

SUBSTITUTION OF VEHICLE, OR, VARIATION

OFFICE USE

OF TAXI OR PRIVATE HIRE LICENCE OR NOTIFICATION OF MATERIAL CHANGE IN CIRCUMSTANCES	ONLY
PLEASE READ GUIDANCE NOTES SUPPLIED BEFORE COMPLETING FORMS	DATE RECEIVED
A CURRENT LICENCE DETAILS -Please provide details of the licence you currently hold	RECEIVED
Tick one box only Taxi Licence □ Private Hire Licence □	
• Licence No Plate No	
Current vehicle registration	FEE PAID
If Taxi, in which zone do you operate?	
Tick one only Zone 1 □ (Elgin) Zone 2 □ (outwith Elgin)	code: 74403 1313 (t) 74404 1313(ph)
B PERSONAL DETAILS	DATE
Christian Names Surname	
Full Name	
Home Address	DATE OF DECISION
Postcode	
Tel. No. Email.	DEGIGION
Moblie No	DECISION
Age: years Date of Birth:	
Place of Birth:	NO. OF
Do you intend to operate the vehicle yourself? YES/NO	LICENCE ISSUED
Business/Trading Name	
C. – BUSINESS DETAILS	RENEWAL DATE
Full Name of Business	
Business Address (Principal Registered Office)	

	Postcode				
	Tel No	Natı	ure of Business:	Firm Partnership Limited Company	
	Email			, ,	
ma (1) •	Full Name Home Address		·		
	(include postcode)				
•	Age: years	Tel No		Email	
•	Date of Birth:	I	Place of Birth:		
•	Full Name				
•	(include postcode)				
Ag	e: years	Tel No		. Email	
•	Date of Birth:	I	Place of Birth:		
		[Continue on se	eparate sheet if nec	essary]	
Ple	ease complete details of e	mployee or agen	t who is to carry on	day to day managem	ent of business
•	Full Name				
•	Home Address				
	Postcode				
	Tel. No		Email		
	Age: years				
•	Date of Birth:	Pla	ice of Birth:		
D·	NEW VEHICLE DETAIL	S - Complete i		tute the vehicle currer	ntly licensed with
•	Registration Number:				
•	Date of first registration:	Day	Month	Year	
	Description of vehicle	e:Make	CC Rating	No. of Pas	ssenger Seats
	Model	Colour .		Chassis No	

Registered Owner of Vehicle:
Name:
Address: (include postcode)
Address of premises where vehicle is to be kept: (include postcode)
E CRIMINAL CONVICTIONS
 Have you or any of the persons named as directors, partners or persons responsible for the management of the business <u>ever</u> been convicted of <u>any</u> crime or offence including driving endorsements or penalties?
YES/NO
If yes, details
Has the person named as the employee or agent who is to carry on the day to day management of the business ever been convicted of any crime or offence including driving endorsements or penalties? YES/NO • See Guidance Notes for reference to "spent convictions"
Data Protection Act 1998 - The Moray Council will use the information about you on this form to process your licensing application. In processing your application, the information you have provided may be shared between Council department and with other agencies where necessary. By signing this form you consent to the Council sharing your information in the way. The Council has a duty to process your information fairly and in accordance with the provisions of the Data Protectic Act 1998. We will ensure that the information we hold is accurate, up to date, is kept only for as long as is necessary and otherwise shared only where we are legally obliged to do so. You have a legal right to obtain details of the information that we hold about you and you can do so by making a "subject access request". A request of this kind should be made in writing to the PPR & Communications Officer, Corporate Policy Unit, the Moray Council, High Street, Elgin. The Council has a Data Protection Policy which can be viewed at www.moray.gov.uk
I declare that the particulars given by me on this form are true and I hereby make application to The Mora Council for the grant or renewal of the licence applied for.
Date Signature of applicant or agent
Agent's Address
N.B. It is an offence for any person to make any statement which he knows to be false in thi application or in connection with the making of this application