

**East Renfrewshire Council Civic Government (Scotland) Act 1982  
Private Hire or Taxi - Change to Licence**

Please complete the relevant license reference number			
Private Hire Driver (PHD)			
Private Hire Vehicle (PHC)			
Taxi Driver (TD)			
Taxi Vehicle (TL)			

Your Current Details						
Title	Mr	Mrs	Ms	Others:		Delete as appropriate
First Name						
Surname						
Address & Postcode						
Contact Number						
Email Address						
Date of Birth						Eg: DD/MM/YYYY
Place of Birth						

Your Current Company Details	
Company Name	
Address & Postcode	
Company Registration Number	
Contact Number	
Email Address	

<b>Change to License Required</b> (please tick relevant option)		
Change of Address	<input type="checkbox"/>	Please complete page 3
Variation to License	<input type="checkbox"/>	Please complete pages 4/5
Cherished Plates (Private Registration plate)	<input type="checkbox"/>	Please complete page 6
Surrender a License	<input type="checkbox"/>	Please complete page 8

**PLEASE COMPLETE SECTION RELEVANT BELOW**

**Change of Address**

Your New Details										
Title	Mr	Mrs	Ms	Others:						Delete as appropriate
First Name										
Surname										
New Address & Postcode										
Contact Number										
Email Address										
Date change effective from										Eg: DD/MM/YYYY

**Checklist** (Please tick box for all supporting documents submitted)

Driver's License (Front & Back)	
V5 (All pages)	

**Variation to License****Change of Name**

Your New Details										
Title	Mr	Mrs	Ms	Others:						Delete as appropriate
First Name										
Surname										
New Address & Postcode										
Contact Number										
Email Address										
Date change effective from										Eg: DD/MM/YYYY

**Change of Company Name**

New Company Details	
Company Name	
Address & Postcode	
Company Registration Number	
Contact Number	
Email Address	

**Change of Ownership**

Your Owner Details										
Title	Mr	Mrs	Ms	Others:						Delete as appropriate
First Name										
Surname										
New Address & Postcode										
Contact Number										
Email Address										
Date change effective from										Eg: DD/MM/YYYY

**Checklist** (Please tick box for all supporting documents submitted if relevant)

Receipt of payment	
Passport	
Driver's License (Front & Back)	
Biometric Card (Front & Back) (If Applicable)	
V5 (All pages)	
Confirmation from Companies House	
Confirmation of change of Ownership	
Insurance document	

**Cherished Plates (Private Registration Plate)**

**Current Vehicle Details**

Registration Number								
Number of passenger seats (Excluding Driver)								
Vehicle Make								
Vehicle Model								
Vehicle Style (Delete as appropriate)	Saloon	Estate	MPV	Others:				
Vehicle Colour								
Emission Type (Delete as appropriate)	Diesel	Petrol	Hybrid	Electric	Others:			

**New Registration Details**

New Registration Number								
Date Number Plate first registered								Eg: DD/MM/YYYY

**Checklist** (Please tick box for all supporting documents submitted if relevant)

Receipt of Payment	
V5 (All pages)	
DVLA - eV948 Form	
New Insurance Document	

**Surrendering License**

**Surrender License**

Would you like to surrender your license?	Yes		No		
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If YES, please provide details	
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**Checklist** (Please tick box for all supporting documents submitted if relevant)

Return of most recent PHD/TD License document	
Return of most recent PHC/TL License document	
Return of Badge & Plates	

We want you to trust that your information is in safe hands, and that starts with helping you understand why we ask for data about you and how we manage it.

Read our privacy notice found at: <https://www.eastrenfrewshire.gov.uk/licensing-privacy-notice> for more information, alternatively you would like to access this in a different format, please contact: Chief Executives Business Unit, Licensing, Council HQ, Rouken Glen Road, Giffnock G46 6UG

The owner and/or registered keeper must sign this application as well to indicate that they give authority for this substitution.

I declare that the particulars given by me on this form are true and I hereby make application to East Renfrewshire Council for the change of vehicle license applied for:

Signature of Licence Holder	
Name (Block Capitals)	
Signature	
Date	

Signature of Owner	
Name (Block Capitals)	
Signature	
Date	

Signature of Keeper	
Name (Block Capitals)	
Signature	
Date	



<b>OFFICIAL USE</b>									
Relevant documents submitted?				Yes			No		
Proof of payment submitted?				Yes			No		
Date Received								Eg: DD/MM/YYYY	
Date Processed								Eg: DD/MM/YYYY	
Badge Granted								Eg: DD/MM/YYYY	