



**West Lothian  
Council**

CIVIC GOVERNMENT (SCOTLAND) ACT 1982  
APPLICATION FOR APPROVAL FOR CCTV  
INSTALLATION

Date of Application	Fee Paid	Receipt Number
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Question 1 – Licence Holders Details

First name	Middle name(s)	Surname
Licence number		
Company details (if applicable)		
Permanent address		
Post code		
Telephone number	Mobile number	

Question 2 – Day To Day Manager's Details

First name	Middle name(s)	Surname
Permanent address		
Post code		

Question 3 – Driver Information (Please Complete the Name Address and Licence Number of all Additional Drivers – Continue on a Separate Sheet If Necessary)

Name	Address	Licence Number

Question 4 – Vehicle Details

Licence Number	Registration Number	
Make and model		
Number of doors		
Rear facing seats *Yes/no	Screen between driver and passengers *Yes/no	Maximum number of passengers *Yes/no

Question 5 – CCTV System Details

Details of System (please continue on a separate sheet if necessary)	
Proposed installer	
How will images be available	

In making this application I understand that my licence will be subject to a number of additional conditions attached hereto and that all drivers using my vehicle will also be required to agree to these conditions.

Date	Name of Applicant	
	Signature of Applicant	

Date	Name of Agent/Day to Day Manager	
	Signature of Agent/Day to Day Manager	

Privacy Statement – Data Protection

All personal information that you supply will be used to process your application in accordance with data protection law and the Civic Government (Scotland) Act 1982.

We will share your information with Police Scotland and the Taxi Examination Centre which is operated by the City of Edinburgh Council.

We are required by law to protect the public funds we administer. Therefore in line with the National Fraud Initiative (NFI) we may also share your information with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud.

Further information about how we handle your personal information, including how long we retain the information, information about the NFI and how you can complain about our handling of your information, is available in our Privacy Notice which can be found on the Licensing Team's webpage <https://www.westlothian.gov.uk/licensing>. A copy of our Privacy Notice is available on request by contacting the Licensing Team, email: [licensing@westlothian.gov.uk](mailto:licensing@westlothian.gov.uk), telephone: 01506 281632.

## APPENDIX 1

### Minimum Specification for CCTV Systems Installed in Licensed Vehicles

Only systems which meet the following minimum requirements will be considered by the Council and may be approved to be installed in licensed vehicles.

The system shall as a minimum:

1. Meet the current Information Commissioner data protection requirements.
2. Be capable of date, time and vehicle identification text information.
3. Be capable of capturing images during daylight and darkness of a sufficient quality to enable identification of any person travelling in the vehicle and be of such a quality that they can be used for prosecution purposes
4. Be capable of providing voice recording, which can be activity driven.
5. Be capable of recording and storing images for a minimum period of 7 days.
6. Have the integrity to prevent images being removed, downloaded or viewed by any person other than the nominated Council or Police staff.
7. Provide that images are only capable of being downloaded by a system administrator.
8. Be digitally encrypted.
9. Provide that the hard disk or data card is not able to be accessed by the driver or any other person travelling in the vehicle.
10. Provide that the data unit is stored separately from the camera(s) and out of view of the person(s) travelling in the vehicle.
11. Provide that any equipment does not present any risk to any person travelling in the vehicle and as far as possible cannot be tampered or damaged by any person travelling in the vehicle.
12. Provide that any equipment installed in the vehicle shall be capable of withstanding and functioning if the vehicle stops suddenly or there is any impact.
13. Ensure that the area recorded by the camera does not extend outside of the vehicle.
14. Any system must be marked as complying with European Industry Standards.
15. Be designed for recording and post event investigation with no live monitoring required.
16. Be capable of recording all person(s) travelling within the vehicle, including the driver.
17. Be capable of providing images and sound in a format that is easily useable by Police and the Court system (DVD format recommended).

## APPENDIX 2

### Conditions of Licence required to support CCTV Installation

1. No CCTV system shall be installed in a vehicle unless it has previously been approved by the Council. (vehicle licence holder)
2. No CCTV system shall be installed in a vehicle without the prior written consent of the Council. (vehicle licence holder)
3. No cameras shall be installed in the vehicle without the prior written consent from the Council as to the number and location of such cameras. The number and location of cameras shall not be varied without the prior written consent of the Council.
4. Any vehicle fitted with an approved CCTV system which has been given written consent by the Council, whilst operating as a licensed vehicle, must carry within the vehicle an approval notice issued by the Council and be available for inspection by an Authorised Officer or Constable. (vehicle and driver Licence holder)
5. Any vehicle fitted with an approved CCTV system which has been given written consent by the Council, where it is found that the system is inoperative for any reason, shall not operate the vehicle under the terms of its licence until the system is fully functioning. (vehicle and driver licence holder)
6. An advisory notice, provided by the Council, shall be displayed inside the vehicle on each of the rear side passenger windows. Such signs will be positioned in a prominent position where they can be easily read by persons both inside and outside of the vehicle. The licence holder and driver shall ensure that these are maintained in a clean and legible condition. (vehicle and driver licence holder)
7. The licence holder shall ensure that the system is properly and regularly maintained and serviced in accordance with the manufacturer's instructions by a suitably qualified person. Written records of all maintenance and servicing shall be made and retained by the licence holder for a minimum of 12 months and will be made available on demand to an Authorised Officer or Cab Inspector.
8. Upon request for image retrieval by the Cab Inspector, her deputy or nominated Council staff the licence holder shall ensure that the CCTV system is made available to the system administrator as soon as reasonably practicable and in any event within 7 days of the request. (vehicle licence holder)
9. The driver of a licensed vehicle, not being the licensee, shall upon request for image retrieval notify the licence holder without delay of such a request.(driver)
10. The licensee shall ensure that the notification is lodged with the Information Commissioner to cover the purposes for which the CCTV system is used (Public/Driver reassurance, Crime Prevention, Identification, Anti-Social Behaviour, Support of the Councils Complaints Procedure and Preventing Financial Loss).

#### Notes for lodging:

When completed the form should be lodged with the appropriate fee (a list of current fees is available on the council's website) at West Lothian Connected, Arrochar House, Almondvale Boulevard, Livingston. The application will be sent to the Taxi Examination Centre for approval.