

## Conditions

1. That a record be kept of every booking for the hire of a relevant vehicle taken at the relevant premises. A relevant vehicle is defined in The Civic Government (Scotland) Act 1982 (Licensing of Booking Offices) Order 2009 as “a vehicle in relation to which a taxi licence or private hire car licence has been granted in terms of section 10 of the Civic Government (S) Act 1982 and that licence is in effect.” The relevant premises are defined in the said Order as “the premises in relation to which a licence has been granted by virtue of Article 2 of the said Order.”
2. That a record be kept of -
  - (i) every booking for the hire of a relevant vehicle taken at the relevant premises
  - (ii) the registration number of the vehicle which was hired as a result of a booking taken at the relevant premises; and
  - (iii) the name of its driver at the time of that hire;
3. That the licence holder shall take all reasonable steps to ensure that any booking taken at the relevant premises from a member of the public for the hire of a relevant vehicle results in the hire of a vehicle which is -
  - (i) a relevant vehicle; and
  - (ii) being driven by a person who holds a licence granted under section 13 of the Act and that licence is in effect.
4. That such records be kept for the duration of this licence and should be available at the premises for immediate inspection by authorised officers of West Lothian Council or employees of the Taxi Examination Centre.
5. That a copy of the booking office complaints policy as exhibited to West Lothian Council be issued to all customers of the booking office who intimate a complaint.
6. That in relation to booking offices which are open to the public, public liability insurance for a minimum sum of £5 million be in place at all times. Once such insurance is renewed a copy of the new certificate of insurance be exhibited to the Chief Solicitor at West Lothian Civic Centre, Howden South Road Livingston, EH54 6FF and be available for inspection at the relevant premises at all times by authorised officers of West Lothian Council or employees of the Taxi Examination Centre.