

Application Form for Grant or Renewal of TAXI OR PRIVATE HIRE VEHICLE LICENCE

This is an application to apply for the Grant or Renewal of a Taxi or Private Hire Vehicle Licence made in terms of the Civic Government (Scotland) Act 1982.



Before completing this form please read the privacy notice and notes at the end of the application. If you are completing this form by hand please write legibly in block capitals.

SECTION 1: TYPE OF LICENCE

1.1 Specify the type of licence you are applying for:

	<i>Please Tick One Box Only</i>
Application for Private Hire Vehicle Licence	<input type="checkbox"/>
Application for Taxi Vehicle Licence	<input type="checkbox"/>
Application for Special Events Private Hire Vehicle Licence	<input type="checkbox"/>

1.2 Specify the type and duration of licence you are applying for:

	<i>Please Tick One Box Only</i>	
	Temporary	Full
Grant	<input type="checkbox"/>	<input type="checkbox"/>
Renewal	N/A	<input type="checkbox"/>

SECTION 2. APPLICANT/LICENCE HOLDER DETAILS

Refer to Privacy Notice "Your Data: – How we use your information" at the end of this application

Title	Surname or Company/Partnership Name	First Name(s)	
Date of Birth		Place of Birth	

Home Address or Company/Business Address (*Include flat position, house name etc*)

Post Town		Postcode	

If Applying as a Company/Partnership, please complete Section 3

Contact Telephone No.	Email Address		
Home:			
Mobile:			

Current Plate No. (If applicable)	Expiry Date (If applicable)	MOT Expiry Date (See Note A)	Insurance Company & Expiry Date of Policy (See Note B)

SECTION 3: DIRECTOR/PARTNERS DETAILS (IF APPLICABLE) PLEASE CONTINUE ON SEPARATE SHEET IF NECESSARY		
Full Name	Date and Place of Birth	Home Address

SECTION 4: VEHICLE DETAILS				
<i>See Note C</i>				
Registration Number		Date of first Registration		
Chassis Number				
Make	Model	Colour	Number of Doors	Number of Passenger Seats
Is the vehicle wheelchair accessible?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Has the vehicle been modified since first registration?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please provide details:	
Name and Address as listed on V5/Vehicle Registration Document.				
Name, Address, Telephone Number and Date of Birth of the day to day manager.				

SECTION 5: PREVIOUS CONVICTIONS AND LICENCES		
<i>See Note D</i>	<i>Please Tick One Box Only</i>	
Have you or any other person named in this application ever been convicted of any crime or offence (including any spent convictions as defined in the Rehabilitation of Offenders Act 1974)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Has anyone named on this application ever been refused a licence from Aberdeen City Council? If so please give name, licence type and date refused	YES <input type="checkbox"/>	NO <input type="checkbox"/>

SECTION 5: CHECKLIST

I confirm that I have enclosed the following:

All Applicants

- Completed application form **(this will be rejected if not fully completed)**
- The relevant Application Fee
- Copy of V5 Registration Document
- Copy of Insurance Certificate

or state Fleet Policy Name-

Please Tick

SECTION 6: DECLARATION BY APPLICANT

See Note E

I hereby make my application to Aberdeen City Council and confirm that (a) the particulars given by me on this form are true to the best of my knowledge and belief; (b) I have read the attached privacy notice and notes; and (c) the appropriate fee is enclosed.

SIGNATURE OF APPLICANT/AGENT

DATE

PLEASE NOTE:

Any person who in or in connection with the making of this application makes any statement which he knows 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 four on the standard scale.

When completed, this form should be returned to Licensing, Legal Services, Governance, Aberdeen City Council, Business Hub 6 L1S, Marischal College, Aberdeen, AB10 1AB or in person at Taxi Inspection Centre, Kittybrewster, Aberdeen along with the appropriate fee. Cheques should be made payable to "Aberdeen City Council". For assistance in completing the form, please telephone Licensing on (01224) 522449

PLEASE NOTE: APPLICATION FEES ARE NON- REFUNDABLE

Privacy notice

Your data: taxi or private hire car vehicle licence grant or renewal

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 licence application.

In processing and determining your application, the Council as Licensing Authority will share the information you have provided with (1) the Chief Constable, Police Scotland, and (2) the members of the Licensing Committee when they require to determine your application.

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. It will also note the type and terms of the licence granted and will subsequently show any suspension, revocation, variation or surrender of the licence. 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, which may include HMRC.

Sharing with The National Fraud Initiative in Scotland

The Council is obliged to participate in the National Fraud Initiative in Scotland and in terms of this passes information to Audit Scotland for data matching to detect fraud or possible fraud. You can find details of this exercise on [Audit Scotland's website](#).

How long we keep your information for

If your application for a licence 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 this 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 licence 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 GDPR for reasons of substantial public interest.

The Council has a legal obligation under Part 2A of the Public Finance and Accountability (Scotland) Act 2000, to provide Audit Scotland with data to carry out data matching exercises for the purpose of assisting in the prevention and detection of fraud.

NOTES

- A** Taxis are required to be MOT'd yearly, one year following registration from new (*RTA1988. C52*). Private hire vehicles require an MOT 3 years following registration from new and then every year thereafter. Any application to licence a taxi/private hire vehicle, whether grant or renewal, will be subject to 2 inspections per year, this is separate from the legal requirement of an MOT.
- B** Insurance documents are required to be presented at the Taxi Testing Centre for the issue of an insurance disc. This is a requirement as part of the taxi/private hire inspection and conditions of licence.
PLEASE NOTE: The requisite vehicle registration document and the certificate of insurance in relation to the taxi/private hire vehicle required by Part VI of the Road Traffic Act, 1972 must be in the name of either the licence holder/applicant or one of the licence holders (partnership).
- C** Aberdeen City Council Licensing Committee determined that all vehicles which are licensed as Taxis must be Wheelchair Accessible vehicles by 6 June 2023. All new applications for a Taxi Licence must only be for Wheelchair Accessible vehicles. Aberdeen City Council's policy on vehicle ages are less than 10 years old for wheelchair accessible vehicle, 5 years or less for Private Hire vehicles on new grant application or on substitution.
- Vehicles will be licensed for a maximum amount of passengers, included in this are wheelchair passengers and all seats that are easily accessible, seats that require to be folded to access rear seating or access to seats from the boot will not be licensed.
- Aberdeen City Council will conduct checks with the DVLA to ensure the vehicle has a current MOT, and is Road Taxed (where applicable) before issuing any licence.
- D** **All** relevant convictions, including road traffic and other fixed penalties, incurred in the UK and abroad must be declared including "spent" convictions unless they are "protected" convictions. If you are in any doubt about "spent" or "protected" convictions, please obtain your own independent legal advice. Staff within the Licensing section are unable to provide advice on whether a specific conviction should be declared.
- If you are uncertain as to the details/dates of any crimes or offences you should contact Disclosure Scotland, PO Box No 250, Glasgow, G2 4JS (Phone: 0870 609 6006). Alternatively you can also call at any police office and pick up the appropriate Data Protection Form, requesting 'subject access' to your record.
- E** Only the applicant or an authorised agent is permitted to sign the declaration.

FOR OFFICE USE ONLY

Date Received	Amount Paid	Receipt no
Approved Vehicle Type	MOT	Taxed
Insured (Copy Enclosed)		
Police Response	No Objection <input type="checkbox"/>	Objection/Representation <input type="checkbox"/>
No. passengers		
Date last inspection		
V5 Correct (Copy Enclosed)		

CAN I GET FURTHER INFORMATION?

If you have any further questions about the application process the Council's Licensing Team will be happy to assist you. Please note that whilst the Licensing Team can provide guidance, the team cannot offer you legal advice.

You can contact us in person or by phone or email.

Licensing Team:
Marischal College
Aberdeen

01224 522878 or 522879
Email: Licensing@aberdeencity.gov.uk