

REPLACEMENT PLATE REQUEST FORM

Civic Government (Scotland) Act 1982



For completion by applicant.

Name _____

Address _____

Telephone No. _____

Driver Badge No. _____

Taxi/Private Hire Plate Number _____

Reason for Issue

(Please tick as appropriate)

- Lost – Police incident no: _____
- Damaged Requested by Aberdeen City Council
- Stolen – Police incident no: _____
- Other

(Give reasons) _____

Signature of Applicant: _____ **Date:** _____

This **MUST** be signed by the person applying for the plate

Authorised Signatory: _____ **Date:** _____

Date received: _____

Date plate issued _____

By: _____

Fee Charged: _____

Receipt no: _____

Glamis Noted by _____

Privacy notice:

Your data: replacement taxi/taxi driver licence How we use your information

Aberdeen City Council, as the Licensing Authority, collects and records the personal information you provide in this form in order to process your application for a replacement taxi/taxi driver licence.

The Council doesn't share the information you've provided with any other third parties, unless we're authorised or required to do so by law.

How long we keep your information for

This registration of interest form and the information thereon, together with any subsequent application for a taxi licence and related documents will be retained by the Council's Licensing Team for a period of two years, from the date your taxi licence expires. If your registration of interest is withdrawn or if your licence application is withdrawn or refused this form, any application form and related documents will be retained for a period of two years from the date of withdrawal or refusal.

Your Rights

You have rights in relation to your data, including the right to ask for a copy of it. See the [Your data](#) page for more information about all the rights you have, as well as the contact details for the Council's Data Protection Officer. You also have the right to make a complaint to the [Information Commissioner's Office](#) if you think we haven't handled your data properly.

Our Legal Basis

Wherever the Council processes personal data, we need to make sure we have a legal basis for doing so in data protection law. The Council understands our legal bases for processing personal data in relation to your registration of interest in making an application for the grant of a taxi licence is Article 6(e) of the General Data Protection Regulation (GDPR) in that the Council is exercising its official authority under Parts 1 and 2 and Schedule 1 of the Civic (Government) (Scotland) Act 1982.