



**SUBSTITUTION OF VEHICLE OR VARIATION
OF TAXI OR PRIVATE HIRE LICENCE
OR NOTIFICATION OF MATERIAL CHANGE IN CIRCUMSTANCES**

PLEASE READ GUIDANCE NOTES SUPPLIED BEFORE COMPLETING FORMS

Tick one box only **SUBSTITUTION OF VEHICLE** ☐ **VARIATION OF LICENCE** ☐

A. CURRENT LICENCE DETAILS

Please provide details of the licence you currently hold

Tick one box only Taxi Licence ☐ Private Hire Licence ☐

Licence No.

Plate No

Current vehicle registration

If Taxi Licence, in which zone do you operate?

Tick one only ☐ Zone 1 (Elgin) ☐ Zone 2 (outwith Elgin)

B. PERSONAL DETAILS

Full Name

Home Address

.....

.....

Post Code

Tel. No Mobile.....

Email

Date of Birth Age.....

Place of Birth

Do you intend to operate the vehicle yourself?

YES/NO

Business/Trading Name

C. BUSINESS DETAILS

Full Name of Business

Business Address
(Principal Registered
Office)

D. VEHICLE DETAILS

DETAILS OF THE SUBSTITUTION VEHICLE **OR** CURRENT LICENSED VEHICLE

Registration Number.....

Date of first registration Day..... Month Year.....

Description of Vehicle Make..... Model.....

Colour..... CC Rating.....

No of Passenger Seats.....

Chassis No.....

Registered Owner of the Vehicle

Name

Address

Post Code

Address of premises where vehicle is to be kept

Address

Post Code

E. VARIATION

CONFIRMATION OF DETAILS TO BE VARIED:

Change of name* ☐ Change of address ☐ Change of plate ☐ Other ☐

Please confirm details to be changed below

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Please ensure you provide supporting evidence for the changes stated above.
If you are varying the licence holders name* or address, we required your updated ID documentation.
If you are varying your registration plate, please contact Fleet Services with your V5 and Insurance documents

*Name change could include marriage or divorce. This licence holder cannot be changed.

ANY MISSING DOCUMENTATION WILL RESULT IN THIS APPLICATION BEING RETURNED AS INVALID AND NOT CONSIDERED BY MORAY COUNCIL

Declaration

I declare that the particulars given by me on this form are true and I hereby make application to Moray Council for the grant or renewal of the licence applied for.

Signature of applicantDate

Or

Signature of Agent onDate
behalf of applicant

Agents Address
.....

NB. It is an offence for any person to make any statement which they know to be false in this application or in connection with the making of this application

Data Protection - The Moray Council / Licensing Board is the data controller for this process. Information about you on this form will be used to process your licensing application. In processing your application, the information may be shared between Council departments, other agencies and the public where necessary and/or in accordance with statute. The Council / Board has a duty to process your information fairly. Information we hold must be accurate, up to date, is kept only for as long as is necessary and is 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. For full terms please visit [Licensing Privacy Statement](#). For full Data Protection policy, information and rights please see www.moray.gov.uk/dataprotection .