

## Substitution of Vehicle for Private Hire Car Licence

### Applications

You are required to complete an application for Substitution of a Vehicle if you replace your existing vehicle with another. The replacement vehicle must comply with Council policy (see below).

It is advisable to consult with the Civic Enforcement Officer on 0141 840 3272 prior to purchasing your new vehicle if you are in any doubt as to whether your proposed vehicle is compliant.

### Vehicle Requirements

Renfrewshire Council operate various policies in respect of vehicles. For more details regarding approved vehicle specifications please contact the Civic Enforcement Officer.

The main policies relating to **private hire vehicles** are as follows:

The holder of a private hire car licence shall use as a private hire car a four door saloon, five door hatchback or estate vehicle with a minimum width across the back seat of 48 inches and an engine capacity 1600cc or greater, or alternatively a multi person vehicle (MPV) of a type approved by the licensing authority. From 1 January 2002 all vehicles to be licensed as private hire cars shall be:

- (i) any colour other than white; and
- (ii) less than 5 years old from the date of first registration, unless the vehicle is a multi person vehicle (MPV) and wheelchair accessible where that vehicle shall be less than 8 years from the date of first registration.

### Arranging a vehicle inspection

Prior to submitting your substitution of a vehicle application you will require to arrange for an inspection of the proposed vehicle to be licensed.

To arrange for an inspection please go directly to the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and pay the relevant inspection fee. (To check the current inspection fee please contact the Customer Contact Centre on 0141 842 4445). You require to bring with you when booking your vehicle in for an inspection your vehicle registration document. You will be allocated an appointment date and time for the inspection to take place.

### After the vehicle is inspected what do I do?

Once your vehicle has been inspected and passed you will be given an inspection pass certificate which you must bring to the Customer Service Centre along with the documents that you need to apply for your change of vehicle.

## What documents do I need to submit with my change of vehicle application?

- **vehicle registration document**

In the event that you do not have the vehicle registration document, you may submit a bill of sale at the time of lodging your substitution of vehicle application. Thereafter, the vehicle registration document must be produced to the Customer Service Centre once you receive it from DVLA.

- **MOT certificate**

Substitution of vehicle applications in respect of a private hire car licence require an MOT if the proposed vehicle to be licensed is over 3 years old.

- **insurance certificate and insurance schedule**

A valid current insurance certificate and insurance schedule must be submitted with your application. A cover note is adequate, however, you will require to follow this up with a full policy or exhibit further cover notes where appropriate.

- **vehicle inspection pass certificate**

This is the pass certificate issued by the Inspection Centre at Underwood Road, Paisley once your vehicle has been inspected which must be dated within eight weeks of the application being lodged.

- **leasing agreement (if applicable)**

It is a requirement that the vehicle registration document and insurance certificate must be in the licence holder's name. Any documentation exhibited in the name of someone other than the licence holder will not be accepted, unless a leasing agreement is in place. In this event evidence of this leasing agreement must be produced. A leasing agreement must indicate the following:

- ♦ name and address of the licence holder
- ♦ the name and address of the lessee
- ♦ lessee's Renfrewshire Council's driver's badge number
- ♦ vehicle registration number
- ♦ vehicle make and model
- ♦ guarantee that all licence conditions be complied with
- ♦ guarantee that plate be returned in event of any dispute
- ♦ details of any fee attached to the lease
- ♦ any particular details of lease arrangement
- ♦ signed and dated by **both** parties

## **Submit application**

The application form must be completed by the licence holder and signed by the licence holder. Each question on the form must be answered.

Payment is due at the time of lodging the application. For application fees please refer to the civic licensing application fees on our website at [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk). All fees are non-refundable.

## **Processing your application**

When your application is lodged and the appropriate fee has been paid we will endeavour to process your application and issue you with a replacement plate and stickers within 24 hours.

## **Return of Plate**

In order that we may issue your new plate and stickers you must return your old one to the Customer Service Centre when you call to collect your new plate and stickers. If you are unable to return the old plate you must confirm **in writing** the reason why you are unable to do so.

## **Issue of Licence**

Once your application has been processed you will receive a new licence in the post to reflect the change of vehicle. Once you are in receipt of your licence you must ensure that it is not altered, erased or defaced in any way. It should be kept clean and legible and must not be lent to or used by any other person.

Should the licence be lost or become defaced or illegible you must obtain a replacement from Renfrewshire Council on payment of the appropriate fee.

## **Duration of Licence**

The licence will expire on the same date as the existing licence.

## **Any Further Questions**

Should you have a query that is not covered in these guidance notes please feel free to contact the licensing section for further information.

### **Contact Details**

**Tel:** 0141 842 4499

**Fax:** 0141 840 3566

**E-mail:** [licensing.cs@renfrewshire.gov.uk](mailto:licensing.cs@renfrewshire.gov.uk)

**Website:** [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk)

### **Customer Service Opening Hours**

Monday – Friday 8.00am -.6.00pm

### **Or write to:**

Renfrewshire Council

Licensing Section

Renfrewshire House

Cotton Street

Paisley

PA1 1TT

**Civic Government (Scotland) Act 1982**  
**Application for substitution of a vehicle for private hire car licence**

**Note:**  
Applicants should refer to the Guidance Notes when completing this application form.

For official use only	
Date	
Receipt	

1.

Full Name			
Address			
Postcode			
Email Address			
Home Phone number		Mobile phone number	
Date of birth		Place of birth	

2. Please state the licence number

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3. Please state the name and address of the booking office or operator for whom you will work for

Name

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Address and postcode

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4. Please provide details of the vehicle being replaced

Vehicle Registration Number

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Make and model

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**5. Please provide details of the new vehicle**

Vehicle Registration Number

Make and model

Colour

cc rating

Chassis number

Date of first registration

Number of passengers

Number of doors

Measurement across backseat

Meter fitted            Yes                No   

**6. Is there a leasing agreement between licensed parties in place in connection with this application?**

Yes  (if yes, continue to answer Question 6)    No  (if no, go to Question 7)

Name of Lessee

Address of Lessee

Driver Licence no. of Lessee

The Leasing agreement has been signed and dated by both parties

The Leasing agreement details the plate number, vehicle registration, make and model

The Leasing agreement states the Lessee will abide by the conditions of licence

For official use only

The details on this application have been checked against the original documentation and verified correct

CSC Advisor

**7. Do you have a bill of sale or a vehicle registration document?**

Bill of Sale  (go to Question 8)            Vehicle registration document  go to Question 9)

**8. Bill of Sale Details (which must correspond with Question 1 or Question 6)**

Full details of seller

Purchasers Name and address

Date of purchase

Vehicle Registration Number

Make and model

Colour

cc rating

Chassis number

Body type

Number of seats

For official use  
only

The details on  
this  
application  
have been  
checked  
against the  
original  
documentation  
and verified  
correct

CSC Advisor

**9. Details on Vehicle registration document (which must correspond with Question 1 or Question 6)**

Name and Address on vehicle registration document

Vehicle Registration Number

Date of first registration

Make and model

Colour

cc rating

Chassis number

Body type

Number of Seats

For official use  
only

The details on  
this  
application  
have been  
checked  
against the  
original  
documentation  
and verified  
correct

CSC Advisor

**10. Details of comprehensive insurance in place for the vehicle to be licensed**

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Name of Policyholder (which must correspond with Question 1 or Question 6)

Address of Policyholder

Policy number

Named driver(s)

Vehicle registration number

Make and model

Name of company providing insurance

Commencement date of the insurance

Expiry date of the insurance

Does the insurance state comprehensive?    Yes     No

Does the insurance state for hire and reward or private hire use?

Yes     No

Any limitations of use on the policy?

For official use  
only

The details on  
this application  
have been  
checked  
against the  
original  
documentation  
and verified  
correct

CSC Advisor

**11. Has the new vehicle you wish licensed been inspected and pass certificate issued?**

Yes  (if yes, go to Question 12)                      No

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**12. Details of Inspection Pass Certificate issued by Inspection Centre, Underwood Road, Paisley**

<hr/> Make and model	For official use only  The details on this application have been checked against the original documentation and verified correct  _____ CSC Advisor
<hr/> Vehicle registration number	
<hr/> Chassis number	
<hr/> Plate number (if applicable)	
<hr/> Engine CC	
<hr/> Number of Passengers	
<hr/> Is the vehicle wheelchair accessible?    Yes <input type="checkbox"/> No <input type="checkbox"/>	
<hr/> Date Pass Certificate issued	

**13. Is the vehicle you wish licensed more than 3 years old?**

Yes  (if yes, go to Question 14)                      No

**14. MOT Details**

<hr/> MOT test number	For official use only  The details on this application have been checked against the original documentation and verified correct  _____ CSC Advisor
<hr/> Make and model	
<hr/> Vehicle registration number	
<hr/> Chassis number	
<hr/> Date of commencement of the MOT	
<hr/> Date of expiry of the MOT	

### The Data Protection Act 1988

The information you have given will be used for the purposes of consulting on and determining your application for the above licence. The Council may check your details with other information held and may share these with other Council departments, the police and fire authorities, HM Revenue and Customs, the statutory consultees and other public bodies for the above purposes and in order to check the accuracy of the information, to prevent or detect fraud or crime or to protect public funds.

Any person, who in connection with the making of this application, makes any statement, which 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 level 4 on the standard scale.

**I declare that all the particulars given by me on this form are true.**

Signature		Date	
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**For CSC official use only:**

The details on this application form have been checked against the original documentation required and verified as correct on the date this application was accepted at the Customer Service Centre.

Signed \_\_\_\_\_  
**CSC Advisor**

\_\_\_\_\_ **Date**

**Complete applications should be lodged at:**

Renfrewshire Council  
Customer Service Centre  
Renfrewshire House  
Cotton Street  
Paisley  
PA1 1AN

Phone: 0141 842 4499

**Opening Hours**

Monday to Friday: 8:00am to 6:00pm

<u>For official use only</u>	
<b>GRANTED UNDER DELEGATED POWERS</b>	
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HEAD OF LEGAL & DEMOCRATIC SERVICES	DATE



Renfrewshire  
Council

RENFREWSHIRE COUNCIL

TAXI AND PRIVATE HIRE LICENSING

NON RETURN OF PLATES FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Plate Number: \_\_\_\_\_

*I the undersigned have not returned my Taxi/Private Hire Operator plate to the Customer Service Centre for the following reasons,*

Once completed please return to:      *Renfrewshire Council  
Renfrewshire House  
Cotton Street  
Paisley  
PA1 1TT*