**Scottish Low Emission Zone Support Fund**

**Scottish Taxi Retrofit Grant – Phase 1**

Application Form

# **Background**

The Scottish Government is working hard to improve Scotland’s air quality, but pollution caused by road traffic is still a significant threat to health – especially for children, older people and those with existing health conditions.

Low Emission Zones (LEZs) can help to accelerate the move to low emission vehicles, and encourage modal shift to more sustainable and active travel options, thereby improving air quality in the area as soon as possible. Adding measures to help those affected adapt, helps to mitigate any challenges for businesses and individuals prior to the start of LEZ enforcement.

The ‘Scottish Low Emission Zone Support Fund’ is a Programme for Government (2018) commitment to support ‘those who have the most difficulty in making the transition’ to the introduction of Low Emission Zones in Scottish cities.

This funding aims to support existing taxi owners in LEZ cities to meet LEZ standards where they would not ordinarily be able to purchase new compliant taxis. This funding also aims to support the number of wheelchair accessible taxis in LEZ cities, whilst reducing emissions leading to both local air pollution and greenhouse gases.

Scottish Taxi Retrofit Grants Phase 1 provides funding of up to **£10,000 per taxi**, to support the costs of retrofitting of licensed wheelchair accessible taxis in Scotland in 2019/2020 to Low Emission Zone standards. Up to 3 taxis can be grant funded per organisation per financial year.

**About this document**

This document is the application form for Scottish Taxi Retrofit Grant Phase 1 funding and includes guidance to help applicants apply for funding.

This document is one of three that you will need in order to complete an application:

* **Scottish Taxi Retrofit Grant Phase 1 – Application Form *(this document)***
* **Copy of evidence of vehicle ownership (V5C)**
* **Quote from your retrofit supplier**

This application form can be downloaded from [www.lowemissionzones.scot](http://www.lowemissionzones.scot).

For enquiries relating to the application, please contact: lowemissionzonesenquiries@gov.scot

**The application window is open immediately. Unless there is a need for further information, taxi owners will ordinarily receive the outcome of their application within 5 working days.**

The latest possible submission date for Scottish Taxi Retrofit Grant - Phase 1 applications is 5pm Friday 20 March 2020.

## **Taxi Eligibility Criteria**

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| For re-engining, currently the following eligibility criteria applies:* Must be a current, wheelchair accessible taxi, frequently operating in Scottish city centre areas of **Glasgow**, **Edinburgh**, **Aberdeen** or **Dundee**
* Taxi is TXII or TX4 model under 15 years old
* Taxi has been licensed by the owner for at least 12 months
* Taxi is not currently rated at Euro 6 standard for diesel emissions or Euro 4/5/6 standard for petrol emissions
* The retrofitted equipment must be provided by a CVRAS approved supplier and following conversion the taxi must meet or exceed Euro 6 standard for emissions.

**Note**: If taxi is not an LTI/LTC TXII or TX4, or is over 15 years old, however is a non-euro 6 wheelchair accessible taxi, it is possible to exchange taxi for an eligible taxi in order to apply for the grant. In this case, the previous taxi would need to have been licensed for the owner for at least 12 months.For other types of retrofitting e.g. exhaust retrofitting the following criteria applies:* Must be a current, wheelchair accessible taxi, frequently operating in Scottish city centre areas of **Glasgow**, **Edinburgh**, **Aberdeen** or **Dundee**
* Taxi has been licensed by the owner for at least 12 months
* Taxi is not currently rated at Euro 6 standard for diesel emissions or Euro 4/5/6 standard for petrol emissions
* The retrofitted equipment must be provided by a CVRAS approved supplier and following conversion the taxi must meet or exceed Euro 6 standard for emissions.
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## **Process and invoicing**

Registration

 Register interest to prioritise grant applications

Application

 Confirming full terms and conditions

Grant Offer

 Confirmation of grant offer

Deposit

 To book the retrofit

Schedule fit

 Order parts and arrange fitment

Conversion

 Typically 2 weeks

Final payments

 Grant and balance of payments

Collection

 Collection of converted taxi

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| * Deposits and any balance payments are paid by taxi owner.
* Grants are paid by Transport Scotland after the conversion is complete and the necessary evidence has been provided.
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## **Self-assessment checklist**

You must complete the checklist provided in the application form before applying. If you answer ‘NO’ to any of these questions you may be ineligible for Scottish Taxi Retrofit Grant funding and we will therefore not be able to consider your application.

|  |  |  |
| --- | --- | --- |
| **YES** | **NO** |  |
| [ ]   | [ ]   | I am the licensed owner of taxi(s) to be retrofitted and there is no secured finance on the taxi(s) which gives a claim in ownership to a 3rd party |
| [ ]   | [ ]   | My taxi(s) satisfy the eligibility criteria in section 1 |
| [ ]   | [ ]   | My organisation has a UK bank account and control over all income and expenditure |
| [ ]   | [ ]   | I have read this form in full, downloaded from [www.lowemissionzones.scot](http://www.lowemissionzones.scot) |
| [ ]   | [ ]   | I will complete retrofitting within 6 months of date of the Grant Offer Letter |
| [ ]   | [ ]   | I intend to operate all taxis equipped with retrofit technology for at least three years in Scotland following retrofitting in the Glasgow, Dundee, Aberdeen or Edinburgh areas and will maintain installed equipment according to manufacturer’s recommendations |
| [ ]   | [ ]   | I understand that if the taxi is sold on or exchanged within the 3 year period, I will be liable to repay to the Scottish Government part of the grant. The amount to be repaid would be proportionate to the length of term of the 3 year period following installation remaining. Taxi owners should also ensure that the taxi is adequately insured to cover any grant repayment should the taxi be written off or stolen |
| [ ]   | [ ]   | I understand that the Scottish Taxi Retrofitting grant will provide successful applicants with grant funding of up to £10,000 per taxi (maximum £30,000 per taxi owner per financial year) towards the cost of retrofitting technology which meets or exceeds Euro 6 emission standards and that applicants are required to identify and provide evidence of costs and vehicle ownership in their application |
| [ ]   | [ ]   | I understand Transport Scotland would like to monitor the outcomes of the project, and in accepting funding, I agree to participate in monitoring programmes which provide feedback on the conversions and evidence the levels of NO2 and/or particulate reduction of the technologies fitted for up to a 3 year period following retrofitting |
| [ ]   | [ ]   | I will display an official sticker in the taxi window showing the taxi is LEZ compliant |
| **YES** | **NO** |  |
| [ ]   | [ ]   | I understand that local taxi licensing rules and regulations will take precedent over the terms of this grant – applicants should assure themselves prior to applying that the taxi can be run for the minimum 3 year term in accordance with local licensing rules |
| [ ]   | [ ]   | This taxi business is non-VAT registered |
| [ ]   | [ ]   | This taxi business is a micro-business i.e. has 9 or under full-time equivalent employees |
| [ ]   | [ ]   | This taxi business has been licensed to operate wheelchair accessible taxis in Scotland for at least 12 months. |
| [ ]   | [ ]   | I have provided:1. Completed Scottish Taxi Retrofit Grant Application Form
2. Dated quote(s) from your specified CVRAS approved retrofit technology system supplier(s) identified in the application form
3. Copy of V5C to evidence ownership of vehicle(s)
4. Any supplementary information.
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| [ ]   | [ ]   | I confirm that the information provided in this application form is correct and accurate. |

## **Application details**

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| **3.1 Applicant details** |
| Name of Taxi owner |  |
| Name of Taxi business |  |
| Email address (please write clearly) |  |
| Phone number |  |
| Registered company name (if applicable) |  |
| Address line 1 |  |
| Address line 2 |  |
| Address line 3  |  |
| Postcode |  |
| Local authority area of registered office |  |
| **3.2 Company details** |  |
| Legal status (e.g. Sole trader) |  |
| UK company/charity/ public body or other registration no. (if applicable) |  |
| VAT Registration Number (if applicable) |  |
| Establishment date for business |  |
| Has UK Bank account and control over income and expenditure  | [ ]  Yes[ ]  No |
| Is your organisation able to reclaim VAT? | [ ]  Yes [ ]  No [ ]  Able to reclaim VAT on some project costs  |
| **3.3 Vehicle details** |  |
| Vehicle registration plate(s) |  |
| Taxi make/model(s) |  |
| Age of taxi(s) (years) |  |
| Licensing authority |  |
| Licensed Taxi number(s) for taxi(s)  |  |
| **3.4 Retrofit and grant details** |  |
| Type of retrofit (i.e. re-engine or exhaust retrofit) |  |
| Number of grants requested (max 3 taxis) |  |
| Total amount of funding requested (2019/20)(up to £10,000 per taxi, max £30,000) | £ |
| **3.6 Alternative contact**  |
| Name of alternative contact person (if applicable) |  |
| Address  |  |
| Phone |  |
| Email |  |
| Are there any potential conflicts of interest? |  |

## **State aid**

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| **State aid assessment** |
| Scottish Taxi Retrofit Phase 1 grant funding constitutes state aid within the context of the European Union rules. The Benefit is being given under the European Commission’s De Minimis Regulation[[1]](#footnote-1). This allows organisations to receive up to €200,000 of De Minimis State aid over any three year fiscal period.To confirm that you are eligible to receive this assistance you must declare the full amount of De Minimis aid you have already received in the last two and current fiscal years, and any aid for which you have applications outstanding. Potentially any assistance from a public body might be an aid. This may include grants, loans, guarantees or other forms of assistance from central or local government, an economic development agency, a devolved administration or a Business Link. If you are unsure as to whether any assistance that you have received is De Minimis aid, please contact the body from which the assistance was received for confirmation.Please set out below the total amount of De Minimis aid received by the organisation (including outstanding applications and De Minimis aid received by other group companies) in the last two and current fiscal years.[[2]](#footnote-2) |
| **Year 1 (2017/18)** | **Year 2 (2018/19)** | **Year 3 (2019/20)** | **Total** |
|  |  |  |  |
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Please note: if a state aid declaration is found to be untrue your organisation may be required to repay the value of the Benefit received plus interest. It is therefore important to ensure that state aid declarations are completed accurately.

|  |  |  |
| --- | --- | --- |
| **YES** | **NO** |  |
| [ ]   | [ ]   | If you have not claimed any funding previously from Government sources and are claiming this grant under ‘De Minimis’ please tick ‘yes’ here. |

## **Data Protection**

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| **Data Protection Act 1998 and European General Data Protection Regulation Fair Processing Notice.** This section asks you to confirm your acceptance of the standard data protection terms and conditions applicable to applicants.Applicants should read the detail of the fair processing notice and data protection statement included within the application. For additional information about how we use personal data, including your rights, please see Transport Scotland’s privacy policy (<https://www.transport.gov.scot/website-privacy-policy/>) **How we will use your information:**Transport Scotland is the data controller in respect of any personal data that you provide when you complete Scottish Taxi Retrofit Phase 1 application forms.  **This information is necessary for the performance of a contract**.We will use the information you provide to assess your application and carry out subsequent monitoring, including site visits, of projects under the Scottish Taxi Retrofit Phase 1 grants.  Some information will be shared with other Government Departments, their agencies and appointed agents to enable the detection of fraudulent applications to the low carbon travel and transport fund and other grants schemes. Transport Scotland may be required to release information, including personal data and commercial information, on request under the Environmental Information Regulations 2004 or the Freedom of Information Act 2000.  However, Transport Scotland will not permit any unwarranted breach of confidentiality nor will we act in contravention of our obligations under the Data Protection Act 1998 and the European General Data Protection Regulation (GDPR).What non-personal information will Scottish Government make publicly available?* Details of applications.
* During the assessment stage, the number of applications received will be disclosed on request.
* Details of grant-funded projects.

It is important to the aims of the scheme that the grant-funded projects should act as encouragement for others.  Once the applications have been assessed, summary details of the successful projects will be published and disseminated widely, including being published on a dedicated webpage and in press releases.  Summary details may include:* The name of the project.
* The names of the organisations, companies etc. who are members of the project.
* Location of the project.
* Expected benefits.
* Grants allocated to the project under the Scottish Taxi Retrofit Phase 1 fund.
* Brief description of the project, including any key technical features (as supplied by applicants).

A final report which describes the benefits and performance of the installed retrofit technology, any difficulties encountered, lessons learned, and associated data may be published in full. Interim reports may also be published. |

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| **YES** | **NO** |  |
| [ ]   | [ ]   | I confirm that I have read and agree with the above data protection statement.  |

## **Disclaimer**

Applicants should be aware that the Scottish Taxi Retrofitting Phase 1 grants and eligibility criteria will be reviewed as the programme evolves and therefore may be subject to change. Transport Scotland reserves the right to amend the published guidance during the period of the programme.

Transport Scotland reserves the right to reject an application where:

* an application is submitted late, is completed incorrectly, is materially incomplete or fails to meet any submission requirements which have been notified to the applicants; and/or
* the applicant (including any partners) are guilty of a material misrepresentation or false statement in relation to its application and/or the application process.

Transport Scotland reserves the right at any time:

* not to consider applications other than those submitted in accordance with the requirements of the application process;
* to issue amendments or modifications to the application documents during the application process;
* to publish data on an external website in line with EU State Aid requirements on aid.
* to require an applicant (including any partners) to clarify their application in writing and/or provide additional information (failure to respond adequately may result in an application being rejected);
* alter the timetable of any aspect of the application process;
* to not award any grant funding under the Scottish Taxi Retrofit Phase 1 grants; and/or
* to cancel the application process at any time.

Any costs or expenses incurred by an applicant (including any partners) or any other person in participating in the application process will not be reimbursed by Transport Scotland. Transport Scotland and/or any of their representatives or advisors will not be liable in any way to any applicant (including any partners) or any other person for any costs, expenses or losses incurred by any applicant (including any partners) or any other person in connection with this application process.

## **Submitting your application**

Please email your completed application form and attachments together to: lowemissionzonesenquiries@gov.scot

When we receive your application by email, we will send you an acknowledgement email with outcome or further questions within 5 working days. Applications received after 5pm on 20 March 2020 will not be considered. Alternatively you can also post a signed original of your application to the address below, to arrive no later than Wednesday 18 March 2020.

Transport Scotland - Environment Team

Buchanan House

58 Port Dundas Road

Glasgow

G4 0HF

**Checklist of documentation to enclose/attach:**

|  |  |  |
| --- | --- | --- |
|  | **Document** | **Enclosed** |
| **1** | Scottish Taxi Retrofit Grant – Phase 1 Application Form (signed below) | [ ]  |
| **2** | Dated quote(s) from the specified retrofit system supplier(s) identified in the application form and quotes of other eligible costs | [ ]  |
| **3** | Copy of V5C certificate of ownership for vehicle(s) | [ ]  |
| **4** | Any further supplementary information (optional) | [ ]  |

This application can be submitted straight away. We aim to notify you regarding the provisional outcome of your application within 5 working days of receipt followed by issue of formal Grant Offer Letter as soon as possible following this. If you have any questions regarding your application or would like to discuss any issues before submitting an application, please email lowemissionzonesenquiries@gov.scot

Transport Scotland would like to keep you informed of our wider work to support transport cost and emissions reduction by email, if you would like to stay in touch please check here [ ]

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| **The taxi owner of the applicant organisation should sign this declaration:**  |
| Signed: |  |
| Title: |  | First name: |  | Surname: |  |
| Position in organisation: |  |
| Date: |  |

Version control:

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| --- | --- | --- | --- |
| Date  | Issue  | Status  | Authorised by  |
| 14/01/2019 | V8 | final | Transport Scotland |

1. Commission Regulation (EU) 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to De Minimis aid, OJ(L) 352/1. [↑](#footnote-ref-1)
2. For each item of De Minimis funding please provide details of the identity of the funder and the value of the assistance received. [↑](#footnote-ref-2)