

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

BOOKING OFFICES LICENCE: SCHEDULE OF CONDITIONS

These conditions apply to the Booking Office Licence granted to you by East Lothian Council (hereinafter referred to as "the Council") and must be observed at all times.

1. The licence holder must keep a record of every booking for the hire of a relevant vehicle taken at the premises licensed.
2. The licence holder must keep a record of the registration number of the vehicle which was hired as the result of a booking taken at the licensed premises together with the name of its driver at the time of the hire.
3. The Licence holder shall take all reasonable steps to ensure that any booking taken at the licensed premises from a member of the public for the hire of a relevant vehicle results in the hire of a vehicle which is:
 - (i) a relevant vehicle; and
 - (ii) being driven by a person who holds a licence granted under section 13 of the Act and that licence is in effect.
4. The licence is valid until the date shown on the same. Where the public have access to the premises for the purposes of booking a vehicle or access to a waiting area the licence must be displayed clearly within the premises so that it can be seen by members of the public.
5. The licence holder shall keep the records required in conditions 1 and 2 available for inspection at any reasonable time by any authorised officer of East Lothian Council or the Police.
6. The licence holder shall notify the Council of any material change of circumstances affecting him or any other person or company named on the licence or affecting the activity to which the licence relates. A licence holder who ceases to act as such for the unexpired period of the licence or whose licence has been suspended by the Council shall, within 7 days, return the licence to the Council.
7. Where the public have access to the premises for the purposes of booking a vehicle or access to a waiting area the Licence holder shall ensure that there are effective systems maintained for the management of the premises to ensure public health and safety and fire safety, and premises to be kept clean and tidy.
8. The licence holder must ensure that any activities associated with the booking office shall not give rise to reasonable cause for annoyance.
9. Where the public have access to the premises for the purposes of booking a vehicle or access to a waiting area the licence holder must provide proof that he holds third party liability insurance giving a minimum level of indemnity of FIVE MILLION POUNDS (£5,000,000) in respect of the licensed use.