

(Before completing application form please refer to Booking Office Notes)

**ANGUS COUNCIL**

**CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

**APPLICATION FOR A BOOKING OFFICE LICENCE**

PLEASE TICK FOR

Grant

Renewal

Temporary

<p><b>Where the applicant is a partnership or a company go to question 4.</b></p> <p>1. Full name of applicant (including any former name, where applicable)</p>	
<p>2. Home address (including postcode)</p> <p>Telephone Number/Mobile Number</p> <p>E-mail Address (mandatory)</p>	
<p>3. Applicant's date and place of birth</p>	
<p><b>Where the applicant is an individual go to question 6</b></p>	
<p>4. Where the applicant is a company or partnership:-</p> <p>Full name of company or partnership</p>	
<p>5. (a) Address of Registered or principal office</p> <p>(b) Names, private addresses and dates of birth of all directors, partners or other persons responsible for management of the company or partnership</p> <p>(continue on a separate sheet if necessary providing the relevant question number):-</p>	
<p>6. Full name(s), address(es) and date(s) of birth of any employee(s) or agent(s) who will carry on day-to-day management of the activities to be covered by the licence.</p> <p>(continue on separate sheet if necessary):-</p>	
<p>7. Name (if any) and address of the premises for which a licence is required.</p>	

8. Are there 4 or more taxis and/or private hire cars operating out of the booking office at any time?	YES/NO (delete as appropriate)			
9. Plate Numbers (issued by the Council) of all taxi and private hire vehicles operating out of the booking office.	Taxi		Private Hire	
10. Where the application is for renewal of a Booking Office Licence please give the licence number.				
11. Has the applicant had a previous application for a booking office licence refused?  If "yes", give details including the date of the application.				
12. Has the applicant held a booking office licence which has been suspended or revoked or has the applicant been disqualified from holding a booking office licence?  If "yes", give details.				
13. If a temporary licence is applied for, give dates and times of when the licence is required (Please note a temporary licence should not exceed 6 weeks).				
14. State below particulars of any convictions of or offences committed by the applicant or any person(s) named in questions 4 and 5. Please note that these may be discussed and considered in public if the application is referred to the Civic Licensing Committee. Convictions which are spent under the Rehabilitation of Offenders Act 1974 do not have to be included but may also, in certain circumstances, be referred to by the Committee:- (continue on separate sheet if necessary):-				
Name of Person	Date	Court	Offence	Sentence/Fine

**DECLARATIONS:-**

**Delete part (a) or (b) as appropriate. Where declaration (a) is made there must be produced to the Council as soon as possible after the expiry of the 21 day period a Certificate of Compliance with paragraph 2(2) of the said Schedule.**

1. (a) The applicant, declares that in accordance with paragraph 2(2) of Schedule 1 of the Civic Government (Scotland) Act 1982, the applicant shall, for a period of 21 days **commencing with the date on which this application was submitted to the Council**, display at or near the premises so that it can conveniently be read by the public, a notice complying with the requirements of paragraph 2(3) of the said Schedule.

**OR**

- (b) The applicant declares that they are unable to display a notice of this application at or near the premises because they have no rights of access or other rights enabling them to do so, but that the applicant has taken the following steps to acquire the necessary rights, namely:- (here specify the steps taken)

### **New Grant Applications Only**

Your attention is drawn to information provided by HMRC, the links to which are available on the accompanying Booking Office Notes. **By signing and lodging this application form you are confirming that you are aware of the information provided by HMRC.**

### **Renewal Applications Only**

Please provide a tax check code from HMRC, (the link to which is on the accompanying guidance sheet). We will use the code to verify with HMRC that you have completed their tax check. **Your application will not be considered without this.**

### **All Applicants**

The information you have provided on this Application form, and from supporting documentary evidence – where applicable, will be processed by Angus Council (the “data controller”) for the purposes of the General Data Protection Regulation and the Data Protection Act 2018 (UK GDPR) in order to process your Licensing Application.

For the purpose of dealing with your application, we will share your information in accordance with the Civic Government (Scotland) Act 1982, other licensing legislation and with relevant internal services of Angus Council.

The Council may also check information provided by you, or information about you provided by a third party such as NHS Tayside, Scottish Fire and Rescue Service, Scottish Ambulance Service and Police Scotland with other information held by us. We may also get information from those third parties or share your information with them in order to check its accuracy, prevent or detect crime, protect public funds or where required by law.

The Council may be required to provide information about licence applicants to HMRC in terms of Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers).

Please note that you should read this service specific Privacy Notice in conjunction with the council's Full Privacy Statement which is accessible on the council's website at:

[https://www.angus.gov.uk/council\\_and\\_democracy/council\\_information/information\\_governance/angus\\_council\\_full\\_privacy](https://www.angus.gov.uk/council_and_democracy/council_information/information_governance/angus_council_full_privacy).

### **Data Protection Act 2018**

The information on this form may be held on an Electronic Register which may be available to members of the public on request.

### **PLEASE NOTE – IT IS AN OFFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

Criminal Law (Consolidation) (Scotland) Act 1995 Section 44(2)(b)

**I understand that Angus Council are permitted to accept applications for the grant or renewal of this licence; objections or representations; and notifications of any change to the licence, by**

means of electronic communication. Applications, objections, representations or notifications can be sent to the Council by email to [LAWLicensing@angus.gov.uk](mailto:LAWLicensing@angus.gov.uk).

I permit Angus Council to give notice and provide reasons in relation to granting, refusing, renewing, changing, altering, varying, suspending, and revoking the licence by means of email. I authorise the email address provided by me on this application to be used for this purpose.

I declare that the particulars given on this form are correct to the best of my knowledge and belief.

The applicant authorises the use of the information provided for the above purposes and hereby makes application to Angus Council for the grant or renewal of the licence applied for.

<b>Date</b> .....	<b>Signature of Applicant (or agent if applicable)</b>	.....
	Capacity/Position in company (if not otherwise stated) (e.g. partner, employee)	.....
	Address of Agent (if applicable)	..... .....

**NOTES**

- 1. To be lodged with the Service Leader – (Legal & Procurement), Angus Council, Forfar together with the appropriate lodging fee. The application will not be processed without payment of the appropriate fee.**
- 2. Renewal Applications Only**  
Please provide a tax check code from HMRC, (the link to which is on the accompanying Booking Office Notes). We will use the code to verify with HMRC that you have completed their tax check. Your application will not be considered without this.
- 3. 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 £2,500.**