

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 618 7083 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. Inspections are booked online.

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 upload when making your application online.

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

Applications are submitted electronically with supporting documents being uploaded and verified. Payment will also be made via the online system.

For application fees please refer to the civic licensing application fees on our website at 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 48 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. Collection of plates and stickers is by appointment only.

Issue of Licence

Once your application has been processed you will receive a new licence 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: 0300 300 0300

E-mail: licensing.cs@renfrewshire.gov.uk

Website: www.renfrewshire.gov.uk

Or write to:

Renfrewshire Council
Licensing Section
Renfrewshire House
Cotton Street
Paisley
PA1 1TT



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*