



## LEGAL AND REGULATORY SUPPORT

### CIVIC GOVERNMENT (SCOTLAND) ACT 1982

#### SCHEDULE OF CONDITIONS – BOOKING OFFICES

- 1 The Licence Holder shall keep or cause to be kept record of every booking for the hire of a relevant vehicle taken at the relevant premises
- 2 The record must include details of:-
  - (i) the registration number of the vehicle which was used as a result of a booking taken at the relevant premises and;
  - (ii) the name of its driver at the time of that hire.
- 3 The record must be preserved for a period of not less than three years
- 4 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 the hire of a relevant vehicle results in the hire of a vehicle which is:
  - (i) a relevant vehicle (i.e. a licensed taxi or private hire car); and
  - (ii) being driven by a person who holds a licence granted under section 13 of the Act (taxi/private hire car driver's licence) and that licence is in effect.
- 5 A Licence Holder shall notify the Council of any material change or circumstances affecting him/her or any other person or company named on the Licence, or affecting the activity to which the Licence relates. A Licence Holder who ceased to act as such for the unexpired period of the Licence or whose licence has been suspended by the Council shall, within seven days, return the Licence to the Head of Legal and Regulatory Support, Argyll and Bute Council, Kilmory, Lochgilphead, PA31 8RT.