

## CIVIC GOVERNMENT (SCOTLAND) ACT 1982

### APPLICATION FOR THE GRANT / RENEWAL / SUBSTITUTE / REPLACEMENT OF A

# TAXI / PRIVATE HIRE OPERATOR'S LICENCE

**Please read the accompanying guidelines before completing this form.**

**This application form is in several parts for different things. Which parts you need to complete depends on what you are applying for:**

Part A	About you (the applicant)	p1
Part B	Grant of a New Licence	p4
Part B	Renewal of an Existing Licence	p4
Part C	Substitute Licence	p5
Part C	Replacement Licence	P5
Part D	Declaration	p6

Please select what you require the Council to process (tick all that apply):



Grant a New Licence	Complete parts A, B, and D	
Renew an Existing Licence	Complete parts A, B, and D	
Substitute Licence	Complete parts A, C and D	
Replacement Licence	Complete parts A, C and D	

Should you require extra space to answer any questions, please provide additional details on a separate sheet.

## Part A

### To be completed if a natural person (individual)

Surname (include any other surname you have been known by)

\_\_\_\_\_

Forename \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Previous home address (if current address under 3 years)

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Home Tel. No. \_\_\_\_\_ Work Tel. No. \_\_\_\_\_

Mobile \_\_\_\_\_ Email address \_\_\_\_\_

Date of birth \_\_\_\_\_ Age \_\_\_\_\_

Place of birth \_\_\_\_\_

\_\_\_\_\_

**To be completed if a non-natural person (Company/Partnership)**

Company/Partnership Name \_\_\_\_\_

(NB Legal proof of Company/Partnership is required to be lodged with this application)

Registered address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Previous home address (if current address under 3 years)

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Company Registration No. \_\_\_\_\_

Work Tel. No. \_\_\_\_\_

Email address \_\_\_\_\_

Mobile Tel. No. \_\_\_\_\_

Names, home addresses and dates of birth of all directors,  
partners or other persons responsible for management:

## Day to Day Management of Business (if different from the Applicant)

Surname (include any other surname you have been known by)

\_\_\_\_\_

Forename \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Previous home address (if current address under 3 years)

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Tel. No. \_\_\_\_\_ Email address \_\_\_\_\_

Date of birth \_\_\_\_\_ Age \_\_\_\_\_

Place of birth \_\_\_\_\_

## PART B – Grant or Renewal of License

### Type of licence applied for?

Taxi / Private Hire (*delete as appropriate*)

### Grant of New licence or Renewal of Existing licence?

Grant / Renewal (*delete as appropriate*)

Does the applicant propose to operate  
the vehicle him/herself?

YES ☐ NO ☐

Vehicle Registration number \_\_\_\_\_

\_\_\_\_\_

Date of first registration of vehicle \_\_\_\_\_

Description of vehicle \_\_\_\_\_

Make and model of vehicle \_\_\_\_\_

cc. Rating \_\_\_\_\_ Number of doors \_\_\_\_\_

Colour \_\_\_\_\_ Chassis Number \_\_\_\_\_

Has the vehicle been previously licensed as a taxi or private hire car? YES ☐ NO ☐

Is the vehicle Wheelchair Accessible? YES ☐ NO ☐

If so, give date and type of last licence \_\_\_\_\_

Address of premises where vehicle is to be kept \_\_\_\_\_

\_\_\_\_\_

During what hours and days will the vehicle be available for hire?

\_\_\_\_\_

## **Part C – Substitution or Replacement Licence**

### **Type of licence held?**

Taxi / Private Hire (*delete as appropriate*)

Plate or Private Hire disc number \_\_\_\_\_

Registration number of current vehicle as designated in the licence

\_\_\_\_\_

Registration no. and date of first registration of the Substitute / Replacement vehicle

\_\_\_\_\_

Description of vehicle \_\_\_\_\_

\_\_\_\_\_

Colour \_\_\_\_\_ Chassis Number \_\_\_\_\_

Any person who in, or in connection with the making of this application makes any statement which he/she knows to be false or recklessly makes any statement which is false in a material particular shall be found guilty of an offence and liable, on summary conviction

Please return the completed application form, relevant documents and fee to Licensing Office, East Lothian Council, John Muir House, Haddington, EH41 3HA. This application form must be lodged, together with the appropriate fee not less than 6 weeks before the proposed commencement date of the licence. Please note that the application fee is non-returnable.

## **DATA PROTECTION ACT 2018**

Please note that the information given on this form may be stored electronically by this Authority for the purpose of licensing.

The Identity of the Data Controller under the Data Protection Act 2018 ("the Act").

East Lothian Council, John Muir House, Haddington, East Lothian EH41 3HA ("the Council")

The purpose or purposes for which the data are intended to be processed.

The Data will be processed in order for East Lothian Council to fulfil its statutory duty under the Civic Government (Scotland) Act 1982 in receiving, registering, determining and granting applications for licenses under the said Act. The Data will be shared with public bodies who require to be consulted about the application, such as the Police. It will also be shared with internal East Lothian Council services, particularly within the Environment Department who give advice to the Council as Licensing Authority, in respect of the application.

East Lothian Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

### **Further information can be obtained from:**

Data Protection Officer  
Licensing, Administration and Democratic Services  
John Muir House  
Haddington  
dpo@eastlothian.gov.uk