



West Lothian Council

Revised May 2018

CIVIC GOVERNMENT (SCOTLAND) ACT 1982 SECTION 10 APPLICATION FOR
REPLACEMENT VEHICLE
TAXI/PRIVATE HIRE CAR* LICENCE (INDIVIDUAL)

*DELETE AS APPROPRIATE

Date of Application	Fee Paid	Receipt Number
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Question 1 – Personal Details

First name	Middle name(s)	Surname
Permanent address		Telephone Number
Post code	Email address	

Question 2 – Day to Day Manager Information

Does the person named in question 1 above propose to carry on the day to day management of the vehicle to which this application relates? If no please give manager's details below.	Yes/no	
First name	Middle name(s)	Surname
Permanent address		Telephone number
Post code	E-mail address	

Question 3 – Current Licence Information

Licence Number	
Registration number	

Question 4 – New Vehicle Information

When offered a test date the vehicle to be inspected must either be one noted on the Council's approved list of taxis or if the vehicle is to be licensed as a private hire car (PHC), meet the criteria as detailed in the notes for guidance attached to this form.

Registration number	
Make	
Model	
Colour	
Number of doors	
Engine capacity	
Address where vehicle normally kept	
Number of passenger seats (for PHCs the vehicle must either have exactly four passenger seats or eight if it is a passenger lift vehicle)	
If applicable, the name of the booking office or phone number where bookings for this vehicle be accepted	

DECLARATION BY APPLICANT

I declare that the particulars given by me on this form are correct to the best of my knowledge and belief and the application can be signed by either the applicant or day to day manager.

Date	Name of applicant or day to day manager	
	Signature of applicant or day to day manager	

Privacy Statement – Data Protection

All personal information that you supply will be used to process your application in accordance with data protection law and the Civic Government (Scotland) Act 1982. In terms of the 1982 Act we are required to share this information with the following bodies:-

- Police Scotland; and where the licensed activity takes place within premises,
- the Scottish Fire and Rescue Service or other enforcing authority under Part 3 of the Fire (Scotland) Act 2005

We are required by law to protect the public funds we administer. Therefore in line with the National Fraud Initiative (NFI) we may also share your information with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud.

Some of the information provided by you on this form will be held on a register which is available for inspection by members of the public.

Further information about how we handle your personal information, including how long we retain the information, information about the NFI and how you can complain about our handling of your information, is available in our Privacy Notice which can be found on the Licensing Team's webpage <https://www.westlothian.gov.uk/licensing>. A copy of our Privacy Notice is available on request by contacting the Licensing Team, email: licensing@westlothian.gov.uk, telephone: 01506 281632.

Guidance Notes In Relation To Applications for Replacement Vehicles

1. Once the application has been completed it should be submitted at the payments office at Arrochar, House, Almondvale Boulevard, Livingston along with the appropriate fee, Details of the current licensing fees can be found on the Council's website – www.westlothian.gov.uk Applications will not be processed unless the correct fee has been received.
2. Once your application has been lodged you should contact the Taxi Examination Centre (TEC) who will make arrangements to arrange a test date for the vehicle and once the vehicle is tested and issued with a certificate of compliance the TEC will issue new plates and an amended licence will be posted out to the address of the licence holder.
3. When attending at the TEC you should produce any documents requested by them and also take along a copy of your receipt – failure to provide any documents requested may result in the test being cancelled.

The approved list of taxis and criteria for private hire vehicles is listed below -

Taxis

The approved vehicles are as follows;

Peugeot E7 (short wheel base)
Peugeot E7 (long body - wheelbase 3122mm body length 5135mm)
Fiat Scudo (short and long wheelbase)
Fiat Scudo Panel/Window Van (wheelbase 3000mm and 3122mm body length 4805mm and 5135mm)
Fiat Scudo Panel/Window Van (manufactured before 2007 registration date)
Fiat TW200 (short or long wheel base model only)
Fiat Ducato 3000mm and 3450mm wheelbase panel van/window van
Citroen Dispatch (short and long wheelbase 3000mm and 3122mm) (body length 4805mm and 5135mm)
Citroen Dispatch Panel/Window Van (manufactured before 2007 registration date)
Citroen Relay 3000mm and 3450 wheelbase panel van/window van
Peugeot Expert MK 3 (short and long body) (wheelbase 3000mm and 3122 mm body length 4805mm and 5135mm)
Peugeot Expert Classic Panel/Window Van MK2 (manufactured before 2007 registration date)
Ford Transit (short wheel base model only)
Vauxhall Movano and Vauxhall Vivaro (short wheel base model only)
Volkswagen Transporter and Volkswagen Caravelle (short wheel base model only)
Mercedes M8 (medium wheel base model only)
Mercedes Vito 4748mm wheelbase 2148cc 116hp
LTI TX2 M5, LTI TX2 A5, LTI TX4 M5 and LTI TX4 A5
Renault Traffic (short wheel base model only)
Ford ProCab

The accessibility standard/conditions of fitness require that all taxis must have the following features installed to the satisfaction of the Cab Inspector;

- side loading access (for safety reasons all side loading vehicles must have an illuminated “doors opening” sign)
- wheelchair access by means of suitable ramps
- hi-visibility interior features (must be permanent and fixed rather than removable seat covers)
- interior grab rails
- a step (must be retractable)
- a hearing loop system
- auto door locks which operate when the vehicle is moving
- be fitted with a bulkhead and tip up seats

The plates from your current vehicle must be taken to the TEC when your new vehicle is tested. The new plates cannot be issued until the existing plates are surrendered.

You should note that the taxi must comply with the taxi licence conditions and the conditions of fitness for taxis as specified in the hire car conditions. More information is available from <https://www.westlothian.gov.uk/article/3184/Taxi-Vehicle-Licences>.

Private Hire Cars (PHCs)

A private hire car is defined in Section 23 of the Civic Government (Act) 1982 as a motor vehicle with a driver (other than a public service vehicle) which is available for hire by the public for profit which is not a taxi within the definition of Section 23. A private hire car must be pre-booked and must not use a taxi stance (rank) and must not be hailed in the street. A private hire car licence is required for the operation of a private hire car.

The criteria for private hire cars in West Lothian are as follows;

Type 1 PHC - a saloon or saloon derivative vehicle (such as an estate model based on a saloon vehicle); or
Type 2 PHC - a vehicle fitted with a passenger lift which is based on a different model of vehicle from those vehicle types listed on the approved list for taxis

and must comply with the following specification -

- have a minimum of four doors;
- have exactly four passenger seats if it is a saloon vehicle, or eight passenger seats if it is a Type 2 PHC;
- have a minimum back seat cushion width of 125cm;
- have a maximum CO2 emission level of 150g/km for diesel vehicles or a maximum CO2 emission level of 165g/km for petrol vehicles (with the exception of Type 2 PHCs which must have a maximum CO2 emission level of 225g/km for diesel or petrol vehicles);
- have a minimum engine size of 1400cc unless it is an electric or hybrid vehicle.
- In addition, Type 2 PHCs must comply with the following accessibility standard to the satisfaction of the Cab Inspector – they must have hi-visibility interior features, interior grab rails, a retractable step and a loop system.

The plates from your current vehicle must be taken to the TEC when your new vehicle is tested. The new plates cannot be issued until the existing plates are surrendered.

You should note that the PHC must comply with the PHC licence conditions and the conditions of fitness for PHCs as specified in the hire car conditions. More information is available from <https://www.westlothian.gov.uk/article/3182/Private-Hire-Car-Vehicle-Licences>