

ABERDEEN CITY COUNCIL
CIVIC GOVERNMENT (SCOTLAND) ACT 1982



TAXIS/PRIVATE HIRE CARS
APPLICATION FOR SUBSTITUTION OF A VEHICLE

FEE PAID:		RECEIPT NO.:	
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LICENCE HOLDER(S)

LICENCE No.		LICENCE EXPIRY DATE	
INDIVIDUAL(S)/ COMPANY/PARTNERSHIP			
ADDRESS			HOME TEL
			MOBILE TEL

The V5 Registration Document for the replacement vehicle must be in the name of the licence holder or one of the licence holders (partnership) and a copy of the V5 must be enclosed along with a copy of the Insurance Certificate

The licence plate(s) for the existing vehicle must be returned to the Taxi Inspection Centre.
 The Substitution will not be granted, and no replacement plate(s) will be issued until this has been done.

EXISTING VEHICLE

REGISTRATION NO. OF PRESENT VEHICLE (AS DESIGNATED ON LICENCE)	
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NEW/REPLACEMENT VEHICLE DETAILS

REGISTRATION NUMBER		DATE OF FIRST REGISTRATION	MAKE		MODEL
ENGINE SIZE	FUEL TYPE	COLOUR	METALLIC PAINT	No. OF DOORS	BODY TYPE
	DIESEL/PETROL/ LPG		YES/NO		SALOON/HATCHBACK/ESTATE/MPV
GEARBOX TYPE		PASSENGER CAPACITY	METER MAKE & MODEL		SERIAL NUMBER
MANUAL/AUTOMATIC					
INSURANCE COMPANY		EXPIRY DATE	CHASSIS NUMBER		
MOT		ISSUE DATE	EXPIRY DATE	WHEELCHAIR ACCESSIBLE	

I declare that the particulars on this form are true and I hereby make application to Aberdeen City Council for the substitution of the vehicle described in this application.

Date Name..... Signature of applicant/agent

TO BE COMPLETED BY TAXI INSPECTION CENTRE
On behalf of Aberdeen City Council, being satisfied as to the type, size and design of the vehicle for use as a Taxi or Private Hire Car and as to its safety
Date: Examiner:
<input type="checkbox"/> Existing Licence Plate(s) returned to Taxi Inspection Centre.

Privacy notice:

Your data: taxi or private hire car vehicle licence – substitution of a vehicle

How we use your information

Aberdeen City Council, as the Licensing Authority, collects and records the personal information you provide in this form, along with supporting documentation, in order to process your substitution application.

In processing and determining your application, the Council as Licensing Authority may share the information you have provided with (1) the members of the Licensing Committee if they require to determine your application. If your application is granted, the details you have provided will be shared with the Chief Constable, Police Scotland.

If your application requires to be considered at a meeting of the Licensing Committee, or its Sub-Committee, an agenda will be prepared for the hearing of your application. In order to publish the agenda for the meeting the relevant information provided on your application is uploaded to an electronic committee management system.

We are required to display your application on a public register. The register will show your name, date of receipt of your application, and the final decision. The register is open to inspection by any member of the public.

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

If your application for a substitution is granted, the application form and related documents will be retained by the Council's Licensing Team for a period of two years, from the date your taxi or private hire car licence expires. If your application is withdrawn or refused the application form and related documents will be retained for a period of two years from the date of withdrawal or refusal

In the event your application is considered by the Licensing Committee, the Committee meeting agenda, minutes and accompanying papers including limited details of your application, provided it was not deemed confidential, are published on the Council's website indefinitely. If the Committee has deemed your application confidential and considered it in private, the minute which is published will be anonymised.

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 application for a substitution of vehicle is Article 6(e) and Article 9(g) 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 and as such requires to process some information which is classified as special category under GPDR for reasons of substantial public interest.