

**East Renfrewshire Council Civic Government (Scotland) Act 1982
Application for a Booking Office Licence**

	New Application	Renewal
1 Year (Temporary)		
2 Years		
3 Years		

Renewal ONLY – please provide Licence Number					
B	O	/			

Please complete section relevant

Individual Details

Title	Mr	Mrs	Ms	Others:		Delete as appropriate
First Name						
Surname						
Address & Postcode						
Contact Number						
Email Address						
Date of Birth						Eg: DD/MM/YYYY
Place of Birth						

Right to Work in the UK

Have you lived in the UK for a period of less than 5 Years?	Yes		No												
Do you have the right to work in the UK?	Yes		No		(If No, please refer to guidelines)										
If Yes, Biometric Residence card or Permit number:	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>														
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Company Details	
Company Name	
Address & Postcode	
Company Registration Number	
Contact Number	
Email Address	

HMRC Tax Code (MUST BE COMPLETED BY EVERYONE)					
Are you registered with HMRC? (If No, please see guidance)	Yes		No		
If YES :					
HMRC Tax Check Code (case sensitive)					
<p>All applicants please note - by signing this form (page 13) you are confirming that you are aware of HMRC guidance in relation to your tax registration obligations. Further information can be obtained at https://www.gov.uk/guidance/confirm-your-tax-responsibilities-when-applying-for-a-taxi-private-hire-or-scrap-metal-licence.</p>					

Details of Directors										
Director Details										
Title	Mr	Mrs	Ms	Others:						Delete as appropriate
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Surname										
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PLEASE PROVIDE DETAILS OF ADDITIONAL DIRECTORS ON A SEPARATE SHEET

Details of Partners										
Partner Details										
Title	Mr	Mrs	Ms	Others:						Delete as appropriate
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Surname										
Address & Postcode										
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PLEASE PROVIDE DETAILS OF ADDITIONAL PARTNERS ON A SEPARATE SHEET

Booking Licence									
Has any party named in the application held or currently hold a booking office Licence	Yes		No		(If Yes, complete section below)				
Full name & Address of authority who granted Licence.									
Date it was granted									Eg: DD/MM/YYYY
Expiry Date									Eg: DD/MM/YYYY
Has any party named in the application been refused a booking office Licence	Yes		No		(If Yes, complete section below)				
Full name & Address of authority who refused Licence.									
When was it refused									Eg: DD/MM/YYYY

Building Details									
Are you the owner of the premises	Yes		No		(If No, complete section below)				
Full name & Address of owner									
Is the premises situated within a tenement property	Yes		No						

Business Requirements				
Days of week when it is proposed to operate the booking office?				
Hours each day during which you require this Licence?				
How many taxi vehicles will you be taking bookings for from this premises?				
Will any incoming calls be diverted from these premises to a mobile/telephone or other electronic communication device outside these premises?	Yes		No	
				(If Yes, complete section below)
Please give details				

Policy Details				
Do you have a detailed written policy for dealing with customer complaints?	Yes		No	
				(If Yes, please provide copy)
Details of Third Party Liability Insurance Policy (including identity of insurance company, policy Number, amount of cover and date of renewal)	Yes		No	
				(If Yes, please provide copy)

Criminal Convictions

The Rehabilitation of Offenders Act 1974 does not prevent the Council considering “spent” convictions for this type of license unless they are protected convictions. You should include any driving offences. This must also include any overseas convictions. Please note that it is an offence if you fail to disclose a conviction against you. If you have none, please state “NONE” in the box below. If you are unsure DO NOT PROCEED, obtain a disclosure certificate from Police Scotland or Disclosure (Scotland) to confirm your details and then you may wish to seek independent advice on the content.

Date	Court	Offence	Sentence

N.B. Any person who 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 £500.

Checklist (Please tick box for all supporting documents submitted)	
Receipt of payment	
Passport (All Partners & Directors)	
Driver's License (Front & Back) - (All Partners & Directors)	
HMRC Check Code (Printed Document)	
Third Party Liability Insurance Policy	
Members of the Public complaints Policy	
Proof of Partnership Agreement (If Applicable)	
Biometric Card (Front & Back) (If Applicable)	
Home Office Check Code (Printed Document) - (If Applicable)	
Certificate of Good Conduct (if applicable)	

We want you to trust that your information is in safe hands, and that starts with helping you understand why we ask for data about you and how we manage it.

Read our privacy notice found at: <https://www.eastrenfrewshire.gov.uk/licensing-privacy-notice> for more information, alternatively you would like to access this in a different format, please contact: Chief Executives Business Unit, Licensing, Council HQ, Rouken Glen Road, Giffnock, G46 6UG

Name (Block Capitals)	
Signature	
Date	

I declare that the particulars given by me on this form are true and I hereby make application to East Renfrewshire Council for the grant or renewal of the licence applied for. All Partners/Directors/Managers named on this form must sign below:-

Name (Block Capitals)	
Signature	
Date	

Name (Block Capitals)	
Signature	
Date	

Name (Block Capitals)	
Signature	
Date	

Name (Block Capitals)	
Signature	
Date	

Name (Block Capitals)	
Signature	
Date	

Name (Block Capitals)	
Signature	
Date	

OFFICIAL USE									
Relevant documents submitted?				Yes			No		
Proof of payment submitted?				Yes			No		
Date Received								Eg: DD/MM/YYYY	
Date Processed								Eg: DD/MM/YYYY	
Badge Granted								Eg: DD/MM/YYYY	

**East Renfrewshire Council Civic Government (Scotland) Act 1982
DISPLAY NOTICE**

Grant	Renewal

Type of Licence Applied for

I declare that an application as detailed above has been made to East Renfrewshire Council.

A copy of the application form lodged with East Renfrewshire Council is displayed opposite.

Any objection or representation relating to the application should be made to the Chief Officer – Legal & Procurement, East Renfrewshire Council, Licensing Section, Council Headquarters, Eastwood Park, Rouken Glen Road, Giffnock, G46 6UG.

Objections to be submitted by:												e.g DD/MM/YYYY (21 days from when the application has been logged)
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Any objection or representation must be in writing and:

- Must specify the ground of the objections or the nature of the presentation
- Must specify the name and address of the person making it
- Must be signed by him/her or on his behalf

Such a representation shall be considered to have been made within the period referred to if it is delivered by hand within that period or posted (by registered or recorded delivery post) so that in the normal course of post it might be expected to be delivered within that period.

It should also be noted that where an objection or representation is made to the Council after the date referred to but before a final decision is taken on the application, it is competent for the Council to entertain if it is satisfied that there is sufficient reason why the objection or representation was not made within the period of time stated.

Name (Block Capitals)	
Signature	
Date	

This site notice must be displayed for the whole of the period of 21 days at, or near, the premises so that it can be conveniently read by the public.

**East Renfrewshire Council Civic Government (Scotland) Act 1982
CERTIFICATE OF COMPLIANCE**



Name of Applicant

Type of Licence Applied for

I, hereby certify that the Notice (as per overleaf) has been posted at or near the premises at:

Address of premises

Displayed From										e.g DD/MM/YYYY
Displayed To										e.g DD/MM/YYYY

Containing such information as is required by paragraph 2(3) of Schedule 1 to the above Act.

Name (Block Capitals)	
Signature	
Date	

Please complete this side of the form after the 21 days date and return to this office:

East Renfrewshire Council, Licensing Section, Eastwood HQ, Eastwood Park, Rouken Glen Road, Giffnock, East Renfrewshire, G46 6UG