

Our Ref: FMS/LIC/2/B/4/N  
Your Ref:

FIRST CLASS

<Name>  
<Address>  
<Address>  
<Address>  
<Postcode>

Please ask for: Miss Stewart  
Direct Dial : 01261 813320  
Email

<Date>

**Corporate Services**

*Legal and Governance*

St. Leonards

Sandyhill Road

Banff

AB45 1BH

Tel 01261 813200

General Fax 01261 815664

Licensing Fax as above

[www.aberdeenshire.gov.uk](http://www.aberdeenshire.gov.uk)

LP 6, Legal Post, Banff

**If you have difficulty reading this document please contact Fiona M. Stewart on 01261 813320**

Dear ,

**Civic Government (Scotland) Act 1982 (Licensing of Booking Offices) Order 2009**  
**Civic Government (Scotland) Act 1982**  
**Section 44 and Schedule 1**  
**Applications for Taxi/Private Hire Car Booking Office Licence**

I enclose application forms for a booking office licence. This includes a copy of the licence conditions for information purposes.

Please complete the application form and return everything to me at the above address, together with the documentation referred to below, by 16<sup>th</sup> November 2009 at the very latest.

Please read all the information before submitting the application forms.

You require to display the attached site notice [Fm TBO2] at the premises, for a period of 21 days, from the date you post your application to, or lodge your application with, the Council. The site notice should be displayed in a location where it can be easily read by members of the public.

Once the site notice has been displayed at the premises for 21 days, please complete and submit the Certificate of Compliance [Fm TBO3] to the address given on the bottom of the form.

You also require to submit the documents listed below with your application.

If you have any queries regarding completion of the form, please contact me at the number given above.

Yours faithfully,

**Senior Solicitor (Licensing)**

**Note Referred to:-**

1. A Completed Application Form
2. A Cheque or Postal Order for the sum of £100.00. Cheques/Postal Orders should be made payable to "Aberdeenshire Council"
3. A layout plan of the premises. The must be drawn to scale.
4. A copy of your policy for dealing with Complaints from Members of the Public
5. A copy of your Third Party Public Liability Insurance Policy for the premises.