

**Fee £128 for 1 Year or £220 for 3 years
(Fee Correct 1/4/22 to 31/3/23)**

Date Received	Fee Paid	Application Number	Sent: Police:	Reference	Comments	DECISION Granted Refused Continued DATE	Licence No.	Expiring
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Stirling Council

**Civic Government (Scotland) Act 1982
Application for the Grant/Renewal of a Taxi Booking Office Licence**

Applicant's Details – COMPLETE EITHER QUESTION 1 OR 2 AND ALL OTHER QUESTIONS

Type of licence applied for	Grant <input type="checkbox"/>	Renewal <input type="checkbox"/>
Period Applied for	1 Year <input type="checkbox"/>	3 Years <input type="checkbox"/>

Q1 To be completed if applicant is an individual

a. Full Name	<u>Surname (including any maiden name)</u>		Forename(s)
b. Home Address			
	Postcode:		
c. telephone number	<u>Home</u>	<u>Mobile</u>	
d. E-mail address			
e. Age, date of birth & place of birth	Age.	Date of Birth	Place of Birth
f. Are you self-employed?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	If no give name & address of employer		
	Name:		
	Address:		
	Postcode:		
g. Are you to carry out day-to-day management of the business?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	If no give name, home address and date of birth of the manager.		
	Name:		
	Address:		
	Date of Birth:		

Q2 To be completed if applicant is a Company or Partnership

a. Full name of Company/Partnership	Company <input type="checkbox"/> or Partnership <input type="checkbox"/>
	Name:
b. Address of principal or registered office:	
	Postcode:
c. Telephone No	

d. E-mail address	
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E. Full names, home addresses and dates and place of birth of all directors or partners (continue on separate sheet if necessary)

Name	Address	Date of Birth	Place of Birth

f. full name, home address and date and place of birth of employee or agent who is to carry out day-to-day management.

Name	Address	Date of Birth	Place of Birth

<p>Q4. RIGHT TO WORK</p> <p>PLEASE NOTE THIS APPLIES TO BOTH GRANT AND RENEWAL APPLICATIONS</p>	
<p>Do you have the right to work in the UK</p> <p>You will need to provide evidence you have the right to work in the UK. See guidance for the details of the evidence required.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Q5. Licence Details

<p>a. If renewal, state expiry date of current licence</p>	<p>Expiry Date:</p>
<p>b. Have you had an application for a similar licence refused in the last year?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes please give date:</p>

Q6. Premises Details

<p>a. Name and address of premises to be licensed</p>	<p>Name:</p> <p>Address:</p> <p style="text-align: right;">Postcode:</p>	
<p>b. Telephone No. of Premises</p>		
<p>c. Specify number of vehicles operating from the booking office</p>		
<p>d. State days and hours of trading for which the licence is required</p>	Days	Times

Q7. Subject to the provisions of the Rehabilitation of Offenders Act 1974, state below particulars of any convictions, including Road Traffic Offences, and Fixed Penalties incurred against any person named above (continue on a separate sheet if necessary), (if none, please state (“**NONE**”).

Name of Person	Date	Court	Offence	Sentence
(If none, please write “ NONE ” in this box).				

Data Protection

We will process the information given to us in accordance with the Data Protection Act 2018 & The General Data Protection Regulation (GDPR).

Further Information about your rights can be found on the council [website](#) or alternatively if you have any questions please email: dataprotection@stirling.gov.uk

I declare that the particulars given by me on this form are true and I hereby make application to Stirling Council for the grant /renewal of a Taxi Booking Office Licence.

Signature of Applicant or Agent.....Date.....

NB 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.

Payment can be made via bank transfer to the below account.

Name Stirling Council
Acc No 00135220
Sort Code 832709

Please quote your name or licence number as the reference.

Payment can only be made via debit/credit card **in person** at the Customer First Office, Port Street, Stirling, FK8 2EJ, cheques cannot be posted into the office. We are **no longer able to accept cheques or cash for payment.**

Stirling Council

Civic Government (Scotland) Act 1982

Application for the Grant/Renewal of a Taxi Booking Office Licence

NOTICE IS HEREBY GIVEN that an application has been submitted to Stirling Council for the grant/renewal (delete as appropriate) of a Taxi Booking Office Licence in respect of premises at:

.....
.....

By:
NAME OF APPLICANT(S):.....

ADDRESS:.....

DIRECTORS OR PARTNERS FULL NAMES AND ADDRESSES (if applicant is a company or partnership)

NAME OF DAY TO DAY MANAGER:

ADDRESS:

Any objection or representation relating to the application should be made to the Licensing Team, Stirling Council, Old Viewforth, Stirling, FK8 2ET.

Any objection or representation must be in writing, must specify the ground of the objection or the nature of the representation, must specify the name and address of the person making it, must be signed by them or on their behalf and must be made within 28 days of the date the application was submitted to the council.

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

Signature:
Applicant/Agent

Address of Agents (if any):

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Date:

- * The date should be the Twenty First day after the latest of the following:-
- (a) the date of publication by the Council of a notice in a newspaper of the application where the form of licence falls within a prescribed class;
 - (b) the date (if any) specified by the Council; and
 - (c) the date the application was made to the Council.

The Site Notice must be displayed for the whole period of Twenty One days at or near the premises so that it can be conveniently read by the public.

Stirling Council

Civic Government (Scotland) Act 1982

Certificate of Compliance

I/we.....applicant(s) for a Taxi Booking Office Licence, hereby certify that a Site Notice has been posted at or near the premises at:

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From(date).....to(date).....

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

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.....

Signature:
Applicant/Agent

Address of Agents (if any):
.....
.....
.....

Date:

To be returned to Licensing Team, Stirling Council, Old Viewforth, Stirling, FK8 2ET **after** the site notice has been displayed for 28 days.

PLEASE NOTE THAT THIS CERTIFICATE SHOULD NOT BE SUBMITTED WITH THE APPLICATION