



CIVIC GOVERNMENT (SCOTLAND) ACT 1982
APPLICATION TO SUBSTITUTE A VEHICLE
FOR THAT DESIGNATED IN A PRIVATE HIRE CAR LICENCE

Form with 8 main questions and a table for vehicle details. Questions include: Full Name, Date and Place of Birth, Home Address, Licence No, Registration numbers, and Description of substitute vehicle. The table for question 7 includes columns for Make/Model, c.c. Rating, Number of doors, Colour, Chassis Number, and Measurement across back seat.

I declare that the particulars given by me on this form are correct to the best of my knowledge and belief; I have read the important notes overleaf; and there have been/\*no other material changes of circumstance in respect of my involvement in the activity since the licence was granted. (Any other material changes should be described overleaf).

\*delete as appropriate

Date ..... Signature of .....
applicant or agent

Agent's address .....

.....

- 1 Any material changes in circumstance should be declared in the space below
- 2 Any person who in 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 £5,000.
- 3 Information supplied on this form may be held on computer, and applicants are advised that, in processing this application, background enquiries will be made which may include reference to personal data held on computer.
- 4 This form should be submitted to Midlothian Council, Midlothian House, Buccleuch Street, Dalkeith, with appropriate fee of £105 (includes cost of plates).

***Payable by cheque (payable to Midlothian Council) or credit/debit card  
(or by phone to 0131 270 7500) to Licensing***

- 5 Important Notes. Following submission of this form, you are required to make an appointment with the Taxi Inspection Office (Tel 0131 529 5800) for vehicle inspection. The Licence, Certificate of Examination and Disc (of the current vehicle); and the receipt and Insurance Certificate (in the name of the provider of the vehicle and yourself and any other nominated drivers of the vehicle) and the V5 document (in the name of the provider of the substitute vehicle) must be given to the Examiner at that time. A charge of £137 will be made for cancellation of appointments at the Taxi Examination Office. A fee of £77 will be charged for a third and subsequent re-inspections.

If you would like to know how Midlothian Council collects, uses and shares your personal information, please visit our website [www.midlothian.gov.uk](http://www.midlothian.gov.uk) to access our online Privacy notice

