

**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