

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

**APPLICATION FOR A LICENCE FOR PREMISES
USED FOR THE BOOKING OF HIRE CARS**

For Office Use Only	
Enclosures	
IDOX No	
Paid	
Granted Refused	

Please Tick

Grant

Renewal

Please read the notes for guidance when completing this form; type or write legibly in block capitals in black ink and ensure that your answers are inside the boxes; use additional sheets, if necessary; keep a copy of the completed form for your records if you wish; submit this form at least three months prior to the expected commencement date of the activity in order to avoid disappointment.

* Please tick this box if you wish to OPT OUT of receiving text messages from Midlothian Council regarding your licence?	<input type="checkbox"/>
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PERSONAL DETAILS			
PLEASE COMPLETE Questions 1 - 3 if you wish a licence to trade as an Individual			

1	Full Name	FORENAME(S)	SURNAME
2	Any previous surnames (if applicable)		
3 (a)	Home Address		
(b)	Postcode		
(c)	Telephone Number		
(d)	Mobile Number		
(e)	Email Address		
(f)	National Insurance Number		
(g)	Age, Date & Place of Birth	Age	Date of Birth
			Place of Birth
(h)	Give name of person, company or firm, employing you to trade or state if self-employed.		

BUSINESS DETAILS**PLEASE COMPLETE Questions 4 and 5 if you wish a licence to trade as a Company or Partnership**

4 (a)	Full Name of Company or Partnership.								
(b)	Address of Principal Registered Office								
(c)	Names and Private addresses of directors, partners or other persons responsible for its management								
(d)	And dates and place of birth of 4(c) above	Date of Birth			Place of Birth				
(e)	National Insurance Number								
Please continue on a separate sheet if necessary									

5	Employee or agent to carry on day-to-day management of the trade.									
(a)	Full Name									
(b)	Home Address									
(c)	Postcode									
(d)	Telephone Number									
(e)	Mobile Number*									
(f)	Email Address									
(g)	National Insurance Number									
(h)	Age, Date & Place of Birth	Age		Date of Birth			Place of Birth			

CONVICTION DETAILS

6 Before completing this section please read the following guidance.

All convictions and Alternatives to Prosecutions (ATPs), except those which are spent in terms of the Rehabilitation of Offenders Act 1974, must be listed.

All Fixed Penalty offences either currently or previously shown on your driving licence, together with any you have accepted but which do not yet appear on your licence, must also be listed.

If you/or any of those named have none of these please complete the following declaration.

I/we have no relevant convictions, ATPs or Fixed Penalty Offences.

..... (signature)

**Otherwise, please state below particulars of any conviction against you.
(Continue on a separate sheet if necessary).**

Name	Date	Court	Offence	Sentence

7 (a)	Describe the premises (including address) in which or from which the activities is proposed to take place. A plan of the premises must be submitted with the application form						
	(b)	State proposed opening hours		Monday	from		to
Tuesday		from		to			
Wednesday		from		to			
Thursday		from		to			
Friday		from		to			
Saturday		from		to			
Sunday		from		to			

8	State licensed Taxi and Private Hire Cars for which bookings are taken	Licence Holder	Registration Number
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Please continue on a separate sheet if necessary

9 (a)	Have you previously held or do you currently hold a licence or permit for Hire Car Booking?	YES (If so when)	NO
(b)	When did/does it expire?		
(c)	Which Local Authority granted the licence/permit?		
(d)	Have you ever applied for and been refused a licence/permit for Hire Car Booking?	YES (If so when and by which Local Authority)	NO

DECLARATION AND NOTES

Information supplied on this form **may** be held on computer and applicants are advised that in processing this application background enquiries will be made which may include reference to personal data held on computer.

It should be understood that any Licence does not carry with it the necessary consent or approval to any proposed development which may be required under Planning or Building Control legislation or under any other Statutory enactments.

Any person who in or in connection with the making of this application makes any statement which he knows to be false may be liable to prosecution.

I certify that I am aware of my responsibilities in relation to the Fire (Scotland) Act 2005.

I have read the important notes and declare that the particulars given by me on this form are correct and complete to the best of my knowledge and belief.

Please tick

I enclose:-

(a) Fee

(b) Plan

Date **Signature of Applicant or Agent**

Agents Address

.....

The completed application form is to be lodged with Midlothian Council, Buccleuch House, 1 White Hart Street, Dalkeith, along with the appropriate Fee or electronically to licensing@midlothian.gov.uk

2016/17

Application Fee £243.00

Renewal Fee £243.00

Payable by cash, cheque or credit/debit card (or by phone to 0131 271 3141 / 3157 / 3162)

A Site Notice must be placed for a continuous period of 21 Days before the application can be considered. Please complete declaration * **(A) or (B) as appropriate**. Where declaration (a) is made there must be produced in due course a Certificate of Compliance with paragraph 2(2) of Schedule 1 to the Civic Government (Scotland) Act 1982.

***(A)** I/WE declare that I/we shall, for a period of 21 days commencing with the date hereof, display at or near the premises so that it can conveniently be read by the public, a notice complying with the requirements of Paragraph 2(3) of Schedule 1 of the Civic Government (Scotland) Act, 1982

***(B)** I/WE declare that I am/we are unable to display a notice of this application at or near the premises because I/we have no rights of access or other rights enabling me/us to do so, but that I/we have taken the following steps to acquire the necessary rights, namely:-

but have been unable to acquire those rights.

COMMUNICATING CLEARLY

We are happy to translate on request and provide information and publications in other formats, including Braille, tape or large print.

如有需要我們樂意提供翻譯本，和其他版本的資訊與刊物，包括盲人點字、錄音帶或大字體。

Zapewnimy tłumaczenie na żądanie oraz dostarczymy informacje i publikacje w innych formatach, w tym Braillem, na kasecie magnetofonowej lub dużym drukiem.

ਅਸੀਂ ਮੰਗ ਕਰਨ ਤੇ ਖੁਸ਼ੀ ਨਾਲ ਅਨੁਵਾਦ ਅਤੇ ਜਾਣਕਾਰੀ ਤੇ ਹੋਰ ਰੂਪ ਵਿੱਚ ਪ੍ਰਕਾਸ਼ਨ ਪ੍ਰਦਾਨ ਕਰਾਂਗੇ, ਜਿਨ੍ਹਾਂ ਵਿੱਚ ਬਰੇਲ, ਟੇਪ ਜਾਂ ਵੱਡੀ ਛਪਾਈ ਸ਼ਾਮਲ ਹਨ।

Körler için kabartma yazılar, kaset ve büyük nüshalar da dahil olmak üzere, istenilen bilgileri sağlamak ve tercüme etmekten memnuniyet duyarız.

اگر آپ چاہیں تو ہم خوشی سے آپ کو ترجمہ فراہم کر سکتے ہیں اور معلومات اور دستاویزات دیگر شکلوں میں مثلاً بریل (تاجینا افرا کے لیے) بھرے ہوئے حروف کی کھائی (میں، ٹیپ پر یا بڑے حروف کی کھائی میں فراہم کر سکتے ہیں۔

Contact 0131 270 7500 or email: enquiries@midlothian.gov.uk

“Information supplied in this form may be given to HM Revenue & Customs (HMRC) and other agencies investigating potential criminal activity. Midlothian Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information please visit www.midlothian.gov.uk and search for “National Fraud Initiative” “