

 <p><b>West Lothian Council</b> Revised May 2018</p>	<p>CIVIC GOVERNMENT (SCOTLAND) ACT 1982 REQUEST TO VARY A HIRE CAR CONDITION</p>
<p>Fee paid at payments office/cheque enclosed</p>	

Question 1 – Licence Holder Details

<p>Licence holder name</p>	
<p>Address (including postcode)</p>	<p>Telephone Number</p> <p>Email address</p>

Question 2 – Licence Details

<p>Type of licence to be varied</p>	<p>Taxi Driver Private Hire Car Driver Taxi Licence (vehicle) Private Hire Car Licence (vehicle)</p>
<p>Licence number to which the variation is to apply</p>	

Question 3 – Variation Details

<p>Condition to be varied (please note the condition as detailed in the hire car conditions)</p>	
<p>Reason for request (please see attached guidance notes, continue on a separate sheet if required and attach documentation)</p>	

<p>Date</p>	<p>Name of Applicant</p>	
	<p>Signature of Applicant</p>	

## **Guidance Notes for Lodging an Application to Vary a Hire Car Condition**

This application along with the appropriate fee can be lodged at the payments office, Arrochar House, Almondvale Boulevard, Livingston. A note of all hire car fees can be found on the Council's webpages <https://www.westlothian.gov.uk/taxi-and-private-hire-cars>

Once an application has been received it will be forwarded to the Taxi Examination Centre and the Cab Inspector for their consideration.

Applications which do not attract any adverse comments may be granted by the Chief Solicitor under delegated powers.

Please ensure that you have supplied sufficient technical information (see question 3) to allow the Taxi Examination Centre to provide a report on your request. This might include pictures of any non-standard fittings which you wish to be attached to your vehicle, dimensions of any proposed fittings and technical information about these including the manufacturer and any relevant British Standard if applicable. If insufficient information is supplied this may delay the processing of your application.

All other applications require to be referred to the Licensing Committee for determination.

### **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](mailto:licensing@westlothian.gov.uk), telephone: 01506 281632.