Appendix 2

Revised Booking Office Licence Conditions

1. The licence holder shall keep a record of every booking for the hire of a relevant vehicle taken at the relevant premises.

2. The licence holder shall keep a record of the registration number of the vehicle which was hired as the result of a booking taken at the relevant premises and the name of the driver at the time of the hire.

3. 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 a relevant vehicle and is 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.

4. The licence holder shall keep a record of the name of the hirer and the location of the hire pick up and destination.

5. The licence holder shall keep, or cause to be kept, an up-to-date record of all relevant vehicles operating from the relevant premises and that record shall include the following:-

   (i) Details of the name and address of the licensed operator of the relevant vehicle and the plate number and registration of that relevant vehicle.
   (ii) Details of the names, addresses and licence numbers of all drivers operating from the relevant premises.
   (iii) Details of all periods when a relevant vehicle or driver operating from the relevant premises is available for hire in respect of bookings taken at the relevant premises.

6. The licence holder shall ensure that only relevant vehicles licensed by this Licensing Authority and displaying the required identification plates and signage issued by this Licensing Authority operate from the relevant premises.

7. The licence holder shall take all reasonable steps to ensure that any relevant vehicle operating from the relevant premises is appropriately insured for use as a taxi or private hire car, as the case may be.

8. The licence holder shall not ask the operator or driver of a relevant vehicle to do anything which would result in them committing a breach of the conditions attached to their operator's or driver's licence.

9. The licence holder shall make the records referred to within these conditions, available for inspection at any reasonable time to the Licensing Authority and such records must be kept by the licence holder for a period of 12 months.

10. The licence holder shall not be less than 18 years of age.

11. Where the licence holder changes contact details (which includes mobile telephone number, email address, business and/or home address) the licence holder shall within 28 days thereafter give notice thereof to the Licensing Authority at licensingenquiries@glasgow.gov.uk or by letter to the Licensing Authority, City Chambers, George Square, G2 1DU

12. If during the currency of the licence, the licence holder is convicted of any offence, the licence holder shall within 28 days provide full details of such conviction(s) to the Licensing Authority

by email to licensingenquiries@glasgow.gov.uk or by letter to the Licensing Authority, City Chambers, George Square, G2 IDU