

BOOKING OFFICE

Application for Variation of a Taxi/PHC Booking Office licence

We can only accept electronic forms and payments. You should upload your completed application form all required supporting documentation and make payment, by debit or credit card only, using the link below:

[Taxi and PHC submission form](#)

PART 1 - CURRENT LICENCE DETAILS - *please tick ✓*:

Current Licence no		Expiry date	
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PART 2 –VARIATION REQUESTED - *please tick ✓*:

Change the day to day Manager ☐ **You must fully complete *Parts 3,4, 7, 8, 9 & 10 of this form***
Note - a site notice must also be displayed at or near the premises for a period of 21 days from the date you submit your application to change the day to day manager

Change the current operating hours ☐ **You must fully complete *Parts 3,5, 7, 8, 9 & 10 of this form***

Change the number of Taxi and PHC vehicles for which bookings will be accepted ☐ **You must fully complete *Parts 3,6, 7, 8, 9 & 10 of this form***

Other * ☐ **You must provide details of the variation requested below, and fully complete *Parts 3, 7, 8, 9 & 10 of this form***

**Details of variation requested*

PART 3 - LICENCEHOLDER DETAILS

Who is the current licence holder - **please tick ✓**:

Company	☐	<i>You must provide all information requested in Part A below</i>
Limited Company	☐	
Partnership	☐	
Individual	☐	<i>You must provide all the information requested in Part B below</i>

A - COMPANY/PARTNERSHIP LICENCE HOLDER DETAILS

Company Number		
Company/Partnership name		
Registered/Company Address		
Postcode		
Contact no		
Contact email address		

B - INDIVIDUAL LICENCE HOLDER DETAILS

First name/s			
Surname			
Maiden/Previous name			
Date of Birth		Place of Birth	
Home address			
Postcode			
Contact phone no			
Contact email address			

PART 4 – CHANGE OF DAY TO DAY MANAGER

Confirm the position of the Existing Day to Day Manager - **please tick one box only** ✓:

The individual currently named on the licence is no longer acting as the Day to Day Manager	☐ *	
*Please provide the date of this change (dd/mm/yyyy)	/ /	
The individual currently named on the licence will stop acting as the Day to Day on successful determination of this application	☐	

4.A - REPLACEMENT DAY TO DAY MANAGER DETAILS

First name/s			
Surname			
Designation			
Maiden/Previous name			
Date of Birth		Place of Birth	
Home address			
Postcode			
Home phone no			
Mobile phone no			
Contact email address			

PART 5 – CHANGE OF OPERATING HOURS

Current Operating Hours	Day	Hours – 24 hr format
Proposed Operating Hours	Day	Hours – 24 hr format

PART 6 – CHANGE THE NUMBER OF VEHICLES FOR WHICH BOOKINGS WILL BE ACCEPTED

Current number of Taxi & PHC vehicles for which bookings will be accepted		
Proposed number of Taxi & PHC vehicles for which bookings will be accepted		

PART 7 - DETAILS OF CONVICTIONS - to be completed for the applicant & day-to-day manager

All relevant convictions must be declared, including any convictions which are spent in terms of the Rehabilitation of Offenders Act 1974, unless they are “non-disclosable” convictions as defined in Article 2A of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013.

Please note that it is an offence if you fail to disclose a conviction against you

NOTE - If you have no convictions, you must write “NONE”

Date*	Court*	Offence*	Sentence*

*** Continue on a separate sheet if necessary**

PART 8 - APPLICANTS DECLARATION

In making this application you should be aware that the City of Edinburgh Council will hold the information supplied by you ('data') for its purposes as local licensing authority. If you wish to check or amend the data held, or request deletion of data, you should contact the Licensing Manager on the details above. In processing the data it will be disclosed to the police and other public bodies involved with licensing enforcement or National Fraud Initiatives. By submitting this application, you are giving your consent for your information to be held and processed for the stated purposes

Any person who, 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 £2,500

I/We hereby make application to vary a licence in the above terms and confirm that:

- (a) The particulars given by me/us on this form are true to the best of my/our knowledge and belief
- (b) I/We have read and understand the standard conditions of licence and acknowledge that these will be attached to any licence granted to me/us

I confirm the above declaration is true

PART 9 - SIGNATURE OF	Applicant	(delete as appropriate)	Date
Print name			
Address of solicitor/Agent (if signed by Solicitor/Agent)			

PART 10 – CORRESPONDENCE DETAILS – provide details of where all correspondence relating to this application should be sent

Correspondence full name	
Address	
Postcode	
contact phone no	
email address	