West Lothian Council	CIVIC GOVERNMENT (SCOTLAND) ACT 1982 SECTION 10 APPLICATION FOR REPLACEMENT VEHICLE TAXI/PRIVATE HIRE CAR* LICENCE (INDIVIDUAL) *DELETE AS APPROPRIATE

INFORMATION SUPPLIED ON THIS FORM WILL BE HELD ON COMPUTER AND APPLICANTS ARE ADVISED THAT IN PROCESSING THIS APPLICATION BACKGROUND CHECKS WILL BE MADE WHICH MAY INCLUDE REFERENCE TO PERSONAL DATA HELD ON COMPUTER

IT IS STRONGLY ADVISED THAT YOU READ THE GUIDANCE NOTES BEFORE COMPLETING THIS APPLICATION AS INCOMPLETE APPLICATIONS OR APPLICATIONS SUBMITTED ON THE WRONG FORM WILL NOT BE ACCEPTED

FOR OFFICAL USE ONLY

DATE OF APPLICATION		DEADLINE FOR FINAL DECISION	
DATE TO T.E.C.		DATE TO COMMITTEE	
FEE PAID		DATE OF COMMITTEE MEETING	
RECEIPT NUMBER		DECISION	
DEADLINE FOR INITIAL DECISION		DATE APPLICATION DETERMINED	

IMPORTANT - ALL QUESTIONS MUST BE ANSWERED

QUESTION 1 – PERSONAL DETAILS

FIRST NAME	MIDDLE NAME(S)	SURNAME

PERMANENT ADDRESS	
	TELEPHONE NUMBER MOBILE NUMBER
POST CODE	e-mail 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 MOBILE NUMBER
POST CODE	e-mail address

QUESTION 3 – LICENCE NUMBER

LICENCE NUMBER OF VEHICLE TO BE REPLACED	

QUESTION 4 – DETAILS OF VEHICLE

DO YOU WISH TO CLAIM EXEMPTION IN RELATION TO THE TYPE OF VEHICLE BEING REPLACED	**YES/NO***
REGISTRATION NUMBER	
DATE OF FIRST REGISTRATION	
MAKE AND MODEL	
COLOUR	
NUMBER OF DOORS	
CHASSIS NUMBER	
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 TAIL LIFT VEHICLE)	

ADDITIONAL DETAILS FOR PRIVATE HIRE CARS ONLY

BACK SEAT CUSHION WIDTH THIS MUST BE A MINIMUM OF 125cm	
C02 EMISSION LEVEL DIESEL VEHICLES MUST HAVE A MAXIMUM CO2 EMISSION LEVEL OF 150g/km PETROL VEHICLES MUST HAVE A MAXIMUM CO2 EMISSION LEVEL OF 165g/km TAIL LIFT VEHICLES MUST HAVE A MAXIMUM CO2 EMISSION LEVEL OF 225g/km	
ENGINE CAPACITY **THIS MUST BE A MINIMUM OF 1400cc (unless it is an electric or hybrid vehicle)**	
AT WHAT ADDRESS OR PHONE NUMBER WILL BOOKINGS FOR THIS VEHICLE BE ACCEPTED	

Please note that in addition, tail lift vehicles must comply with the following accessibility standard, have hi-visibility interior features, interior grab rails, a step and a loop system.

*DELETE AS APPROPRIATE

DECLARATION BY APPLICANT

I declare that the particulars given by me on this form are correct to the best of my knowledge and belief.

DATE	SIGNATURE OF APPLICANT

This application must be submitted to West Lothian Connected along with the appropriate fee.

PLEASE NOTE THAT THE PLATES FROM YOUR CURRENT VEHICLE MUST BE RECEIVED BY THE TAXI EXAMINATION CENTRE BEFORE YOUR REPLACEMENT VEHICLE CAN BE TESTED

GUIDANCE NOTES IN RELATION TO APPLICATIONS FOR REPLACEMENT VEHICLES

1. With immediate effect when an application for a replacement vehicle is made (unless you are applying for one of the exemptions, for taxis see Appendix 1, for PHCs see Appendix 2) the taxi or private hire car must be replaced with

   (a) for taxis - one of the approved taxi vehicles <u>and</u> comply with the new accessibility standard; or

   (b) for PHCs - a saloon or saloon derivative vehicle (such as an estate model based on a saloon vehicle); or a tail lift vehicle which is based on a different model of vehicle from those vehicle types listed on the approved list of taxi vehicles which complies with the revised criteria listed at Paragraph 2(b) below.

2. (a) The approved taxi vehicles are –
   - 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)

   The accessibility standard requires that all taxi vehicles 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 seat covers)
   - interior grab rails
   - a step (must be retractable)
   - a loop system for the hard of hearing
   - auto door locks which operate when the vehicle is moving

   Please note that on safety grounds steps must be retractable and the hi-visibility features must be permanent and fixed rather than provided by way of removable seat covers.

   For the avoidance of doubt in order to provide sufficient seating (i.e. either 5 or 6 passenger seats) all taxis must be fitted with a bulkhead and tip up seats. All taxis must also meet the Condition of Fitness contained in Schedules A&B of the Taxi and Private Hire Car Licensing Scheme Conditions.

(b) the approved criteria for PHC vehicles with effect from 24 November 2009 are that PHC vehicles must –

- 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 tail lift vehicle;
- 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 tail lift vehicles 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, tail lift vehicles must comply with the following accessibility standard – they must have hi-visibility interior features, interior grab rails, a step and a loop system.

Please note that on safety grounds steps must be retractable and the hi-visibility features must be permanent and fixed rather than provided by way of seat covers

4. Unless an exemption under Appendix 1 or Appendix 2 is granted an application for a vehicle not complying with the revised criteria will result in an adverse report being prepared to go to the Licensing Committee to be determined and the replacement vehicle will not be tested prior to that decision being made. Applications referred to the Committee may take a number of weeks to be determined depending on the date of the next Committee. If an application is refused by the Licensing Committee no refund of the application fee will be made.

5. If the exemption at Appendix 1 applies the licence holder can replace his vehicle for a similar vehicle to that currently licensed e.g. if a "W" plate vehicle he can change it for a wheelchair accessible vehicle as previous defined such as a Fiat Doblo; or if it is not a "W" plate he can change it for any vehicle currently licensed as taxi.

6. Licence holders should note that if the exemption at Appendix 1 applies and the vehicle is changed for a similar vehicle and the licence holder does not surrender his licence before January 2015 he **must** change his vehicle again for a vehicle on the new approved list, at the latest by January 2015.

7. Licence holders should note that the exemption at Appendix 1 may only be claimed once.

8. The procedure for submitting an application for a replacement vehicle is -

- The licence holder must complete a revised replacement vehicle form (available from the Licensing Team) and submit it to West Lothian Connected with the £50 fee. Previous versions of the form cannot be processed and will be returned.
- If the licence holder wishes to claim the above exemption from licensing a vehicle not on the approved list of vehicles he should indicate that on the form and provide evidence to the Cab Inspector at the same time as making the application that the vehicle which requires to be replaced is being replaced because it is uneconomic to repair.
- The Licensing Team will consider the application and establish either that the vehicle is on the list of vehicles approved as taxis or meets the PHC criteria or that the Cab Inspector is satisfied that one of the exemptions applies. In relation to applications claiming exemption a letter will be issued to the licence holder confirming that the vehicle type is suitable for testing by the Taxi Examination Centre and advising that they can now contact the Taxi Examination Centre to make arrangements for the vehicle to be tested. No vehicle tests will be undertaken by the Taxi Examination Centre without sight of the confirmation letter, the receipt for the fee paid and the plates from the vehicle currently licensed. It is the responsibility of the applicant to ensure before purchasing a vehicle that it meets the relevant criteria.
- The Taxi Examination Centre will carry out the vehicle test to ensure that the vehicle meets the necessary safety standards, the revised accessibility standard (if applicable) and the council's conditions of fitness for hire cars.

9. Any person who in making an application in relation to a licence 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 shall be liable on conviction, to a fine not exceeding £2500.

Appendix 1

Exemption in relation to replacement taxi vehicles (applies until January 2015)

When an application for a replacement taxi vehicle is made the taxi must be replaced with one of the new approved vehicles and comply with the new accessibility standard

unless

the Cab Office is satisfied that –

- the licence holder will be aged **60 or over** as at January 2010 **and**
- the vehicle which is to be replaced requires to be replaced as it is **uneconomic to repair** either as a result of mechanical failure or as a result of an insurance write off

If the above "sunset clause" exemption applies the licence holder can replace his vehicle for a similar vehicle to that currently licensed e.g. if a "W" plate vehicle is currently licensed he can change it for a wheelchair accessible vehicle as previous defined such as a Fiat Doblo; or if it is not a "W" plate he can change it for any type of vehicle previously licensed as taxi.

Licence holders should note that the exemption may only be claimed once.

Licence holders should note that if the exemption applies and the vehicle is changed for a similar vehicle and the licence holder does not surrender his licence before January 2015 he **must** change his vehicle again for a vehicle on the new approved list, at the latest by 31 January 2015.

Appendix 2

Exemption in relation to replacement PHC vehicles (applies until January 2015)

When an application for a replacement PHC vehicle is made the PHC **must** be replaced with a vehicle which meets the revised PHC criteria

unless

the exemption detailed below applies.

This exemption applies if –

- The PHC being replaced (the new vehicle) is on the list of approved taxi vehicles
  and
- The vehicle which is to be replaced (the old vehicle) requires to be replaced as it is **uneconomic to repair** either as a result of mechanical failure or as a result of an insurance write off

If the exemption is claimed the new vehicle must be one of the approved taxi vehicles and comply in all respects with the revised accessibility standard for taxi vehicles (as detailed above) and the licence holder must surrender his PHC licence in exchange for the taxi licence.