



**APPLICATION OF THE GRANT OR RENEWAL OF A TAXI OR PRIVATE HIRE BOOKING OFFICE LICENCE**

PLEASE READ GUIDANCE NOTES SUPPLIED BEFORE COMPLETING FORMS

**A. PERSONAL DETAILS**

Full Name .....

Home Address .....

.....

.....

Post Code .....

Tel. No ..... Mobile.....

Email .....

Date of Birth ..... Age.....

Place of Birth .....

**B. BUSINESS DETAILS**

Full Name of Business .....

Address of Registered  
or Principal Officer .....

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.....

Post Code .....

Tel. No .....

Email .....

Nature of Business Firm/Partnership  Limited Company  Organisation

**Full details of all Directors or Partners of the business (continue on a separate sheet of required)**

Full Name .....

Home Address .....

.....

.....

Post Code .....

Tel. No ..... Mobile.....

Email .....

Date of Birth ..... Age.....

Place of Birth .....

Full Name .....

Home Address .....

.....

.....

Post Code .....

Tel. No ..... Mobile.....

Email .....

Date of Birth ..... Age.....

Place of Birth .....

Full Name .....

Home Address .....

.....

.....

Post Code .....

Tel. No ..... Mobile.....

Email .....

Date of Birth ..... Age.....

Place of Birth .....

**Full details of the employee responsible for the day to day management of the business**

Full Name .....

Home Address .....

.....

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Post Code .....

Tel. No ..... Mobile.....

Email .....

Date of Birth ..... Age.....

Place of Birth .....

**C. LICENCE DETAILS**

Tick one box only Grant  Renewal

If Renewal – Current Licence Number .....

If not an Renewal:

Have you previously held a Taxi/Private Hire Booking Office Licence in this area or any other area in the UK? YES / NO

If Yes Area .....

Dates and duration of licence .....

Reason no longer licensed .....

If not a Renewal

Have you previously been refused a Taxi/Private Hire Booking Office Licence in this area or any other area of the UK? YES / NO

If Yes Area .....

Reason for refusal(s) .....

Date(s) of Refusal .....

**D. PREMISES DETAILS**

Address of Premises for which licence is required .....

.....

.....

Have you considered if planning consent is required? YES / NO

If Yes, please give the reference and date granted .....

If No, please search "Do I need planning permission?" at [www.moray.gov.uk](http://www.moray.gov.uk)

Have you considered if a building warrant is required? YES / NO

If Yes, please give the reference and date granted .....

If No, please search "Do I need a building warrant?" at [www.moray.gov.uk](http://www.moray.gov.uk)

How many vehicles (taxi or private hire) will you Be taking bookings for from these premises? .....

Will any incoming calls be diverted from these premises to a mobile telephone or other electronic communications device outside these premises? YES / NO

If Yes details .....

.....

.....

**E. CRIMINAL CONVICTIONS**

Have you or anyone named in this application **ever** been convicted of **any** crime or offence Including driving endorsements or penalties? YES / NO

You must provide details below of all relevant convictions (including road traffic offences) recorded against you. Provide details of all convictions, even those considered "spent" under the Rehabilitation of Offenders Act 1974, unless they are "protected" convictions in accordance with Article 2A of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2015. If you are unsure what a "protected" conviction is you should seek independent legal advice.

If you are declaring that you have **no** such convictions please write "None" .....

If yes, details .....

.....

.....

See guidance Notes for reference to "spent convictions"

**F. RESIDENCE OUTSIDE THE UK**

Since being born have you or anyone named in this application lived outside the UK for a continuous period of six months or more? YES / NO

If you have answered YES please provide details of all the countries in which you have lived. Please continue on a spare sheet if required.

Country of Residence.....From .....To.....

Country of Residence.....From .....To.....

Country of Residence.....From .....To.....

Country of Residence.....From .....To.....

For each country you have lived since the age of 16 you are required to provide a Criminal Record Check. Please refer to the guidance for further details of the documentation you are required to provide.

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 be conveniently read by the public, a notice complying with the requirements of Paragraph 2(3) of Schedule 1 of the Civic Government (Scotland) Act 1982.

**OR**

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: (here specify steps taken)

.....  
.....  
.....

but have been unable to acquire those rights.

Delete (A) or (B) as appropriate. Where declaration (A) is made a certificate or compliance in accordance with Paragraph 2(2) of Schedule 1 to the Civic Government (Scotland) Act 1982 must be produced in due course

**Declaration**

I declare that the particulars given by me on this form are true and I hereby make application to Moray Council for the grant or renewal of the licence applied for.

Signature of applicant .....Date .....

Or

Signature of Agent on behalf of applicant .....Date .....

Agents Address .....  
.....

**NB. It is an offence for any person to make any statement which he knows to be false in this application or in connection with making of this application**

**Data Protection** - The Moray Council / Licensing Board is the data controller for this process. Information about you on this form will be used to process your licensing application. In processing your application, the information may be shared between Council departments, other agencies and the public where necessary and/or in accordance with statute. The Council / Board has a duty to process your information fairly. Information we hold must be accurate, up to date, is kept only for as long as is necessary and is otherwise shared only where we are legally obliged to do so. You have a legal right to obtain details of the information that we hold about you. For full terms please visit [Licensing Privacy Statement](#). For full Data Protection policy, information and rights please see [www.moray.gov.uk/dataprotection](http://www.moray.gov.uk/dataprotection) .