



**APPLICATION FOR RENEWAL OF A LICENCE**

Renewal type – tick one box only

Taxi Car (TAXI)		Taxi Driver (TXDR)		Street Trader (STRA)	
Private Hire Car (PHIR)		Private Hire Driver (PHDR)		Window Cleaner (WICL)	
Late Hours Catering (LHCA)		Second Hand Goods Dealer (SHDE)		Second Hand Motor Dealer (SHMD)	
Boat Hire (BHIR)		Metal Dealers (METD)		Public Entertainment (PBEN)	
Market Operator (MAOP)					

**1. This section to be completed where the applicant is an individual**

(i)	Full Name:				
(ii)	Home Address: (including full postcode)	(Address Details)			
		(Town)	(Post Code)		
(iii)	Telephone Numbers:	Home:	Mobile:		

**2. To be completed where the applicant is a partnership, firm or limited company**

(i)	Trading Name of Business:				
(ii)	Business Address: (including full postcode)	(Address Details)			
		(Town)	(Post Code)		
(iii)	Business Telephone Numbers:	Home:	Mobile:		

**3. Please provide the following details of all partners/directors involved in your firm, please note where there are more than 3 partners/directors, please complete their details to include full name, home address and telephone numbers on an attached sheet of paper,**

(i)	Full Name:				
	Home Address: (including postcode)	(Address Details)			

		(Town)		(Postcode)
	Telephone Numbers:	Home :		Mobile:
(ii)	Full Name:			
	Home Address: (including postcode)	(Address Details)		
		(Town)		(Postcode)
	Telephone Numbers:	Home:		Mobile:
(iii)	Full Name:			
	Home Address: (including postcode)	(Address Details)		
		(Town)		(Postcode)
	Telephone Numbers:	Home:		Mobile:
4.	Please give the name of the person responsible for the day to day running of the business/managing the activity:			
5.	Licence Number:			
6.	Expiry date of current Licence:			
7.	<u>Criminal Convictions</u>			
	Have any of the parties named above been convicted of any crime or offence since the date of lodging of the previous application for renewal/grant of a licence?			YES/NO (please delete as applicable)
	If YES, please give the following details:			
	Name:	Date of Conviction:	Convicting Court	Details of Offence
				Sentence:
8.	Does any party directly involved in the day to day licensed activity suffer from, or have any disability, allergy or other condition likely to affect their fitness to operate?			YES/NO (please delete as applicable)
	If YES, please give the following details:			
	Name:	Nature of Condition:		

PLEASE NOTE: It is for the licensing authority to determine whether any such condition is relevant.

**Declaration and Information:**

I declare that the particulars given by me on this form are true and I hereby make application to Argyll and Bute Council for the grant of the licence applied for above. I understand that I, or any person who, in connection with the making of this application makes any statement which I/they know 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 £2500.00.

I also confirm that, if granted a licence, I will comply fully with the conditions of that licence and have, previous to lodging this application, made myself familiar with the terms of Argyll and Bute Council's standard conditions pertaining to the licence.

Signature of Applicant:

**Note – Please ensure your signature is within the marked box.**

Date: \_\_\_\_\_

**Notes:**

1. Any form lodged which has not been fully completed will be considered incompetent and returned to the applicant.
2. The completed form with the required supporting paperwork and fee, should be sent to:

**F.A.O Licensing Section  
Legal and Protective Services  
Argyll and Bute Council, Kilmory  
Lochgilphead. PA31 8RT**

**Or lodged at one of the area offices detailed in the covering letter**

3. Please note that the Council may consider the application at a public meeting.

**Supporting Documentation:**

The following supporting documentation along with the appropriate fee **MUST** be lodged with the form otherwise the application will be considered incompetent and returned:

<b>Licence Type:</b>	<b>Supporting Documents:</b>	<b>Fee:</b>
Taxi and Private Hire Car	Current MOT; current certificate of insurance	£369.00
Taxi and Private Hire Driver	2 passport style and size photographs; medical certificate (if applicable); driving licence	£92.00
Street Trader	2 passport style and size photographs; insurance policy	£220.00* (*£72.00 where the applicant is a charity)
Boat Hire	Insurance policy; a certificate in respect of each boat to which the application relates – this should be issued by a qualified marine surveyor, naval architect, recognised boat builder or suitably qualified seaman. This certificate should confirm that the boat/s is suitably designed, constructed, maintained and equipped and in a safe condition for the purpose for which and in the place or waters, in which it is to be used.	£220.00
Window Cleaner	2 passport style and size photographs; insurance policy	£220.00
Public Entertainment	Insurance policy	£425.00
Late Hours Catering	Insurance policy	£425.00
Market Operator	Insurance Policy	£425.00
Second Hand Goods Dealer	2 passport style & size photographs; insurance policy	£369.00
Second Hand Motor Dealer	2 passport style & size photographs; insurance policy	£425.00
Metal Dealer	2 passport style & size photographs; insurance policy	£425.00



**Data Protection Fair Processing Notice:** Argyll and Bute Council will use and store the information on this form for licensing purposes, including administration. It will disclose information to other public and private sector bodies for this purpose. By submitting this form you consent to processing of personal data (and where appropriate sensitive personal data) about you. You have the right to obtain a copy of your information (on payment of a statutory fee) and to have any inaccuracies corrected.