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**FOR OFFICIAL USE ONLY**

Date Received	Received By	Fee Paid	Passed to Police	Date Police Reply	Decision

FEE: £349

**NORTH LANARKSHIRE COUNCIL****CIVIC GOVERNMENT (SCOTLAND) ACT 1982**Application for Renewal of Private Hire Car Licence

PHC No:

**PART 1**Both Parts of form must be completed**EACH QUESTION IN RELEVANT SECTIONS SHOULD BE ANSWERED (IN BLOCK CAPITALS AND BLACK INK)**

**This application form is the for the renewal of the licence currently in force. You should complete the form with the details of all the named licence holders as detailed on your current licence.**

Vehicle Registration Number		Make and Model of Vehicle	
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**SINGLE APPLICANT**

Name of Licence Holder (including maiden name)			
Full Postal Address			
Date of Birth		Daytime Telephone Number	
		Email Address	

**CO-PARTNERSHIP – SEPARATE PART 2 DECLARATION FORM(S) ENCLOSED FOR JOINT HOLDER(S) TO COMPLETE**

Name		Name	
Full Postal Address		Full Postal Address	
Date of Birth		Date of Birth	
Daytime Telephone Number		Daytime Telephone Number	
Email Address		Email Address	

**COMPANY OR FIRM**

Name		
Principal Office		
Please detail Name, Home Address and Date of Birth of each Director		
Name	Address	Date of Birth

**OTHER MANAGEMENT**

Where applicant is a limited company, a partnership or is jointly held please give details of the person to be named as day-to-day manager

Full Name, Address, Date and Place of Birth or any Employee or Agent who it is Proposed will run or assist in running the business or who will carry out or assist in carrying out the day-to-day management of the business.

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**AREA OF OPERATION**

Within which area of North Lanarkshire are you currently licensed for - "South, North or Central"? \_\_\_\_\_

Date of expiry of current licence \_\_\_\_\_ Date of expiry of vehicle inspection certificate \_\_\_\_\_

## OTHER INFORMATION

Is the vehicle at any time available for hire on radio/communication system?

Answer 'Yes' or 'No' .....

If so, please give details of radio system.

## PLEASE COMPLETE PART 2

### PART 2

#### CONVICTIONS – WHERE LICENCE IN JOINT NAMES 1<sup>ST</sup> NAMED LICENCE HOLDER SHOULD COMPLETE THIS SECTION – (SEPARATE DECLARATION(S) ENCLOSED FOR OTHER JOINT HOLDERS)

Have you ever been convicted of any crime or offence?

Please answer "Yes" or "No".

Have you ever been offered, and accepted, a fixed penalty (i.e. a conditional offer from the Procurator Fiscal under s.302 of the Criminal Procedure (Scotland) Act 1995 or a fixed penalty in respect of any road traffic matter) in respect of any offence or alleged offence?

Please answer "Yes" or "No"

**It is ESSENTIAL that you disclose all previous convictions and fixed penalties in the box below. This means convictions for offences of any nature (For example - assault, breach of the peace, theft, road traffic offences, etc). In addition, any offence for which you were admonished or received an absolute discharge requires to be disclosed. Finally, any fixed penalty which you have accepted in respect of any offence or alleged offence must be disclosed.**

DATE (if known)	COURT	OFFENCE	SENTENCE

**I DECLARE THAT ALL THE PARTICULARS GIVEN BY ME ON PART 1 AND PART 2 OF THIS FORM ARE TRUE AND HEREBY CONSENT TO THE COUNCIL CARRYING OUT SUCH BACKGROUND ENQUIRIES AS THEY CONSIDER NECESSARY TO ASCERTAIN MY SUITABILITY AS AN APPLICANT.**

Signatures .....  
.....

Date .....

WHERE A CO-PARTNERSHIP, EACH PARTNER SHOULD SIGN. IF A FIRM, EACH NAMED DIRECTOR SHOULD SIGN.

**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. FAILURE TO DISCLOSE A CONVICTION MAY RESULT IN YOUR APPLICATION BEING REFUSED.**

PLEASE ENSURE THAT YOU HAVE COMPLETED ALL QUESTIONS. THE COMPLETED FORM SHOULD RETURNED TO LICENSING SECTION, NORTH LANARKSHIRE COUNCIL, CIVIC CENTRE, WINDMILLHILL STREET, MOTHERWELL ML1 1AB

**THE FOLLOWING MUST BE ENCLOSED WITH THE APPLICATION FORM:**

- (1) Fee (Non-Refundable) by cheque made payable to North Lanarkshire Council or by credit/debit card by telephone 01698 302360
- (2) A copy of the Log Book and Insurance Certificate for the vehicle currently operating on the licence

**ENQUIRIES SHOULD BE MADE TO [LicensingEnquiries@northlan.gov.uk](mailto:LicensingEnquiries@northlan.gov.uk)**

**DATA PROTECTION ACT 2018**

The information which you provide on this form will be processed by North Lanarkshire Council (which is the "data controller" for purposes of data protection law). A Privacy Statement explaining how we process your personal information can be viewed by accessing the Council's website [www.northlanarkshire.gov.uk](http://www.northlanarkshire.gov.uk)