

**Civic Government (Scotland) Act 1982 (Licensing of Booking  
Offices) Order 2009**

Application in terms of Section 44 and Schedule 1 of the  
Civic Government (Scotland) Act 1982, and in terms of the Civic Government  
(Scotland) Act 1982 (Licensing of Booking Offices) Order 2009 for

***\*Grant/Renewal of a Taxi/Private Hire Booking Office  
Licence***

Completed application forms to be lodged with the Senior Solicitor (Licensing),  
Aberdeenshire Council, St. Leonards, Sandyhill Road, Banff, AB45 1BH along  
with the appropriate fee.

\*Delete as inapplicable.

**Applicants should carefully read the attached notes for guidance before  
completing this form.**

FOR OFFICIAL USE ONLY	
Date of Receipt of Application:	
Date Fee Paid:	
Date of Reference to Consultees.:	
Decision:	

***EACH QUESTION (where applicable) MUST BE ANSWERED*****1. To be completed if applicant is an individual (i.e. not a Company, Firm, Public Body or Voluntary Organisation)**

(a) Full Name (Block Letters)											
(b) Home Address, postcode and telephone Number, include e-mail address where applicable											
(c) Date and place of Birth											
(d) Is applicant to carry out the day-to-day management of the Activity or Activities?	YES/NO										
If the answer to (d) above is NO, give full name, home address, postcode, date and place of birth, business hours telephone number and e-mail address where applicable, of the person responsible for the day-to-day management of the Activity or Activities.	<table border="1"> <tbody> <tr> <td>(i) Name</td> <td>(i)</td> </tr> <tr> <td>(ii) Home Address</td> <td>(ii)</td> </tr> <tr> <td>(iii) Date and place of Birth</td> <td>(iii)</td> </tr> <tr> <td>(iv) Telephone Number</td> <td>(iv)</td> </tr> <tr> <td>(v) E-mail address</td> <td>(v)</td> </tr> </tbody> </table>	(i) Name	(i)	(ii) Home Address	(ii)	(iii) Date and place of Birth	(iii)	(iv) Telephone Number	(iv)	(v) E-mail address	(v)
(i) Name	(i)										
(ii) Home Address	(ii)										
(iii) Date and place of Birth	(iii)										
(iv) Telephone Number	(iv)										
(v) E-mail address	(v)										

<b>2. To be completed only where application is being made by, or on behalf of, a Company, Partnership, Public Body or Voluntary Organisation.</b>	
(a) Full name of Company or Firm, (Block Letters)	
(b) Address of Registered or Principal Office, Postcode and contact telephone number	
(c) Full names, private addresses, postcodes and dates and places of birth of Directors, Partners, Committee Members or other persons responsible for management.  Continue on separate sheet if necessary	
(d) Full Name, Address, postcode, telephone number, date and place of birth of person and e-mail address, where applicable, to be responsible for the day-to-day management of the Activity or Activities.	
<b>To be completed by ALL APPLICANTS</b>	
3. Name and address of land or building or business for which a Licence is required.  <b>Please submit a layout plan of the premises with your application</b>	
4. (a) How many taxi vehicles will you be taking bookings for from these premises? (b) How many private hire vehicles will you be taking bookings for from these premises? (c) How many limousines will you be taking bookings for from these premises? (d) Will any incoming calls be diverted from these premises to a mobile telephone or other electronic communications device outside these premises? If YES, please give details – continue on a separate sheet if necessary (e) Do you have a detailed written policy for dealing with complaint from members of the public? <b>If YES, please submit a copy with this application</b>	(a) (b) (c) (d) YES/NO (e)



## Appendix

### [A] Insurance

If an Application for a Taxi/Private Hire Booking Office Licence is granted then it will be a condition of the Licence that the building or other particular activity is covered by an adequate policy of Third Party Public Liability Insurance Policy with a reputable Insurance Company. During the currency of the Licence, the holder(s) will be required to exhibit to the Council, on demand, evidence that the Policy is still in force and that the premiums have been paid. The Policy and the premium receipt(s) can accompany the completed Application. Unless these items are produced to the Licensing Office in Banff, no Licence can be issued.

### [B] Display of Notice

The Notice must give the address of the land or building and state that an Application for a Taxi/Private Hire Car Booking Office Licence has been made to the Council. It must also give the Applicant's full name and address. In the case of a Company, Firm, Public Body or Voluntary Organisation the names, and private addresses of the Directors, Partners, Committee Members or other person(s) responsible for management must be shown. If a person other than the applicant or if an employee or agent of the Company, Firm, Public Body or Voluntary Organisation is to carry on the day-to-day management of the Activity or Activities then that person's name and address must also be shown. A copy of this Notice must be produced once the 21-day period has elapsed. If the Notice is removed, obscured or defaced during that period the certificate must state the reasonable steps taken for its protection or, if need be, its replacement. If the Council are of the opinion that the Notice does not comply with these requirements or that reasonable steps have not been taken to protect or replace the Notice the Council may require the Applicant to display the Notice again for a further period of 21 days before making a final decision on the application.

### [C] Notice Unable to be Displayed.

If the Applicant declares that the Notice cannot be displayed because he does not have such rights of access or other rights in respect of the land or building to enable this to be done then he must also declare and specify what reasonable steps have been taken without success to acquire those rights.

### [D] Warning

Any person who makes a statement in this Application or in connection with it which he knows to be false or recklessly makes a statement which is false in a material particular shall be guilty of an offence and liable on summary conviction to a fine not exceeding £500.