date and place of birth	
(d) Name, address, date and place of birth of person responsible for the day to day management of the business (if different from above)	
(e) Do you have the right to work in the UK (PLEASE REFER TO ATTACHED GUIDANCE)	YES / NO  YOU WILL NEED TO PROVIDE EVIDENCE YOU HAVE THE RIGHT TO WORK IN THE UK OTHERWISE A LICENCE CANNOT BE ISSUED.

<b>2. To be completed if applicant is not a private individual eg company or partnership</b>	
(a) Full name	
(b) Address of principal registered office  Telephone number  Email address	
(c) Names, private addresses and dates of birth of directors, partners or other persons responsible for its management (continue on a separate page if necessary.)	
(d) Name, address, date and place of birth of person responsible for the day to day management of the business	

**FOR OFFICE USE ONLY**

Date received	Fee paid	Date to: Police Fire LEO Trading Standards	Reply	Objectors	Grant/ refuse
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<b>(c) Name, address, date and place of birth of person responsible for the day to day management</b>			
<b>(f) Do they have the right to work in the UK (PLEASE REFER TO ATTACHED GUIDANCE)</b>		<b>YES / NO</b>  <b>YOU WILL NEED TO PROVIDE EVIDENCE YOU HAVE THE RIGHT TO WORK IN THE UK OTHERWISE A LICENCE CANNOT BE ISSUED.</b>	
<b>3. Name and address of premises for which the licence is required.</b>			
<b>4. Proposed opening hours.</b>			
<b>5. Number of taxi and private hire cars for which bookings will be accepted.</b>			
<b>6. Type of booking system to be held - computer based/manual records</b>			
<b>7. Subject to the provisions of the Rehabilitation of Offenders Act 1974, have you ever been convicted of any crime or offence? YES / NO. If YES, give details below (continue on a separate page if necessary.)</b>			
<b>Date</b>	<b>Court</b>	<b>Offence</b>	<b>Sentence</b>
<b>8. Declaration</b>			
A. * I/we declare that we are complying with Paragraph 2(2) of Schedule 1 of the Civic Government (Scotland) Act 1982 regulating the display of a site notice for a period of 21 days from today, at or near the premises so that it can be conveniently read by the public.			
B. * I/we declare that we are unable to display a notice of this application at or near the premises because no access is available. The following action was taken to try to gain access:  but was unsuccessful.			
C. I/We declare that the particulars given by me/us on this form are correct to the best of my/our knowledge and belief.			
D. 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.			
E. I/We understand that this authority is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.			
For further information see <a href="https://www.scotborders.gov.uk/nationalfraudinitiative">https://www.scotborders.gov.uk/nationalfraudinitiative</a> on the Council website or contact the Fraud Hotline on 01835 826825			
<b>Signature of applicant: Date:</b>			
<b>Signature of agent: (if applicable)</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.**

## **Additional information to be submitted with ALL Applications for Taxi/Private Hire Vehicle Booking Office Licences**

### **RIGHT TO WORK IN THE UK**

As a result of a Consequential Order made under the provisions of the Immigration Act 2016 which came into force on 22 January 2018, Scottish Borders Council will not be able to issue a taxi/private hire vehicle booking office licence to any person unless a check has first been made to confirm that the applicant is not disqualified by reason of his or her immigration status to operate as a booking office.

This will mean that all applicants for booking offices, including UK passport holders, will need to attend their nearest licensing office in person with their original document(s) demonstrating that they have the right to work in the UK. Acceptable forms of ID are as detailed below. Licensing staff will require to check the validity of the original documents in the presence of the applicant before the licence can be issued and the Council is required to retain copies.

#### **ACCEPTABLE FORMS OF ID**

If you are a British Citizen please provide your current passport with the application. If you do not have a current passport then please provide your birth certificate along with either your national insurance card or most up to date P60/P45.

If you are an EU National please provide your passport or national identity card with the application.

If you are not a British Citizen or an EU National please provide your passport and residence permit confirming your immigration status and right to work in the UK.

# Civic Government Licensing

## PRIVACY NOTICE – TAXI BOOKING OFFICE 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
Taxing booking office	Police Scotland and Environmental Health

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)