

**ANGUS COUNCIL**  
**CIVIC GOVERNMENT (SCOTLAND) ACT 1982**  
**NOTES FOR BOOKING OFFICES**

*This information is for guidance only and is not intended as either an authoritative or comprehensive guide.*

**WHO NEEDS A LICENCE?**

Premises operating to any extent as a business taking taxi or private hire car bookings, will require to be licensed under the Civic Government (Scotland) Act 1982, unless they have fewer than four taxis and/or private hire cars operating from them at any time.

**HOW TO APPLY**

Application should be made to the Local Authority for the area in which the booking office is situated and the application should be made on the appropriate form.

**New Applicants only**

From 2 October 2023 applicants for a new Booking Office licence will require to confirm to us that they are aware of information provided by HMRC, please see

- [www.gov.uk/register-for-self-assessment](https://www.gov.uk/register-for-self-assessment)
- [www.gov.uk/corporation-tax](https://www.gov.uk/corporation-tax)
- [www.gov.uk/income-tax/how-you-pay-income-tax](https://www.gov.uk/income-tax/how-you-pay-income-tax).

**Renewal Applications Only**

From 2 October 2023 please provide a tax check code from HMRC. We will use the code to verify with HMRC that you have completed their tax check. **Your application will not be considered without this.**

[www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence](https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence)

The completed and signed form should be submitted, together with payment of the appropriate fee, to the Service Leader – Legal & Procurement, Angus Council, Orchardbank Business Park, Forfar DD8 1AN or to a local ACCESS Office.

**CHEQUES SHOULD BE MADE PAYABLE TO ANGUS COUNCIL**

The lodging fee of £300.30 for a new grant or the lodging fee of £248.85 for a renewal should be submitted with the application form and please note that this fee is not refundable.

**NOTIFICATION AND PUBLICATION BY THE COUNCIL**

When Angus Council receives an application it will notify Police Scotland, providing a copy of the application form. Police Scotland will check on any convictions/offences of the applicant and their suitability to hold a booking office licence. The Service Leader - Revenues and Benefits Service Angus Council will be consulted to check whether the applicant has any outstanding debts due to the Council. Angus Council Communities Planning & Place and Scottish Fire and Rescue Service will also be consulted on the application.

## **PUBLICATION BY THE APPLICANT**

**On submitting the application to the Council the applicant is required to display the enclosed “NOTICE OF DISPLAY” giving intimation of the application at or near the premises so that it may be conveniently read. The notice must state:-**

- that application has been made for a **booking office** licence;
- the details of the applicant, including full name/s and address/es (as shown in parts 1 and 2 or 4 and 5 of the application form);

Where the applicant is not an individual or is an individual who will not be running the day-to-day management of the booking office themselves the notice must also give;

- the full name and address of any employee or agent who is to carry on the day-to-day management of the activity (as shown in part 6 of the application form) and the address of the premises in or from which the licence activity is to be carried on.

Where the applicant is unable to display the notice at or near the premises because of a lack of access or other rights, the applicant must take reasonable steps to acquire those rights. If, after attempting to acquire such rights, it is still not possible for the applicant to display the notice at or near the premises, this should be declared in the appropriate section of the application form. The steps taken in attempting to acquire the rights should also be specified on the form.

## **CERTIFICATION BY THE APPLICANT**

**Once the applicant has displayed the Notice for Display at the premises for a period of 21 days they are required to certify that they have done so. The “Certificate of Compliance” must be completed and returned to this office**

## **OBJECTIONS**

Police Scotland and others, including members of the public, may object to the application. The Council will consider written objections or representations made within four weeks of the start of the period of display of the notice or the advert, or from receiving written notification. The objections and representations must be signed and include the name and address of the writer.

Any objection or representation which is properly made and received within the appropriate timescale will be copied to the applicant who will be given an opportunity to express views on it.

The Civic Licensing Committee will usually consider the application together with objections and representations which have been properly received, at one of its regular meetings.

## **CONDITIONS ATTACHING TO A BOOKING OFFICE LICENCE**

Booking office licences are subject to the mandatory conditions set out in the Act and also those attached by the Local Authority. Failure to comply with booking office licence conditions is generally a criminal offence.

## **DURATION OF THE LICENCE**

A booking office licence issued by Angus Council will last for 1 year unless it is forfeited, suspended or surrendered earlier.

## **CHANGES**

The licence holder must not make any material changes to the premises, without the prior consent of the Council.

A material change of circumstances affecting the licence holder or the activity covered by the licence must be intimated to the Council. This should be done as soon as reasonably practicable after the change has taken place.

If you have any queries, please email [LAWLicensing@angus.gov.uk](mailto:LAWLicensing@angus.gov.uk)