



**West Lothian
Council**

Revised January 2019

CIVIC GOVERNMENT (SCOTLAND) ACT 1982 SECTION 10 APPLICATION
FOR REPLACEMENT VEHICLE
TAXI/PRIVATE HIRE CAR* LICENCE (BUSINESS)
*DELETE AS APPROPRIATE

Date of Application	Fee Paid	Receipt Number
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Question 1 – Business Details

Company/partnership name	
Address of registered or principal office of business	
Email address	
Contact telephone number	

Question 2 – Day To Day Manager Information

First name	Middle name(s)	Surname
Permanent address	Telephone number	
Post code		

Question 3 – Current Licence Information

Licence Number	
Current Registration Number	

Question 4 – Details Of Vehicle

When offered a test date the vehicle to be inspected must either be one noted on the Council's approved list of taxis or if the vehicle is to be licensed as a private hire car (PHC), meet the criteria as detailed in the notes for guidance attached to this form.

New Registration number	Make
Model	Colour
Number of doors	Engine Capacity
Address where vehicle normally kept	
Number of passenger seats (for phcs the vehicle must either have exactly four passenger seats for a saloon vehicle or eight if it is a tail lift vehicle)	
If applicable, the name of the booking office or phone number where bookings for this vehicle be accepted	

Declaration by applicant

I declare on behalf of the business referred to in question 1 of this form that that the information given by me on this form are correct to the best of my knowledge and belief.

Date	Name of agent	
	Signature of agent	
	Address of agent if not listed elsewhere on the form	

Privacy Statement – Data Protection

All personal information that you supply will be used to process your application in accordance with data protection law and the Civic Government (Scotland) Act 1982. In terms of the 1982 Act we are required to share this information with the following bodies:-

- Police Scotland; and where the licensed activity takes place within premises,
- the Scottish Fire and Rescue Service or other enforcing authority under Part 3 of the Fire (Scotland) Act 2005

We are required by law to protect the public funds we administer. Therefore in line with the National Fraud Initiative (NFI) we may also share your information with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud.

Some of the information provided by you on this form will be held on a register which is available for inspection by members of the public.

Further information about how we handle your personal information, including how long we retain the information, information about the NFI and how you can complain about our handling of your information, is available in our Privacy Notice which can be found on the Licensing Team's webpage <https://www.westlothian.gov.uk/licensing>. A copy of our Privacy Notice is available on request by contacting the Licensing Team, email: licensing@westlothian.gov.uk, telephone: 01506 281632