BO1 - Version 2.3 (01.04.2025) Licence No.

### FIFE COUNCIL

# **CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

# **(LICENSING OF BOOKING OFFICES) ORDER 2009**

### APPLICATION FOR GRANT/RENEWAL OF A BOOKING OFFICE LICENCE

**ANSWER EITHER QUESTION 1 OR 2 AND EVERY OTHER QUESTION**

**1. Individual Application**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (a) Full Name (Block Letters) | Surname | | Maiden Name | | First Name(s) |
|  | |  | |  |
| (b) Home Address (incl. Postcode) |  | | | Telephone Numbers | |
| Daytime:  Mobile: | |
|  | E-mail: | | | | |
| (c) Previous addresses in past 5 years |  | | | | |
| (d) Age, Date and Place of Birth | Age | Date of Birth | | Place of Birth | |
|  |  | |  | |
| (e) Give name and address of any person, company or firm employing you to trade, or state if self-employed. |  | | | | |
| (f) Is applicant to carry out day-to-day management of the business? | YES / NO | | | | |
| (g) If not, give full name, address and date of birth of any employee or agent so engaged to do so. | Name:  Address:  Date of Birth:  Previous Addresses in the past 5 years: | | | | |

**2. Company/Partnership Application**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (a) Full Name of Company/Partnership |  | | | |
| (b) Registered/Principal Office |  | | | |
| (c) Names, Private Addresses and Dates of Birth of Directors, Partners and any Persons Responsible for Management. (continue on separate sheet if necessary) | Name:  Address:  D. O. B. |  |  |  |

- 2 -

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (d) Day-to-Day Manager | Surname | | Maiden Name | | First Name(s) |
|  | |  | |  |
| Home Address |  | | | Telephone No: | |
| Daytime:  Mobile: | |
|  | E-mail: | | | | |
| Previous Addresses in the past 5 years |  | | | | |
| Age, Date & Place of Birth | Age | Date of Birth | | Place of Birth | |
|  |  | |  | |

**For all Applications**

|  |  |  |
| --- | --- | --- |
| 3. State the full address and postcode of the premises for which the licence is required. |  | |
| 4. State the hours and days of the week during which the premises will operate. |  | |
| 5. State whether there is public access to the premises for booking vehicles. | YES / NO | |
| 6. How many vehicles are booked or operated from these premises? |  | |
| 7. Specify exactly (with a map/plan if necessary) where these vehicles are kept when not on a hire?  (including parking temporarily or otherwise) |  | |
| 8. Current / Previous Licence  Has any person named in 1 or 2 above previously or do they currently hold a Booking Office Licence?  If YES  (i) When was the licence granted?  (ii) When did/does it expire?  (iii) Which Council granted the licence?  Has any person named in 1 or 2 above ever been refused a Booking Office Licence?  If YES  (iv) When was it refused?  (v) Which Council refused the licence? | | YES / NO  (i)  (ii)  (iii)  YES / NO  (iv)  (v) |
| 9. Has any person named in 1 or 2 above ever resided outwith the United Kingdom? | | YES / NO  (IF THE ANSWER TO THIS QUESTION IS “YES” PLEASE SUBMIT ON A SEPARATE SHEET OF PAPER DETAILS AND DATES OF ALL OTHER COUNTRIES OF RESIDENCE). |

- 3 -

DECLARATION

(i) I/We declare that I/we shall, for a period of 21 days **commencing from the lodging date of this application**, display at or near the premises so that it can be conveniently read by the public, a notice (form BO2) intimating that I/we have applied for this licence and that objections thereto may be lodged with Fife Council.

(ii) I/We declare that I/we are unable to display a notice of this application at or near the premises because I/we have no rights of access or other rights enabling me/us to do so, but that I/we have taken the following steps to acquire the necessary rights, namely

but have been unable to acquire those rights.

Where declaration (i) is made, there must be submitted to the Licensing Team as soon as possible after the 21 day period a Certificate of Compliance (form BO3) with paragraph 2(2) of Schedule 1 to the Civic Government (Scotland) Act 1982.

***How we use your information***

*The information provided by you on this form will be used by Fife Council in order to process your application.  It will be shared with Police Scotland (Fife Division) and may be circulated to The Scottish Fire and Rescue Service, The Home Office as well as the relevant Council Services for their statutory interests. Information may also be obtained from those mentioned above. Further information on how your information is used, and why, can be found here:*

[*Miscellaneous Licence | Fife Council*](https://www.fife.gov.uk/kb/docs/articles/privacy-notices/miscellaneous-licence)*The Council’s Data Protection Officer can be contacted on:* [*dataprotection@fife.gov.uk*](mailto:dataprotection@fife.gov.uk)

I/We declare that the particulars given by me/us on this form are true, and hereby make application to Fife Council for Grant/Renewal of the licence applied for. I/We have received, read and understood the conditions relating to this type of licence.

Date Signature

**N.B. Any person who in, or in connection with, the making of this application makes any statement which he knows to be false or recklessly makes any statement which is false in a material particular shall be guilty of an offence and liable, on summary conviction, to a fine not exceeding £2,500.**

Application fees are non-refundable and are currently set at £595 for a 3 year licence.

Your application will not be processed until payment has been made by credit or debit card.

Payment process is at this link: [Taxi & Private Hire Licences | Fife Council](https://www.fife.gov.uk/kb/docs/articles/business2/licences-and-permits-for-business/taxi-and-private-hire-car-driver-licences)

Your application must be lodged by email at: [Misc.licensing@fife.gov.uk](mailto:Misc.licensing@fife.gov.uk)