NOTES FOR GUIDANCE

1. A Hire Car Booking Office is required for the use of premises for the carrying on of a business which consists to any extent of the taking of bookings, by any means of communication, from members of the public for the hire of a relevant vehicle.

   No licence is required where the number of relevant vehicles in respect of which bookings are taken does not at any time exceed 3.

2. Applications can be made on the relative application form, copies of which are available from the Council Offices, Midlothian House, Buccleuch Street, Dalkeith. All questions must be answered. Failure to do so may result in the application being delayed or possibly conviction.

3. Subject to the provisions of the Rehabilitation of Offenders Act 1974, ALL CONVICTIONS MUST BE DECLARED including those not resulting in imprisonment or fines e.g. Admonitions, Community Service Orders, Compensation Orders, Deferred Sentences, Probation Orders, etc.

   If you are unable to provide this information you will be able to obtain it from Police Scotland You can submit a subject access request to Police Scotland by emailing:

   dataprotectionsubjectaccess@scotland.pnn.police.uk

   or by writing to Data Protection Central Processing Unit, Information Management Unit, Police Scotland, Queen Street, Aberdeen, AB10 1ZA.

   Your request must be accompanied by scans/photos/photocopies of two official documents which between them should confirm your date of birth and your current address.

   Once the Chief Constable is satisfied as to your identity, Police Scotland have one month to reply to your request.

   Further information and application forms can be found on the Police Scotland website on the following link:

   http://www.scotland.police.uk/access-to-information/data-protection/subject-access-requests

   Failure to make a full declaration may lead to refusal of the application, prosecution and, if any omission is discovered after the Licence has been granted, suspension.
4 Completed application forms must be accompanied by cheques/postal orders made payable to Midlothian Council or cash. If application forms are delivered by hand, applicants or their agents should deliver them to Reception, Midlothian House, 40-46 Buccleuch Street, Dalkeith.

5 The application fee is £268.00.

6 The applicant shall, for a period of 21 days beginning with the date on which the application was submitted, display a Notice confirming that application has been made and after the expiry of the 21 day period, duly certify that this Notice has been posted.

7 The Council will consult the Chief Constable, Scottish Fire and Rescue Service and Planning Officer.

   It is the applicant’s responsibility to ensure that they have the correct planning permission in place prior to using a site for any purpose. Ideally this should be established before applying for a licence. If they have any queries about the suitability of a site for a certain use then they should approach the planning authority directly for advice. Pre-Application Advice can be sought here:—

   http://www.midlothian.gov.uk/info/180/development_management_planning_applications/279/planning_information_and_guidance

8 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 Statutes and Enactments.

9 If the property to which the application relates is owned by the Council, landlords’ consent for the proposed use should be obtained.

10 The holder of a Private hire car licence shall operate the vehicle only from suitable premises in Midlothian.

11 Any changes in material circumstance must be intimated by means of the appropriate application form and the relative fee of £52.00.

12 There is attached as an Appendix, a statement that has been provided by Scottish Fire and Rescue Service about the responsibility of the person who has responsibility for the premises to ensure that a fire risk assessment is carried out by a competent person and to record outcomes.

13 The following Mandatory Conditions shall be applied:—

   (a) a record has to be kept of every booking for the hire of a licensed taxi or private hire car taken at the relevant premises;

   (b) a record has to be kept of –

         (i) the registration number of the vehicle which was hired as the result of a booking taken at the relevant premises; and
(ii) the name of its driver at the time of that hire; and

(c) that the holder of the licence shall take all reasonable steps to ensure that any booking taken at the relevant premises from a member of the public for the hire of a licensed taxi or private hire car results in the hire of a vehicle which is –

(i) a licensed taxi or private hire car; and

(ii) driven by a person who holds a licence granted under section 13 of the Act and that licence is in effect

14 Such other discretionary conditions as may be decided by the Council shall be applied to any licence.

Business Gateway
If you are starting a business, or if you already run your own business and could use some extra support and advice please contact Business Gateway Dalkeith, Fairfield House, 8 Lothian Road, Dalkeith, EH22 3ZN, tel 0131 271 3377 (by e-mail to bg@midlothian.gov.uk) for a single access point to the whole range of support services for businesses provided by Midlothian Council, Scottish Enterprise, the Scottish Government and other partner organisations.
Business Gateway opening hours are Monday to Thursday, 9am – 5pm and Friday, 9am – 3.30pm

If you would like to know how Midlothian Council collects, uses and shares your personal information, please visit our website www.midlothian.gov.uk to access our online Privacy notice