

**CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

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

**Please Tick**

Grant

Renewal

For Office Use Only	
Enclosures	
IDOX No	
Paid	
Granted Refused	

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.

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 selfemployed.								

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

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

**Please continue on a separate sheet if necessary**

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

<b>6 (a)</b>	Describe the premises (including address) in which or from which the activities is proposed to take place.  <i>(A plan of the premises <u>must</u> be submitted with the application form)</i>					
<b>(b)</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	

<b>7</b>	State licensed Taxi and Private Hire Cars for which bookings are taken	<b>Licence Holder</b>	<b>Registration Number</b>

**Please continue on a separate sheet if necessary**

<b>8 (a)</b>	Have you previously held or do you currently hold a licence or permit for Hire Car Booking?	YES <i>(If so when)</i>	NO
<b>(b)</b>	When did/does it expire?		
<b>(c)</b>	Which Local Authority granted the licence/permit?		
<b>(d)</b>	Have you ever applied for and been refused a licence/permit for Hire Car Booking?	YES <i>(If so when and by which Local Authority)</i>	NO

**Please follow the instructions below to generate a 'Tax Check Code'  
(Renewal Applications only)**

- 9 (a)** Use your Government Gateway User ID and Password to access the HMRC Tax Check Service. If you do not have one, go to GOV.UK and create a Government Gateway User I.D
- (b)** Complete an HMRC Tax Check, and create a 9 character Tax Check Code
- (c)** Enter your 9 character Tax Check code in the boxes below

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**DECLARATION AND NOTES**

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

Information supplied on this form may be held on computer both within Midlothian Council and other bodies (e.g. Police Scotland) 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.

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

I have read the important notes above 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, Midlothian House, 40-46 Buccleuch Street, Dalkeith, EH22 1DN, along with the appropriate Fee.

The fees below are valid from **1 April 2024**.

Application Fee      £398.00 (1 year)

\*Renewal Fee        £398.00 (3 years)

**Payable by cheque (payable to Midlothian Council) or credit/debit card (or by phone to 0131 270 7500) to Licensing Section.**

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.

***\*Please delete as appropriate***

**CONVICTION DETAILS**

**9**

State below particulars or any convictions against you (continue on a separate sheet, if necessary). If there are none please indicate accordingly.

This should be completed by all persons named in Questions 1, 4 and 5.

Before completing this section please read the guidance note.

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

**Alternatively – if you have none of these please complete the following declaration.**

**I have none of these** .....  
**(signature)**

Name	Date	Court	Offence	Sentence

***\*IMPORTANT NOTE: Whilst the Council’s practice has previously been to send out a reminder whenever possible in advance of the expiry of a licence, this practice has been discontinued and must no longer be relied upon. It is ultimately the responsibility of the licence holder to apply in good time (six weeks recommended) before the expiry date should he/she wish to renew the licence. It is strongly recommended therefore that the licence holder make a diary note as a reminder to do this.***

## 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 ਰੂਪਾਂ 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 (تاییداً افراد کے لیے ابھرنے والے حروف کی لکھائی) میں، ٹیپ پر یا بڑے حروف کی لکھائی میں فراہم کر سکتے ہیں۔

Contact 0131 270 7500 or email: [enquiries@midlothian.gov.uk](mailto:enquiries@midlothian.gov.uk)

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