



APPLICATION FOR SUBSTITUTION OF A TAXI/PRIVATE HIRE CAR LICENCE

CHANGE TO PERSONAL REGISTRATION ON A TAXI/PRIVATE HIRE VEHICLE

Effective 1 April 2024

For Official use only

Date received	
Receipt No.	
Expiry Date	
Ref	

COMPLETE ALL QUESTIONS FULLY IN BLOCK LETTERS

1. ALL APPLICANTS MUST COMPLETE QUESTIONS 1 and 2					
1 (a)	Full name of Applicant (including maiden and middle names)	Surname			
		Forenames			
		Maiden Name			
(b)	Home Address				
		Postcode			
(c)	E-mail				
(d)	Telephone No	Home		Mobile	
2 (a)	Type of Licence held	Taxi <input type="checkbox"/> Private Hire <input type="checkbox"/>			
(b)	Licence Number				
(c)	Registration number of current vehicle				

(d)	Type of amendment to licence required	Change registration to personal registration <input type="checkbox"/> complete question (f) Substitution of a vehicle <input type="checkbox"/> complete questions (e) to (o)	
(e)	Description of proposed vehicle	Registration Number	
		Date of First Registration	
		Make and Model of vehicle	
		No. of Passenger Seats	
		Saloon/ULH	
		cc rating	
		No of doors	
		Colour	
		Chassis Number	
		Fuel Type	
		Measurement across back seat	
(f)	New Registration Number (if applicable)		
(g)	Has this vehicle previously been licensed as a Taxi/Private Hire vehicle ?	Yes <input type="checkbox"/> No <input type="checkbox"/> Previous plate no _____	
(h)	Are you the licence holder?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Is the licence in the name of a company/partnership or individual?	Company/Partnership <input type="checkbox"/> Individual <input type="checkbox"/>	
(i)	Is the vehicle registered in the licence holders' name? (V5)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
(j)	Is the insurance in your/company/partnership name?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	NOTE	Please note that to meet condition 4 Link to Operator Conditions you must tick 'Yes' to boxes (h), (i) and (j). You must submit supporting documentation (see checklist) in order for your application to progress. If you do not meet the criteria, your vehicle will not be eligible for substitution.	

(k)	Meter	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(l)	Wheelchair accessible	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(m)	Is the vehicle M1 Specification? If yes please provide copy evidence	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(n)	Does this vehicle display any advertising?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(o)	Have you attached a copy of your approval to advertise from the Licensing Department? If no, please note you may require to apply.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

CHECKLIST		
I have	Please tick	
	Yes	No
<ul style="list-style-type: none"> Made or enclosed payment of the fee for the application <ul style="list-style-type: none"> Taxi Operator - £40 Private Hire - £60 Meter Fitted - £37.50 paid to Friarton for meter test. 		
<ul style="list-style-type: none"> I have included a copy of my permission to advertise letter from the Licensing Department. 		
<ul style="list-style-type: none"> I have enclosed the below documents which must all be in the same name <ul style="list-style-type: none"> copy of my V5, Certificate of Insurance MOT dated within 4 weeks of date of substitution. 		
<ul style="list-style-type: none"> I have signed and dated the application form. 		

HOW WE USE YOUR PERSONAL INFORMATION

The information provided by you will be used by Perth & Kinross Council to process your application and thereafter to keep you informed of any updates with regard to your application or licence.

Your information will be shared with Police Scotland and Friarton Depot – Environment Services in order to determine if you are a fit and proper person to hold a licence.

The Council may also check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law. Further information on how your information is used can be found here <https://www.pkc.gov.uk/detailedprivacynotices>

You should be aware that the names of individuals who hold this licence appear on a register which is available for public inspection

I declare that the particulars given by me on this form are true. I consent to the sharing of my personal information for the purposes set out above.

Signature of applicant/agent

Date

It is an offence to make any statement in this application which you know to be false or to recklessly make any statement which is false in a material particular. Offences are punishable by a fine up to £1,000.