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| **CIVIC GOVERNMENT (SCOTLAND) ACT 1982**  **Application to substitute a vehicle attached to a current taxi licence**  Glasgow_0 | | | | | | | | | | | |
| **Please complete in block capitals and initial any alterations** | | | | | | | | | | | |
| Section 1. Personal Details | | | | | | | | | | | |
| Surname | | | | | First Name(s) | | | | | | |
|  | | | | |  | | | | | | |
| Home address (including flat position and postcode) | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Post town |  | | | | Postcode | | |  | | | |
| Phone no | Mobile~~.~~ | | | | Email address | | | | | | |
| . |  | | | |  | | | | | | |
| Section 2. Licence Details | | | | | | | | | | | |
| Name of Licence holder | | | | | Plate Number | Expiry Date | | | Date of first registration of current vehicle | | |
|  | | | | |  |  | | |  | | |
| Provide the registration number of present vehicle  as designated in the licence | | | | |  | | | | | | |
| Section 3. Substitute Vehicle Information | | | | | | | | | | | |
| Registration number of substitute vehicle | | | | | Date of first registration of substitute vehicle | | | | | | |
|  | | | | |  | | | | | | |
| Make | Exact Model | | Chassis Number | | | | | | | Fuel Type | |
|  |  | |  | | | | | | |  | |
| C.C. Rating | Number of doors | | | Maximum no. of passengers | | Replacement plates required | | | | | Colour/Artwork  Number |
|  |  | | |  | | Yes/No | | | | |  |
| Has the substitute  vehicle been previously  licensed as a taxi? | | If yes, provide the following information | | | | | | | | | |
| Yes / No | | Type of licence | | |  | | | | |
| Yes / No | | To whom licensed | | |  | | | | |
| Yes / No | | Which Local Authority | | |  | | | | |
| Yes / No | | Plate number | | |  | | | | |
| Yes / No | | Dates of licence | | |  | | | | |

I declare that the particulars given by me on this form are true and I hereby make application to Glasgow City Council for the substitution of the vehicle described in this application. I have read (a) the notes overleaf pertaining to this application and (b) the notes for guidance on substitute vehicle procedures.

The information contained on this form may be processed by Glasgow City Council in accordance with data protection laws. Please read the attached Privacy Statement for more information on how your personal data will be processed.

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

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| **NOTES OVERLEAF MUST BE READ BEFORE LODGING THIS APPLICATION** |

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| **THESE NOTES MUST BE READ PRIOR TO LODGING THIS APPLICATION** |
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The information contained in this form may be processed by Glasgow City Council in accordance with data protection laws. Please read the attached privacy statement for more information on how your personal data will be processed.

A. If you are unsure that the vehicle you propose to use for taxi purposes is of an approved type please contact the Licensing Section (telephone 287 5354) before lodging this application.

B. Glasgow City Council operates a policy for the minimum criteria of vehicles to be licensed.

Any proposed vehicle must be of a make and model approved by the Licensing Authority. The criteria for approval includes

* requirements for at least four doors;
* a minimum width across the back seat of 48”/122cm;
* the vehicle’s date of registration ***may*** be older than five years before the date on which the application for substitution of a vehicle is made, **provided that** t**he replacement vehicle is a newer vehicle than that which is currently licensed** (The age of a vehicle is determined by the date of registration as reflected on the V5 registration document);
* any vehicle must have a minimum engine power output of 73 bhp (this is equivalent to a minimum output of 74PS or 54.4kw. The V5 registration document details the engine power of a vehicle).

**Important notes** – The Licensing Authority currently has a policy that from 31 December 2022 all taxi vehicles will meet the following emission standard: - Euro IV for petrol vehicles and Euro VI for diesel vehicles.

From 1 January 2020, all advertising livery must be removed from the bodywork of a taxi aged 10 years or more prior to its annual inspection.

For more information on approved taxi models or to check if your proposed vehicle is of an approved type you can contact the Licensing Authority using the contact details on the guidance document.

C. This application should be accompanied by the registration document for the substitute vehicle, where possible.

D. The lodging fee for this application is £27.00. You may also be required to pay £20.00 for a replacement set of Taxi identification plates if there is a change in seating capacity. Please note that these fees are non-refundable.

E. The inspection fee is £51.50 and is payable at the Inspection Centre.

F. The substitute vehicle is not licensed and must not be used for Taxi purposes until you receive a confirmation email from the Licensing Authority that the vehicle has passed inspection and is properly insured. Please refer to the guidance notes on substitute vehicle procedures.

G. Failure to satisfactorily complete the substitution procedures within 28 days from the date of this application will result in the application being deemed ‘not considered’.

H. If you are unclear about any of the above please do not hesitate to ask a member of the Licensing Section staff for assistance or clarification.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OFFICE USE ONLY** | | | | |
| Date Received and Fee Paid | Registration Document | Insurance | Licence  Returned | Inspection Date/Mileage |
|  | Yes/No | Yes/No | Yes/No |  |

**To be lodged at the City Centre Service Desk, 45 John Street, Glasgow G1 1JE. An appointment to lodge the application must be booked online – please refer to guidance above.**

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| **Privacy Statement:**  **Licensing schemes administered by the Council’s Licensing & Regulatory Committee** |
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**Who we are?**

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom, and you can contact our Data Protection Officer by post at this address, by email at: [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk), and by telephone on 0141 287 1055.

**Why do we need your personal information and what do we do with it?**

You are giving us your personal information to allow us to carry out our statutory functions in relation to licensed activities regulated by the Council’s Licensing & Regulatory Committee. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

**Legal basis for using your information**

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website at [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy). Processing your personal information is necessary for the performance of a task carried out in the public interest by the Council. If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

We may also need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for us to process it to carry out key functions as set out in law. In addition, we may also process data about any criminal convictions you may have. This is because we are required to ascertain the suitability of individuals to hold licences and to do this, we may need to process information on an individual’s criminal convictions.

**Who do we share your information with?**

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services.

This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

We are required by law to enter your personal information on a public register of applications for licences. This register can be accessed by any member of the public. We may publish this register or extracts of the register online. We may also provide the register to other public bodies to support a national register of licences.

In processing your application for a licence we may need to refer you to our Licensing and Regulatory Committee. We may also need to refer you to this Committee if you are granted a licence and we receive a complaint about you. Your personal information will be included in the agenda, reports and minutes for the Committee. Some of this information will be published on our website. You can find out more on our website at [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy)

Licensing and Regulatory Committee meetings are held in public. At a meeting your personal information may be disclosed to those in attendance. This may happen even if you do not attend a meeting that you are invited to. We will also share your personal data with other public bodies and statutory consultees are required by licensing law.

**How long do we keep your information for?**

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for. You can view this on our website at [www.glasgow.gov.uk/rrds](http://www.glasgow.gov.uk/rrds) or you can request a hard copy from the contact address stated above.

**Your rights under data protection law**

* Access to your information - you have the right to request a copy of the personal information that we hold about you.
* Correcting your information- we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.
* Deletion of your information-you have the right to ask us to delete personal information about you where:

1. you think that we no longer need to hold the information for the purposes for which it was originally obtained
2. you have a genuine objection to our use of your personal information - see *Objecting to how we may use your information* below
3. our use of your personal information is contrary to law or our other legal obligations.

**Objecting to how we may use your information**

You have the right at any time to tell us to stop using your personal information for direct marketing purposes.

**Restricting how we may use your information**

In some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information. This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so. Please contact us as stated above if you wish to exercise any of these rights.

**Information you have given us about other people**

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to Glasgow City Council. We will only use this information to carry out our statutory functions in relation to licensed activities regulated by the Council’s Licensing & Regulatory Committee. If they want any more information on how we will use their information they can visit our web site at [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy) or email [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk).

**Complaints**

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council’s Data Protection Officer by email at [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk) or by telephone on 0141 287 1055.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit their website for more information at- <https://ico.org.uk/concerns>

**More information**

For more details on how we process your personal information visit [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy). If you do not have access to the internet you can contact us via telephone to request hard copies of our documents.