

Date of Application	Fee Paid	Receipt Number
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Question 1 – Licence Holder Details (individual)

First name	Middle name(s)	Surname

Licence Holders Details (Business)

Company or Partnership Name

Address of licenceholder or registered office	Telephone number
	email address

Question 2 – Licence Type

Taxi Driver	Licence Number
Private Hire Car Driver	Licence Number
Taxi Licence (vehicle)	Licence Number
Private Hire Car Licence (vehicle)	Licence Number

Question 3 – Reason for Application

Duplicate Licence	*Yes/no
Duplicate Identity Badge	*Yes/no
Change of Day to Day Manager (go to question 4)	*Yes/no
Change of Vehicle Registration Number (go to question 5) you must advise TEC of these changes as soon as possible in order for new plates to be issued.	*Yes/no
Replacement Plate or Bracket It is advisable to inform Police Scotland if your plates have been lost or stolen	*Yes/no *Front/rear
Replacement Door Stickers	*Yes/no

Question 4 – New Day to Day Managers Details

First Name	Middle Name(s)	Surname
Date of Birth	Place of Birth	Telephone Number
Address	Is the new day to day manager already a licence holder *Yes/no Please provide licence number(s)	

Question 5 – Registration Number Details

Licence Number	Current Registration Number	New Registration Number

Declaration by applicant

Date	Name of Applicant	
	Signature of Applicant or Agent	

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. In terms of the 1982 Act we are required to share this information with the following bodies:-

- Police Scotland; and where the licensed activity takes place within premises,
- the Scottish Fire and Rescue Service or other enforcing authority under Part 3 of the Fire (Scotland) Act 2005

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.

Some of the information provided by you on this form will be held on a register which is available for inspection by members of the public.

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, telephone: 01506 281632.