

ANGUS COUNCIL
CONDITIONS APPLICABLE TO BOOKING OFFICE LICENCE

1. RECORDS

- (a) A record shall be kept of every booking for the hire of a relevant vehicle taken at the relevant premises (a "relevant vehicle" is a taxi or private hire vehicle which is licensed under section 10 of the Civic Government (Scotland) Act 1982) ("relevant premises" are premises with a booking office licence);
- (b) A record shall be kept of:-
 - (i) the registration number of the vehicle which was hired as the result of a booking taken at the relevant premises;
 - (ii) the name of its driver at the time of that hire;
 - (iii) the date and time of that hire;
 - (iv) the departure point and destination point for that hire.
- (c) The booking records must be in the form of a properly bound book with consecutively numbered pages or in another form approved by the licensing authority.
- (d) The licence holder shall make the booking records and associated documents, which are required by the licence, available at any reasonable time for inspection by any police constable or authorised officer of the licensing authority.
- (e) The booking records shall be retained by the licence holder for a minimum of 2 years.

2. PERMITTED BOOKINGS

The holder of the licence 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 Civic Government (Scotland) Act and that licence is in effect.

3. COMMUNICATION

Communication between the booking office and all relevant vehicles while they may be being driven must be by a licensed two way radio or other system which can be operated hands free by the relevant vehicle driver.

4. DISPLAY OF NOTICE

The holder of a booking office licence shall obtain from the licensing authority a notice detailing the current table of approved taxi fares and charges and, where the booking office premises are open to customers and/or the public, will display the said notice within the premises in a prominent position from which it may be easily read.

5. INFORMATION FOR HIRERS

The holder of a booking office licence shall, unless the cost of the journey is regulated by a licensing authority fare structure, take steps to ensure that any potential hirer is informed, prior to acceptance of the hire:-

- (a) that the fare is not so regulated; and
- (b) the cost or method of calculating the cost of the proposed journey.

6. THE LICENCE

The holder of a booking office licence must ensure so far as reasonably practicable that the licence is not altered or erased or defaced. In the event that the licence is damaged, destroyed or lost the licence holder must report this to the licensing authority and apply for a copy of the licence as soon as reasonably practicable.

7. DISPLAY OF LICENCE

The licence holder shall display the licence (or any duplicate issued by the licensing authority) in a prominent position within the relevant premises, so that it may be easily read.

8. CHANGE IN CIRCUMSTANCES

The licence holder shall notify the licensing authority of any material change of circumstances affecting the licence holder or the activity to which the licence relates, as soon as reasonably practicable after the change has taken place.

9. INSPECTION OF PREMISES ETC

A constable or authorised officer of the licensing authority shall be given access to the premises at any reasonable time to inspect the premises, any equipment or apparatus and records or other documents.

10. LICENCE SUSPENSION

The licensing authority may order the suspension of a licence, but only after the licence holder has been given the opportunity of being heard. The licence may be suspended; if in the opinion of the licensing authority;

- (a) the licence holder or the person managing the activity or any partner/director of a firm holding the licence is no longer a fit and proper person to hold the licence;
- (b) the activity is being managed by or carried on for the benefit of a person, other than the licence holder, who would themselves have been refused a licence;
- (c) the activity has caused, is causing or is likely to cause undue public nuisance or a threat to public order or public safety;
- (d) a condition of the licence has been contravened.

11. VARIATION OF LICENCE

The licensing authority may, at any time whether or not upon an application made to them by the holder of a taxi licence, vary the terms of the licence on any grounds they think fit, in accordance with paragraph 10 of Schedule 1 to the Civic Government (Scotland) Act 1982.

12. CESSATION OF OPERATION

When the holder of a booking office licence ceases to operate as such and where their licence has not expired, within 7 days they shall return the licence to the licensing authority.