



# Vehicle Application

For application fee please refer to application fees leaflet (All fees are non refundable)

Civic Government (Scotland) Act 1982

## Renfrewshire Council Application for a taxi licence or private hire car licence

Please refer to the attached guidance notes prior to completing this form. Please ensure that you:

- have had the vehicle inspected **prior** to submitting this application
- complete every question on this form
- produce the various documents (see guidance notes)

Payment is due at the time you submit this application at the licensing office. If paying by cheque please make payable to Renfrewshire Council. For application fee please refer to application fees leaflet. In the event of not being granted a licence, application fees are non-refundable.

For official use only	
Date lodged	
Receipt number	
Received by	
21 days	
Police report	
Date granted	
Renewal date	
Licence number	

**Please complete every question in typescript or black ink and capital letters**

<b>1</b>	Full name		
	Address and postcode		
	Home phone number		Mobile phone number
	Date of birth		Place of birth

**2 What type of licence are you applying for? (Tick one box only)**

Taxi licence  Private hire car licence

**3 Are you applying for the grant of a licence or to renew an existing licence? (Tick one box only)**

Grant

Renewal  If renewal, please state licence number

**4 Have you previously held a taxi licence or a private hire car licence? (Tick one box only)**

Yes  No  If no, please go to question 5

If yes, how long did you hold this licence? \_\_\_\_\_ years

If yes, give date last licence granted? \_\_\_\_\_

**5 Have you ever been refused a licence? (Tick one box only)**

Yes  No  If no, go to question 6

If yes, state date of refusal? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



Awarded for excellence

FOR OFFICIAL USE ONLY	
GRANTED UNDER DELEGATED POWERS	
-----	-----
HEAD OF LEGAL SERVICES	DATE

6	Vehicle registration number			
	Make and model			
	Date of first registration		Colour	
	cc rating		Number of doors	
	Backseat measurement	inches	Meter fitted	Yes <input type="checkbox"/> No <input type="checkbox"/> Tick one box only
	Chassis number			
	Number of passengers			

**7 Please state the name and address of the company that you will work for?**

Name \_\_\_\_\_ Address and postcode \_\_\_\_\_

\_\_\_\_\_

**8 Subject to the provisions of the Rehabilitation of Offenders Act 1974, please state below details of any convictions against you. If you have none please state "none".**

Date of conviction	Court of conviction	Offence	Sentence

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 level 4 on the standard scale.

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

Signature	
Date	

Applicant's Checklist	
Please refer to the guidance notes on applying for a taxi licence or private hire car licence. Before attempting to submit this application please ensure you have the undernoted documents available for inspection.	
	<small>Tick when completed.</small>
Vehicle Registration Document (or bill of sale if new vehicle)	
MOT Certificate (if appropriate - see guidance notes)	
Insurance Certificate and Insurance Schedule (for renewals only)	
Inspection Pass Certificate	
Do you have the relevant application fee? (Note: payment methods accepted at present are cash or cheque. Cheques should be made payable to Renfrewshire Council).	

**Completed applications should be returned to:**  
 Renfrewshire Council  
 Licensing Section  
 Council Buildings  
 Cotton Street  
 Paisley, PA1 1TT  
 Phone: 0141 840 3272

**Opening Hours**  
 Monday to Thursday: 8.45am to 4.00pm  
 Friday: 8.45am to 3.15pm

