

BOOKING OFFICES FOR TAXIS AND PRIVATE HIRE CARS

CONDITIONS

1. In these conditions “relevant premises” means the premises used for the carrying on of a business which consists to any extent of the taking of bookings, by any means of communication, from members of the public for the hire of a relevant vehicle. The term “relevant vehicle” means a vehicle in relation to which a taxi licence or private hire car licence has been granted in terms of section 10 of the Civic Government (Scotland) Act 1982 and that licence is in effect.
2. It is a condition of the licence that a record be kept of every booking for the hire of a relevant vehicle taken at the relevant premises.
3. All records are required to be retained for a minimum period of one year.
4. The records must be retained in relation to:
 - (i) the registration number of the vehicle which was hired as a result of a booking taken at the relevant premises; and
 - (ii) the name of the driver at the time of the hire
5. The licence holder shall take all reasonable steps to ensure that any booking taken at the relevant premises from a member of the public for hire of a relevant vehicle results in the hire of a vehicle which is:
 - (i) a relevant vehicle;
 - (ii) being driven by a person who holds a licence granted under section 13 of the Civic Government (Scotland) Act 1982 and that licence is in effect.
6. All booking offices to which the public have access are required to have a fully operational CCTV system installed within 6 months from the date of the licence being granted.