

APPLICATION FOR SUBSTITUTION OF A TAXI OR PRIVATE HIRE CAR

NOTES

SUBSTITUTION OF A TAXI/PRIVATE HIRE CAR VEHICLE

Application

Applications require to be submitted at least 3 working days prior to the test

Application should be submitted to:-

Applications should be submitted by email to licapps@aberdeenshire.gov.uk or alternatively by post to Aberdeenshire Council, Legal & People, Viewmount, Arduathie Road, Stonehaven. AB39 2DQ

Duration of Licences

Licences will come into effect on the date specified on the Licence. Vehicle Licences will have effect up until the expiry date of the original vehicle licence.

Application Fee

Once your application is submitted a member of the Admin Team will contact you for payment. The fee for Substitution of a Taxi/Private Hire Car Vehicle is non-refundable.

The following documents require to be submitted with your application:-

- Completed Application Form
- A copy of insurance

Further information can be found in our guidance booklet at:-

<https://www.aberdeenshire.gov.uk/media/24158/taxi-phcguidancebooklet-may2019-final.pdf>

APPLICATION FOR:-
 (Please tick appropriate box)

SUBSTITUTION OF VEHICLE **TAXI** **PRIVATE HIRE CAR**

PLEASE COMPLETE THE RELEVANT QUESTIONS IN BLOCK CAPITALS

Section 1 (To be completed by all applicants)

1. Full Name of Applicant	Surname	First Name(s)
2. Home Address		
3. Postcode		
4. Email Address		
5. Telephone Number(s)		
6. Date and Place of Birth	Date of Birth	Place of Birth

Section 2 – About the Vehicle (to be completed by all applicants)

Registration number of NEW vehicle	Date of registration	Vehicle make and model	Registration number of the current vehicle licence
Plate Number of vehicle	Colour	Chassis Number	Is the vehicle Wheelchair Accessible?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Doors	CC of Engine	Number of Passengers	Name of Insurance Company
		Driver +	Date of Expiry of Insurance

I declare that the particulars given by me on this form together with the details on the application attached are true, **the appropriate persons have read the attached privacy notice**, and I hereby make application to Aberdeenshire Council for the grant or renewal of the Licence applied for.

Date:

Signature of Applicant:

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 £2500.

GDPR

The applicant, and, where the applicant is a company, business or other body, any person who has supplied personal information as part of this application MUST READ AND UNDERSTAND THE ATTACHED PRIVACY NOTICE.

FOR OFFICIAL USE ONLY	
DATE RECEIVED AT SERVICE POINT	
NAME OF CUSTOMER SERVICE ADVISOR	
CUSTOMER SERVICE ADVISOR SIGNATURE	

SUBMITTED AT WHICH SERVICE POINT?						
BANFF	ELLON	HUNTLY	INVERURIE	PETERHEAD	STONEHAVEN	TURRIFF

PRIVACY NOTICE

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AN.
Email: dataprotection@aberdeenshire.gov.uk

Your information is being collected to use for the following purposes:

- The processing of your application to substitute a new vehicle onto a taxi or private hire car Licence
- The determination of your application to substitute a new vehicle onto a taxi or private hire car Licence
- Inclusion on the Register of taxi or private hire car Licences available for public inspection
- Ensuring compliance with the terms of your taxi or private hire car Licence
- The processing of any complaints made in respect of your taxi or private hire car Licence
- The determination of any complaints made in respect of your taxi or private hire car Licence

Your information is:

Being collected by Aberdeenshire Council

The legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Legal Obligations	X	Processing is necessary for one of the Conditions in Part 2 of Schedule 1 to the Data Protection Act 2018 referring to substantial public interest in terms of paragraph 6 thereof as processing is necessary for the exercise of a function conferred on a person by an enactment or rule of law	X

Where the legal basis for processing is either Performance of a contract or Legal obligation, please note the following consequences of failure to provide the information:

If you fail to provide the information required on the attached application form, Aberdeenshire Council may not be in a position to accept the application as a competent application. This means that your application cannot be processed and will be returned to you.

Your information will be shared with the following recipients or categories of recipient:

- | | |
|---|--|
| <ul style="list-style-type: none"> • <i>Police Scotland</i> • <i>Some information will also be shared with the Public as part of the online processing of applications for Taxi and Private Hire Car Licences or investigation of complaints/reviews of</i> | <ul style="list-style-type: none"> • <i>Council's Vehicle Workshop</i> • <i>Public Transport Unit</i> • <i>Civic Licensing Standards Officers</i> |
|---|--|

*licences and via the Register of Taxi
and Private Hire Car Licences*

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

NOT APPLICABLE

The retention period for the data is:

- (1) Where an application for the grant of a licence, permit or permission is refused by the Business Services' Licensing Sub-Committee (or relevant Area Committee) information relating to that licence, permit or permission will be retained for a period of two years from the **date of refusal** and thereafter will be destroyed
- (2) In any other case, information relating to a licence, permit or permission will be retained for a period of two years from the date the licence, permit or permission **ceases to have effect** and will thereafter be destroyed

The following automated decision-making, including profiling, will be undertaken:

Not Applicable

Please note that you have the following rights:

- to withdraw consent at any time, where the legal basis specified above is consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- To object, where the legal basis specified above is:
 - (i) Performance of a Public Task; or
 - (ii) Legitimate Interests.
- to data portability, where the legal basis specified above is:
 - (i) Consent; or
 - (ii) Performance of a contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.