



## Application to change the proprietor for a vehicle licence

Please telephone and make an APPOINTMENT with the Licensing Team, on 01748 829100, to hand in your completed application form (both part 1 and part 2 must be completed) along with:

- Transfer application fee of £58.00
- The vehicle insurance certificate
- Current mot certificate
- Vehicle registration document
- Liquid petroleum gas association certificate (*applies to gas powered vehicles only*)
- Lift certificate (*applies to vehicles with lifts*)

### Part 1 - To be completed by the EXISTING licence holder

#### VEHICLE DETAILS

1	Licence number	
2	Licence Type	<input type="checkbox"/> Private Hire Vehicle <input type="checkbox"/> Hackney Carriage
3	Registration Number	

#### CURRENT PROPRIETOR DETAILS

4	Name	
5	Address	
6	Post code	
7	Telephone number	
8	Email address	
9	Date of birth	
10	Are you the sole proprietor of the vehicle?	<input type="checkbox"/> Yes <input type="checkbox"/> No*

\* If no, any other proprietor(s) must complete the 'Additional Proprietor Details' and the 'Declaration and Signature' sections of the form.

## CURRENT ADDITIONAL PROPRIETOR DETAILS

11	Name	
12	Address	
13	Post code	
14	Telephone number	
15	Email address	
16	Date of birth	

## NEW PROPRIETOR DETAILS

17	Name	
18	Address	
19	Post code	
20	Telephone number	
21	Is the above-named person the sole proprietor of the vehicle?	<input type="checkbox"/> Yes <input type="checkbox"/> No*

\* If no, any other proprietor(s) must complete the 'Additional Proprietor Details' and the 'Declaration and Signature' sections of the form.

## NEW ADDITIONAL PROPRIETOR DETAILS

22	Name	
23	Address	
24	Post code	
25	Telephone number	

## DECLARATION(S) AND SIGNATURE(S) OF EXISTING PROPRIETOR(S)

I/We hereby declare that the above information is true to the best of my knowledge and I understand that it is a criminal offence to make a false statutory declaration.

21	Signature of proprietor	
22	Date of signature	
23	Signature of additional proprietor	
24	Date of signature	

## Part 2 - To be completed by the NEW proprietor(s)

### VEHICLE DETAILS

<b>26</b>	Licence number	
<b>27</b>	Licence Type	<input type="checkbox"/> Private Hire Vehicle <input type="checkbox"/> Hackney Carriage
<b>28</b>	Registration number	

### APPLICANT DETAILS

I confirm that the proprietorship of the above-mentioned vehicle has been transferred from the existing licence holder to me and I request that the Council's records and the licence be amended to record that I am the new proprietor.

<b>29</b>	Name	
<b>30</b>	Address	
<b>31</b>	Post code	
<b>32</b>	Telephone number	
<b>33</b>	Email address	
<b>34</b>	Date of birth	
<b>35</b>	Are you the sole proprietor of the vehicle?	<input type="checkbox"/> Yes <input type="checkbox"/> No*

\* If no, any other proprietor(s) must complete the 'Additional Proprietors' section of the form.

<b>11</b>	Have you been convicted or cautioned for any motoring or criminal offence? If yes, please provide details below. For businesses, include all offences for any secretary/director. Use a separate sheet if necessary.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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	Date	Offence	Court	Sentence
1				
2				
3				

### DECLARATION AND SIGNATURE

I hereby declare that the above information is true to the best of my knowledge and I understand that it is a criminal offence to make a false statutory declaration. I hereby undertake to observe and comply with all relevant conditions, Acts and Byelaws relating to the use of the vehicle. I accept that if I, or my employees, infringe or neglect to comply with any of the conditions, Acts or Byelaws subject to which the Licence is held, the same shall be liable to be revoked or not renewed by the Council. I understand that further checks may be made with other agencies with regard to any details contained in the form.

<b>12</b>	Signature of applicant	
<b>13</b>	Date of signature	

# Additional Proprietors

I confirm that the proprietorship of the above mentioned licensed Hackney Carriage/Private Hire Vehicle has been transferred from the existing licence holder to me and I request that the Council's records and the licence be amended to record that I am one of the new proprietors.

<b>1</b>	Licence number	
<b>2</b>	Name	
<b>3</b>	Address	
<b>4</b>	Post code	
<b>5</b>	Telephone number	
<b>6</b>	Email address	
<b>7</b>	Date of birth	
<b>8</b>	Have you been convicted or cautioned for any motoring or criminal offence?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If yes, please provide details below. For businesses, include all offences for any secretary/director. Use a separate sheet if necessary.

	Date	Offence	Court	Sentence
1				
2				
3				

## DECLARATION AND SIGNATURE OF ADDITIONAL PROPRIETOR

I hereby declare that the above information is true to the best of my knowledge and I understand that it is a criminal offence to make a false statutory declaration. I hereby undertake to observe and comply with all relevant conditions, Acts and Byelaws relating to the use of the vehicle. I accept that if I, or my employees, infringe or neglect to comply with any of the conditions, Acts or Byelaws subject to which the Licence is held, the same shall be liable to be revoked or not renewed by the Council. I understand that further checks may be made with other agencies with regard to any details contained in the form.

<b>23</b>	Signature	
<b>24</b>	Date of signature	

Please return this form to the Licensing Team at Mercury House, Station Road, Richmond, DL10 4JX.

This authority is under a duty to protect the public funds it administers, and to this end, may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing and administering public funds for these purposes.

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Office Use Only

**Code:**        £

Temporary or Official Receipt No: