

FOR OFFICIAL USE ONLY					
Date Received	Received By	Fee Paid	Passed to Police	Date Police Reply	Decision

Licence Number

NORTH LANARKSHIRE COUNCIL

Civic Government (Scotland) Act 1982

Application for Renewal of a Taxi/Private Hire Booking Office Licence

PART 1

N.B. Both Parts of form must be completed

EACH QUESTION IN RELEVANT SECTIONS SHOULD BE ANSWERED (IN BLOCK CAPITALS AND BLACK INK)

APPLICANT	
COMPLETE SECTION (A) OR (B) OR (C) AS APPROPRIATE	
(A) SINGLE APPLICANT	Full Name (BLOCK LETTERS) _____ Home Address _____ Daytime Telephone Number _____ Date and Place of Birth _____
(B) CO-PARTNERSHIP APPLICANTS	Full Name, Address, Date and Place of Birth of each Partner and of any Other Person Responsible for Management _____ _____ _____ Address of Principal Office _____ _____
(C) COMPANY OR FIRM APPLICANTS	Name of Company or Firm _____ Address of Registered or _____ Principal Office _____ Full Name, Address, Date and Place of Birth of Each Director _____ _____ _____ Contact Telephone Number _____

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.

AREA OF OPERATION

Within which area of North Lanarkshire are your premises based - "North, South, or Central"? _____

PREMISES

Name and Address of Premises for which the licence is required. **Please note a layout plan of the premises must be submitted with this application.**

Premises Name and Address:

How many taxi vehicles will you be taking bookings for from these premises? _____

How many private hire vehicles will you be taking bookings for from these premises? _____

Will any incoming calls be diverted from these premises to a mobile telephone or other electronic communications device outside these premises? _____

If YES, please give details (continue on a separate sheet if necessary)) _____

Do you have a detailed written policy for dealing with complaints
From members of the public? _____

If YES, please submit a copy with this application.

Details of Third Party Liability Policy (including identity
of Insurance company, policy number, amount of cover
and date of renewal) – see guidance note attached _____

OTHER INFORMATION

Has the applicant or any person named in the application been continuously resident in the United Kingdom for the past 10 years? 'Yes' or 'No' _____

If not, please provide details of all addresses that the relevant person(s) has lived at during this time which were outside the UK.

NB. If the applicant or any person named in the application has not been continuously resident in the UK for the past 10 years that person will require to submit further information in relation to criminal convictions. Please see Part 2

Has the applicant or any person named in the application ever applied for and been refused a licence for the same or similar type of activity? 'Yes' or 'No' _____

If 'Yes' when were they refused? _____ For which type of activity were they refused? _____

_____ Which Authority refused the licence? _____

TAX CHECK CODE (9 character reference):

Note: The application will not be processed until code has been provided to North Lanarkshire Council. Individual Tax Codes are required for all partners or directors.

PLEASE COMPLETE PART 2.

PART 2

CONVICTIONS

Has the applicant or any person named in the application ever been convicted of any crime or offence?

Please answer "Yes" or "No".

Has the applicant or any person named in the application 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 the applicant and/or any person named in the application 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 the applicant or any person named in the application were admonished or received an absolute discharge requires to be disclosed. Finally, any fixed penalty which has been accepted in respect of any offence or alleged offence must be disclosed.

DATE (if known)	COURT	OFFENCE	SENTENCE

PLEASE NOTE IF THE APPLICANT OR ANY PERSON NAMED IN THE APPLICATION HAS NOT BEEN CONTINUOUSLY RESIDENT IN THE UK FOR THE PAST 10 YEARS THAT PERSON NEEDS TO OBTAIN A CERTIFICATE OF GOOD CONDUCT FROM THE JUSTICE AUTHORITY (OR AUTHORITIES) OF THE COUNTRY (OR COUNTRIES) IN WHICH THEY RESIDED ALONG WITH AN OFFICIAL TRANSLATION. THESE DOCUMENTS SHOULD BE SUBMITTED WITH THIS APPLICATION FORM.

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

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

N.B. 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.**

DATA PROTECTION ACT 1998

This authority is under a duty to protect funds it administers, and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.



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NOTICE FOR DISPLAY AT PREMISES

NOTICE IS HEREBY GIVEN that application has been made on _____
to North Lanarkshire Council for a Taxi/Private Hire Booking Office Licence in respect of premises at:

BY:

***(a) IF NON-NATURAL PERSON**

Name:

Registered Office:

Directors Names:

and Addresses:

***(b) IF NATURAL PERSON**

Name:

Address:

Day-to-Day Manager:

Address:

Any objections and representations in relation to the application may be made to **North Lanarkshire Council per the Chief Officer (Legal and Democratic), Civic Centre, Windmillhill Street, Motherwell, ML1 1AB** generally **within 28 days** of the above mentioned date. Objections and representations should be made in accordance with the following provisions, namely:-

- (1) Any objections or representation relating to an application for the grant or renewal of a licence shall be entertained by the licensing authority if, but only if, the objection or representation -
 - (a) is in writing;
 - (b) specifies the grounds of the objection or, as the case may be, the nature of the representation;
 - (c) specifies the name and address of the person making it;
 - (d) is signed by him or on his behalf;
 - (e) was made to them within 28 days of whichever is the later or, as the case may be, latest of the following dates -
 - (i) where public notice of the application was given in a newspaper, the date when it was first so given;
 - (ii) where North Lanarkshire Council have required the applicant to display the Notice again from a specified date, that date;
 - (iii) In any other case, the date when the application was made to them.
- (2) Notwithstanding (1)(e) above, it shall be competent for a licensing authority to entertain an objection or representation received by them before they take a final decision upon the application to which it relates if they are satisfied that there is sufficient reason why it was not made in the time required.
- (3) An objection or representation shall be made for the purposes of (1) above if it is delivered by hand within the time there specified to the licensing authority or posted (by registered or recorded delivery post) so that in the normal course of post it might be expected to be delivered to them within that time.

***Delete As Appropriate**



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Office Licence**

CERTIFICATE OF COMPLIANCE

I,.....

applicant for a Taxi/Private Hire Booking Office Licence, hereby certify that a Notice has been posted at or near the premises at:

.....

.....

from:..... to:.....

containing such information as if required by Paragraph 2(3) of Schedule 1 to the above Act.

Where the said Notice was removed, obscured or defaced during the above mentioned period, I took reasonable steps for its protection and replacement as follows: (give details and circumstances)

.....

.....

SIGNATURE: _____

DATE: _____

To be returned to Chief Officer (Legal and Democratic), North Lanarkshire Council, Civic Centre, Windmillhill Street, Motherwell, ML1 1AB after a site notice has been displayed for 28 days.