

TAXI / PHC VEHICLE (RENEWAL)

Application for renewal of a Taxi / Private Hire Car (PHC) vehicle licence

This application form must be fully completed and submitted electronically, together with all required supporting documentation and the appropriate fee, to the Licensing Section using our Taxi & Private Hire Car licensing [online submission form](#) Further information is also available on our website at www.edinburgh.gov.uk

- ALL QUESTIONS MUST BE ANSWERED – INCOMPLETE APPLICATION FORMS WILL NOT BE ACCEPTED AND WILL BE RETURNED

PART 1 - CURRENT LICENCE DETAILS - <i>please tick ✓</i> :		
Taxi Vehicle <input type="checkbox"/>		Private Hire Car vehicle <input type="checkbox"/>
CEC 'Plate' no:		
Licence no:*		<i>*this can be found on your licence document and at the top right of your compliance certificate</i>
Expiry date:		
Does this application include a change of vehicle? <input type="checkbox"/> No <input type="checkbox"/> Yes		

PART 2 – LICENCE HOLDER DETAILS	
Who is the current licence holder- <i>please tick ✓</i> :	
An Individual <input type="checkbox"/>	You must <u>fully complete</u> the following parts on this form: Part 2A – Individual licence holder details Part 3 – Day to day manager details – if someone has been appointed to manage your vehicle licence on a day to day basis for you. Part 4 – Currently licenced vehicle details Part 5 – Replacement vehicle details - only if your application includes a change of vehicle Parts 6, 7 & 8 – must be fully completed
Company <input type="checkbox"/>	You must <u>fully complete</u> the following parts on this form: Part 2B – Company or Partnership licence holder details Part 2C – All Directors/partners details
Limited Company <input type="checkbox"/>	Part 3 – Day to day manager details Part 4 – Currently licenced vehicle details
Partnership <input type="checkbox"/>	Part 5 – Replacement vehicle details - only if your application includes a change of vehicle Parts 6, 7 & 8 – must be fully completed

Part 2A – INDIVIDUAL LICENCE HOLDER DETAILS

First name/s		
Surname		
Maiden/Previous name		
Date of Birth	Place of Birth	
Home address		
Postcode		
Contact phone no		
Contact email address		

Part 2B – COMPANY/PARTNERSHIP LICENCE HOLDER DETAILS

Company Number		
Company/Partnership name		
Registered/Company Address		
Postcode		
Contact no		
Contact email address		

Part 2C - *Please provide details of all Directors/Partners -*

First name/s		
Surname		
Maiden/Previous name		
Designation		
Date of Birth	Place of Birth	
Home address		
Postcode		
Contact phone no		
Contact email address		
First name/s		

Surname		
Maiden/Previous name		
Designation		
Date of Birth	Place of Birth	
Home address		
Postcode		
Contact phone no		
Contact email address		
First name/s		
Surname		
Maiden/Previous name		
Designation		
Date of Birth	Place of Birth	
Home address		
Postcode		
Contact phone no		
Contact email address		
<i>Please provide details of any further directors or partners on a separate sheet</i>		

PART 3 – DAY TO DAY MANAGER		
First name/s		
Surname		
Maiden/Previous name		
Designation		
Date of Birth	Place of Birth	
Home address		
Postcode		
Contact phone no		
Contact email address		

PART 4 – CURRENTLY LICENCED VEHICLE DETAILS – *please complete all parts for the vehicle currently licenced*

What emissions standard is the vehicle	LPG	<input type="checkbox"/>			
	Euro 5*	<input type="checkbox"/>			
	Euro 6	<input type="checkbox"/>			
	Electric	<input type="checkbox"/>			
	Hybrid	<input type="checkbox"/>			
Are you and the vehicle currently exempt from the following	Taxi condition 256	No	<input type="checkbox"/>	Yes	<input type="checkbox"/> *
	PHC condition 303	No	<input type="checkbox"/>	Yes	<input type="checkbox"/> *
<i>*Please provide details of any exemption below</i>					
Date exemption granted:					
Exemption details					
Registration number	Date of first registration:				
Make					
Model					
Colour					
CC rating	Seating Capacity:		Number of doors:		
VIN (Chassis) No					
Does the vehicle currently have any Safety Cameras installed			No	<input type="checkbox"/>	Yes <input type="checkbox"/>
Does the vehicle currently carry an advert		No	<input type="checkbox"/>	Yes	<input type="checkbox"/> <i>*provide details below</i>
*Type of advert (e.g. full livery or superside)					
Does the vehicle currently have a Digital Roof Top Advertising device installed – <i>applicable to licensed Taxi Vehicles only</i>			No	<input type="checkbox"/>	Yes <input type="checkbox"/>
Is the vehicle Wheelchair Accessible		No	<input type="checkbox"/>	Yes	<input type="checkbox"/>

PART 5 – REPLACEMENT VEHICLE DETAILS – *only complete this section if your application includes a change of vehicle*

What emissions standard is the vehicle	LPG	<input type="checkbox"/>		
	Euro 6	<input type="checkbox"/>		
	Electric	<input type="checkbox"/>		
	Hybrid	<input type="checkbox"/>		
Registration number	Date of first registration:			
Make				
Model				

Colour			
CC rating	Seating Capacity	Number of doors	
VIN (Chassis) No			
Does the vehicle currently have any Safety Cameras installed	No	<input type="checkbox"/>	Yes <input type="checkbox"/>
Does the vehicle currently carry an advert	No	<input type="checkbox"/>	Yes <input type="checkbox"/> *provide details below
*Type of advert (e.g. full livery or superside)			
Does the vehicle currently have a Digital Roof Top Advertising device installed – <i>applicable to licensed Taxi Vehicles only</i>	No	<input type="checkbox"/>	Yes <input type="checkbox"/>
Is the vehicle Wheelchair Accessible	No	<input type="checkbox"/>	Yes <input type="checkbox"/>

PART 6 – DETAILS OF CONVICTIONS - to be completed for all individuals named on this form

All relevant convictions must be declared, including any convictions which are spent in terms of the Rehabilitation of Offenders Act 1974, unless they are “non-disclosable” convictions as defined in Article 2A of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013.

If you are in any doubt please obtain your own legal advice

Please note that it is an offence if you fail to disclose a conviction against you.

If you have none, you must state “NONE” in the box below

Date*	Court*	Offence*	Sentence*

*** continue on a separate sheet if necessary**

PART 7 – CORRESPONDENCE DETAILS – *please provide details of where all correspondence relating to this application should be sent*

Correspondence full name		
Address		
Postcode		
contact phone no		
email address		

PART 8 – DECLARATION

In making this application you should be aware that the City of Edinburgh Council will hold the information supplied by you ('data') for its purposes as local licensing authority. If you wish to check or amend the data held, or request deletion of data, you should contact the Licensing Manager on the details above. In processing the data it will be disclosed to the police and other public bodies involved with licensing enforcement or National Fraud Initiatives. By submitting this application, you are giving your consent for your information to be held and processed for the stated purposes

Any person who, 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 £2,500

I/We hereby make application for a licence in the above terms and certify that the information given is true and correct

I/We have read and understand the standard conditions of licence and acknowledge that these will be attached to any licence granted to me/us

Signature of Applicant / Agent (*Select as appropriate*)

Date signed

*Address of agent
(if signed by agent)*