|  |  |
| --- | --- |
|  | Falkirk Council Licensing Unit  Foundry  4 Central Park  Central Boulevard  Larbert  FK5 4RU  Telephone: 01324 501575  E- mail: licensing@falkirk.gov.uk |

**Civic Government (Scotland) Act 1982**

**(Licensing of Booking Offices) Order 2009**

**Application for the grant/renewal of a Booking Office Licence**

**YOU ARE REQUIRED TO READ THE GUIDANCE BEFORE COMPLETING THE FORM. THE APPLICATION MUST BE SUBMITTED ALONG WITH ORIGINAL DOCUMENTATION SHOWING YOU HAVE THE RIGHT TO WORK IN THE UK. A LIST OF ACCEPTABLE DOCUMENTS IS CONTAINED IN APPENDIX 1.**

**All relevant questions must be answered in block letters or typescript. The application fee must be paid at the time of submission.**

**SECTION 1**

**Question 1**

|  |  |
| --- | --- |
| Is the application in respect of a new grant or renewal? | NEW / RENEWAL |
| If existing give details: | Licence No.:  Expiry Date: |

**SECTION 2**

**Question 2**

To be completed only if the application is being made by a natural person (i.e. individual)

|  |  |
| --- | --- |
| (a) Full Name of applicant |  |
| (b) Private Address (including postcode) |  |
| (c) Date of Birth |  |
| (d) Town and Country of Birth |  |
| (e) E-mail Address |  |
| (f) Mobile Telephone Number |  |
| (g) Home Telephone Number |  |
| (h) Works Telephone Number |  |

**Question 3**

|  |  |
| --- | --- |
| Do you intend to carry out the day to day management of the business? | YES/NO\* |

If you have answered **NO** you must complete question 5.

**Question 4**

To be completed only if the application is by a non-natural (i.e. partnership or company).

(a) Is your business

|  |  |
| --- | --- |
| Partnership with no limited liability |  |
| Partnership with limited liability |  |
| A Company |  |

|  |  |
| --- | --- |
| (b) Full Name of partnership or company.  (If a partnership a copy of the agreement must be submitted with a new application) |  |
| (c) Address of principal/registered office (including postcode) |  |
| (d) Telephone Number of principal/registered office. |  |
| (e) Registered Company Number |  |
| (f) E-mail Address |  |

(g) Names, private addresses and place and date of birth of its directors, partners, or other persons responsible for its management (continue on a separate sheet if necessary).

|  |  |  |
| --- | --- | --- |
| Full Name | Private Address | Date and Place of Birth |
|  |  |  |
|  |  |  |
|  |  |  |

**Question 5**

To be completed in respect of the employee or agent who is to carry on the day-to-day management of the activity in relation to which the application is made. This question must be answered if the application is submitted by a non-natural person.

|  |  |  |
| --- | --- | --- |
| Full Name | Private Address | Date and Place of Birth |
|  |  |  |

|  |  |
| --- | --- |
| E-mail Address |  |
| Mobile Telephone Number |  |
| Work Telephone Number |  |
| Home Telephone Number |  |

**Question 6**

|  |  |
| --- | --- |
| Does any of the persons named in questions 2, 4 or 5 above have any current convictions, conditional offers and or fixed penalties recorded against them within or outwith the UK?. In the case of renewal application it refers only to such convictions, conditional offers and or fixed penalties since the licence was last granted. | YES / NO |

If yes disclose all such unspent convictions, conditional offers and or fixed penalties.

Failure to disclose all convictions etc will result in the application being returned to the applicant. (Continue on a separate sheet if necessary).

**(a) Convictions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Name | Offence | Court or Country outwith the UK | Sentence/Penalty |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**(b) Conditional Offers and Fixed Penalties**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Name | Offence | Court outwith the UK | Sentence/Penalty |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Question 7**

|  |  |
| --- | --- |
| Has any person named in questions 2, 4 or 5 lived outwith the United Kingdom for a period of six months or more within the last 10 years? In the case of renewal application it applies to any person living outwith the United Kingdom for a period of six months or more since the last grant of the licence. | YES / NO\* |

\*If yes you are required to provide a Criminal Record Check/verification from the Embassy of the country you resided in. Information on how to obtain this is contained within the guidance notes.

**Question 8**

|  |  |
| --- | --- |
| (a) Has any person named in questions 2, 4 or 5 above previously held or currently holds a Booking Office Licence issued by this or any other authority? | YES / NO\* |
| (b) If yes which authority granted the licence? |  |
| (c) When was it granted? |  |
| (d) When does it expire? |  |

**Question 9**

|  |  |
| --- | --- |
| (a) Has any person named in questions 2, 4 or 5 above ever applied for and been refused a Booking Office Licence by this or any other authority? | YES / NO\* |
| (b) If yes which authority refused the licence? |  |
| (c) When was it refused? |  |

**If an application for a booking office licence was refused by this authority within the last year a further application will only be accepted if there has been a material change in circumstance. This information must be provided with the application.**

**SECTION 3**

**Question 10**

Details of premises to be licensed.

|  |  |
| --- | --- |
| (a) Full postal address, including trading name of premises to be licensed. |  |

|  |  |
| --- | --- |
| (b) Telephone Number of premises. |  |

(c) Give brief description of the premises.

|  |  |
| --- | --- |
| (d) Has there been any previous alterations carried out on the property? | YES / NO\* |

\*If yes please give details including dates.

(e) List any proposed alterations to the premises.

|  |  |
| --- | --- |
| (f) How many taxi/private hire vehicles will you be taking bookings for from these premises? |  |

|  |  |
| --- | --- |
| (g) Will any incoming calls be diverted from the premises to a mobile telephone or other electronic device outside the premises? | YES / NO |

If yes please give details.

|  |  |
| --- | --- |
| (h) Is there a rest area for drivers in the booking office? | YES / NO |

|  |  |
| --- | --- |
| (i) Is there a waiting area for customers in the booking office? | YES / NO |

**SECTION 4**

**Tax Code – Renewal of Licence only**

From Monday 2 October 2023, a new tax registration check is being introduced.  The new rules mean, when renewing your licence that you will need to complete this check and supply Falkirk Council with your “tax code”

Please login and follow instructions on the following page:

[***https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence***](https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence)

**Please submit your “Tax Code” below:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |

**SECTION 5**

**Question 11**

CHECKLIST OF PAPERWORK SUPPORTING THIS APPLICATION

The following relevant documentation must be submitted with the application otherwise the application will not be accepted.

|  |  |
| --- | --- |
| **I confirm that I have enclosed the following** | **Submitted** |
| (a) Criminal Record Check / Verification from Embassy |  |
| (b) Evidence of right to work in the UK |  |
| (c) Copy of partnership agreement if required. |  |
| (d) Location plan showing at least two named roads and surrounding buildings or the situation of the application site in relation to the locality. The application site must be clearly marked and include all of the land relating to the area to be licensed. |  |
| (e) Layout plan of premises to be licensed. |  |
| (f) Copy of policy/procedure for dealing with complaints from members of the public. |  |

**SECTION 6**

TO BE COMPLETED BY INDVIDUAL, PARTNERSHIP OR COMPANY

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

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

Or

1. I/We declare that I am/we are unable to display a notice of this application at or near the premises location 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.

**SECTION 7**

INDIVIDUAL PERSON

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

Date:

Signature of applicant/agent:

Or Agents address:

COMPANY, PARTNERSHIP, (\*Insert company / partnership name)

On behalf of\*

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

Date:

Signature of person authorised to sign on behalf of company/partnership.

Address of signatory (if not already specified in Sections 3 or 4 above)

|  |
| --- |
| Please indicate where all correspondence should be sent to applicant/agent/manger. Also where possible provide an e-mail address for correspondence where appropriate.  Applicant  Employer  Manager  E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**If the application is submitted by an individual or a partnership other than a limited liability partnership all persons on the application are required to demonstrate they have the right to work in the UK.**

**Your right to work in the UK will be checked as part of your licence application and this could include the licensing authority checking your immigration status with the Home Office. You must therefore provide a document or a combination of documents that are stipulated as being suitable for this check. Please contact us for details of the documents you may use. You must attend a short interview and you should bring with you the original document(s) such as a passport or biometric residence permit so that the check can take place. The document(s) will be checked in your presence. The document(s) will be copied and the copy retained by the licensing authority. The original document will be returned to you. Your application will not be considered valid until all the necessary information and original document(s) have been produced and the relevant fee has been paid.**

**If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstance the check will be repeated each time you apply to renew or extend your licence. If, during this period, you are disqualified from holding a licence because you have not complied with the UK’s immigration laws, your licence will cease to have effect and you must return it along with your identity badge to the licensing authority. Failure to do so is a criminal offence.**

**This authority 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 within this authority for the prevention and detection of fraud.  It may also share this information with other bodies administering public funds solely for these purposes.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

N.B. Any person who in, or in connection with, the making of this application makes any statement which he/she knows to be false or recklessly makes any statement which is false in a material matter shall be guilty of an offence and liable, on summary conviction, to a fine.

Your privacy is important to us. You can find out how we deal with your personal information here <http://www.falkirk.gov.uk/privacy/law-licensing/licensing/>