

Application Form for Topographical Test of Knowledge

This is an application to apply for the Topographical Test of Knowledge for Taxi Drivers



Before completing this form please read the guidance and notes that are attached.
If you are completing this form by hand please write legibly in block capitals.

SECTION 1: PERSONAL DETAILS

Surname		First Name(s)	
Date of Birth		Place of Birth	
Home Address (Include flat position, house name etc.)			
Post Town		Postcode	
Daytime Phone No.	Evening Phone No.		Mobile Phone No.
Email Address			

SECTION 2: PREVIOUS TEST

Read Note A	Please Tick One Box Only	
Have you previously sat a Topographical Test administered by Glasgow City Council?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If you have answered 'Yes' please provide the date of your last test:		
Date of Last Test:		

SECTION 3: CANCELLATION SPACES

Read Note B	Please Tick One Box Only	
Do you wish to be considered for a cancellation space on a test?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If you have answered 'Yes', you must provide contact telephone numbers in Section 1		

SECTION 4: CHECKLIST

I confirm that I have enclosed the following:	
<ul style="list-style-type: none">2 Identical Passport Type Photographs (Read Note C)The relevant Application Fee	<div>Please Tick</div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div>

SECTION 5: DECLARATION BY APPLICANT

I hereby make my application to Glasgow City Council and confirm that (a) the particulars given by me on this form are true to the best of my knowledge and belief; (b) I have read the attached guidance and notes; (c) I have enclosed two identical passport type photographs and (d) the appropriate fee is enclosed.

The information which you provide on this form will be processed by Glasgow City Council (which is the “data controller” for purposes of data protection law). A Privacy Statement explaining how we process your personal information is attached to this application.

Only the applicant can sign or amend this application form

SIGNATURE

DATE

PLEASE NOTE: Any person who in or in connection with the making of this application makes any statement which he knows 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 £500.

NOTES

- A If you are unsure of the exact date you sat the test, please give an approximate date
- B From time to time individuals cancel their space on a Topographical Test. You can indicate if you would like to be considered to fill these cancelled spaces. If you would, we may contact you up to 48 hours prior to a test if a space becomes available.
- Please do not contact the Licensing Section regarding Cancellation Spaces. We will contact you if a space becomes available**
- C If you pass the Topographical Test and lodge an application for grant of a Taxi Driver's Licence, the photographs will be used to produce the relevant identification badge. Your application will only be accepted if the photographs meet the standard set out in the attached guidance.
- D Please email your completed application to LicensingEnquiries@glasgow.gov.uk and attach a photograph (saved as a small photo in .jpeg format) to your email. Please detail 'Application for Topo Test' in the subject heading.

FOR OFFICE USE ONLY

Date Lodged	Fee Paid	Receipt No.	Result
Notes		Date Produced	Initials

Privacy Statement:

Licensing schemes administered by the Council's Licensing & Regulatory Committee

WHO WE ARE

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom, and you can contact our Data Protection Officer by post at this address, by email at: dataprotection@glasgow.gov.uk, and by telephone on 0141 287 1055.

WHY DO WE NEED YOUR PERSONAL INFORMATION AND WHAT DO WE DO WITH IT?

You are giving us your personal information to allow us to carry out our statutory functions in relation to licensed activities regulated by the Council's Licensing & Regulatory Committee. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

LEGAL BASIS FOR USING YOUR INFORMATION

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website at www.glasgow.gov.uk/privacy. Processing your personal information is necessary for the performance of a task carried out in the public interest by the council.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

We may also need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for us to process it to carry out key functions as set out in law. In addition, we may also process data about any criminal convictions you may have. This is because we are required to ascertain the suitability of individuals to hold licences and, to do this, we may need to process information on an individual's criminal convictions.

WHO DO WE SHARE YOUR INFORMATION WITH?

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services.

This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

We are required by law to enter personal information about applicants and other relevant persons on a public register of applications for licences. This register can be accessed by any member of the public. We may publish this register or extracts of the register online. We may also provide the register to other public bodies to support a national register of licences.

In processing an application for a licence or a complaint, we may need to refer you to our Licensing and Regulatory Committee. Your personal information will be included in the agenda, reports and minutes for the Committee. Some of this information will be published on our website. You can find out more on our website at www.glasgow.gov.uk/privacy

Licensing and Regulatory Committee meetings are held in public. At a meeting your personal information may be disclosed to those in attendance. This may happen even if you do not attend a meeting that you are invited to.

We will also share your personal data with other public bodies and statutory consultees as required by law.

HOW LONG DO WE KEEP YOUR INFORMATION FOR?

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for. You can view this on our website at www.glasgow.gov.uk/rdds or you can request a hard copy from the contact address stated above.

YOUR RIGHTS UNDER DATA PROTECTION LAW

- **access to your information** – you have the right to request a copy of the personal information that we hold about you.
- **correcting your information** – we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.
- **Deletion of your information** – you have the right to ask us to delete personal information about you where:
 - I. you think that we no longer need to hold the information for the purposes for which it was originally obtained
 - II. you have a genuine objection to our use of your personal information – see *Objecting to how we may use your information* below
 - III. our use of your personal information is contrary to law or our other legal obligations.

Objecting to how we may use your information – You have the right at any time to tell us to stop using your personal information for direct marketing purposes.

Restricting how we may use your information – in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information. This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact us as stated above if you wish to exercise any of these rights.

INFORMATION YOU HAVE GIVEN US ABOUT OTHER PEOPLE

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to Glasgow City Council. We will only use this information to carry out our statutory functions in relation to licensed activities regulated by the Council's Licensing & Regulatory Committee. If they want any more information on how we will use their information they can visit our web site at www.glasgow.gov.uk/privacy or email dataprotection@glasgow.gov.uk.

COMPLAINTS

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email at dataprotection@glasgow.gov.uk or by telephone on 0141 287 1055.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit their website for more information at- <https://ico.org.uk/concerns>

If your complaint is not about a data protection matter you can find details on how to make a complaint on our website at www.glasgow.gov.complaints

MORE INFORMATION

For more details on how we process your personal information visit www.glasgow.gov.uk/privacy If you do not have access to the internet you can contact us via telephone to request hard copies of our documents.