

NOTES OF GUIDANCE FOR APPLICANTS WHO WISH TO CHANGE A VEHICLE

Documentation which must be produced / completed on submission of application:-

1. All information on application to be fully completed at time of submission.
2. A valid Insurance Certificate or alternatively Cover Note for replacement vehicle being substituted.
3. A valid MOT Certificate (if appropriate) for replacement vehicle.
4. A valid Vehicle Inspection Certificate for replacement vehicle.
5. A Vehicle Registration Document (must be in the name of the licensed operator) for replacement vehicle or alternatively Bill of Sale from a Licensed Car Dealer or the Vehicular Finance Company Agreement showing name and address of owner and vehicle registration number and date of registration or Statement of Confirmation of Registration Details from the DVLA..
6. Existing Taxi/Private Hire Car Licence to be returned to the Council.
7. Existing Vehicle Inspection Plates to be returned to the Council.
8. Appropriate substitution fee of £56.00
9. Same Day Service Surcharge is available for £43.00

Please ensure that the vehicle you have or intend to purchase is suitable for taxi/private hire use before proceeding as East Renfrewshire now have an age limit on vehicles. Further information is available on request.

PLEASE NOTE THAT APPLICATIONS WILL NOT BE ACCEPTED BY POST. ALL SUBMISSIONS MUST BE MADE TO CUSTOMER SERVICES, COUNCIL HEADQUARTERS, EASTWOOD PARK, ROUKEN GLEN ROAD, GIFFNOCK G46 6UG. OR CUSTOMER SERVICES COUNCIL BUILDINGS, 211 MAIN STREET, BARRHEAD G78 1SY

YOU WILL NOT BE PERMITTED TO OPERATE WITH THE NEW VEHICLE UNTIL SUCH TIMES AS YOUR APPLICATION HAS BEEN PROCESSED AND YOU ARE ISSUED WITH A NEW LICENCE DOCUMENT AND VEHICLE INSPECTION PLATES.

SHOULD YOU DECIDE TO USE THE SAME DAY SERVICE APPLICATIONS MUST BE LODGED WITH THE COUNCIL BY NO LATER 12NOON.

Application fees are non-refundable, even if your application is subsequently refused or withdrawn. However you will be entitled to a refund of the enforcement element of the application fee (15% of total fee). You will require to submit the request for this refund in writing to the council. Thereafter you will be issued with a cheque in due course.

ALL SUBSTITUTION APPLICATIONS MUST BE SUBMITTED BY THE LICENCE HOLDER

**EAST RENFREWSHIRE COUNCIL
CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

**APPLICATION TO CHANGE A VEHICLE IN A TAXI LICENCE OR
PRIVATE HIRE CAR LICENCE (SUBSTITUTION)**

EACH QUESTION MUST BE ANSWERED IN BLOCK LETTERS

1. Taxi/PHC Licence No (delete as appropriate)	TL/					PHC/			
2. Registration number of existing vehicle									
3. Make and Model of Existing Vehicle									
4. Full name of licence holder									
Individual's name OR									
Limited company name OR									
Partnership name									
5. Address of licence holder									
6. Mobile No:								Verified	
Email address:								Verified	
7. Address of premises where vehicle is to be kept									
8. Description of Replacement Vehicle									
Registration Number									
Number of passengers									
Make and model									
Petrol/Diesel									
Metered	YES/NO (delete as appropriate)								
Saloon/Estate/MPV									
Wheelchair access	YES/NO (delete as appropriate)								
Colour									
Date vehicle first registered									
Insurance expiry date									
MOT expiry date									
Is this vehicle currently licenses as a Taxi/PHC?	YES/NO (delete as appropriate)								
If YES give licence number	TL/					PHC/			
Date of current vehicle inspection pass certificate									
Do you require an approval letter to advertise If YES please complete separate request form	YES/NO (delete as appropriate)								
9. Are you the owner of the new replacement vehicle If NO, who is the owner (Name and address)									
10. Are you the registered keeper of the new replacement vehicle? If NO, who is the owner (Name and address)	YES/NO (delete as appropriate)								
11. Name of Booking Office (WAV compulsory)									

If the answer to question 9 and 10 above is NO, the owner and/or registered keeper must sign this application as well to indicate that they give authority for this substitution.

11. If the vehicle has been involved in an accident and substitution being carried out is reverting back to licensee's original car, vehicle will require to be inspected by the Civic Government Enforcement Officer who must complete either option (a) or (b) prior to submitting application form.

(a) I can confirm that I have inspected the vehicle and it does not require a further inspection by the depot.

(b) I can confirm that the vehicle will require to be booked into the depot for a further full inspection (delete as appropriate)

Signed..... Dated.....
(Civic Government Enforcement Officer)

I declare that the particulars given by me on this form are true and I hereby make application to East Renfrewshire Council for the change of vehicle licence applied for.

Date:

Signature of Licence Holder:

Signature of Owner:

Signature of Keeper:

N.B. Any person who 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.

The information you supply on this form will be used by East Renfrewshire Council to process your application for a licence. We will also use your information to verify your identity where required, contact you by post, email or telephone to maintain our records and for certain research and statistical reasons. The Council will use this information because we need to do so in terms of the Civic Government (Scotland) Act 1982. The information will be shared with Police Scotland in full and a redacted version will be shared with other statutory consultees including Community Councils and the Fire Authority, if appropriate. This is necessary to provide this service and to fulfil the council's legal obligations in terms of the above Act and to perform a task carried out in the public interest. We 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 outlined by law.

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.

If you do not have access to a computer and wish a paper copy please let us know by contacting Business Support, Licensing, Chief Executives Department, Council HQ, Rouken Glen Road, Giffnock, G46 6UG.

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 East Renfrewshire Council. We will use the information in the same way as your personal information and may verify the information you have given with the person and may use it as if it is your information and to assist in determining your application.
