

**CIVIC GOVERNMENT (SCOTLAND) ACT 1982**  
**CONDITIONS APPLICABLE TO BOOKING OFFICE LICENCE**  
**MANDATORY CONDITIONS**

1. A record must be kept of every booking for the hire of a relevant vehicle taken at the relevant premises.
2. A record must be kept of -
  - (i) the registration number of the vehicle which was hired as the result of a booking taken at the relevant premises; and
  - (ii) the name of its driver at the time of that hire.
3. The holder of a 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 Act and that licence is in effect.

**LOCAL CONDITIONS**

The Licensing Authority shall mean Aberdeen City Council

1. The Licence Holder shall keep a record of the following –
  - (a) the date and time of every hire;
  - (b) the location of the hire pick up point; and
  - (c) the destination of that hire.
2. Where the Licence Holder changes its address as specified in the application form, it shall notify the Licensing Authority in writing of said change within fourteen days of that change.
3. The Licence Holder, in order to ensure that relevant vehicles are only driven by a licensed taxi or private hire drivers, shall keep, and undertake an ongoing review or audit of, written or electronic records of the name, address, licence number and expiry date of every driver operating from the relevant premises.”
4. The Licence Holder, in order to ensure that only relevant vehicles, currently licensed by this local authority, operate from the relevant premises, shall keep, and undertake an ongoing review or audit of, written or electronic records of the licence holder, licence number, registration number and expiry date of any taxi and private hire car operating from the relevant premises.
5. If the Licence Holder is convicted of any offence, it shall, within twenty-eight days of said conviction, provide the Licensing Authority with full written details of that conviction.
6. The Licence Holder shall not ask any driver to do anything which would result in him/her committing a breach of the conditions of his/her licence.

7. The Licence Holder shall make all records covered by these conditions available for inspection at any time to the Licensing Authority upon reasonable request by the Licensing Authority.

8. All records must be kept for a period of no less than three years and said record keeping shall be acceptable in electronic format.