



## 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 (see <https://www.richmondshire.gov.uk/licensing/> for details)
- the vehicle insurance certificate
- current MOT certificate
- vehicle registration document (V5)
- where applicable – Lift certificate
  - Liquid petroleum gas association certificate

### 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	
	Post Code	
6	Telephone Number	
7	Email Address	
8	Date of Birth	
9	Are you the sole proprietor of the vehicle	<input type="checkbox"/> Yes (go to 15) <input type="checkbox"/> No – additional proprietor(s) must complete 10-14 and Declaration

#### CURRENT ADDITIONAL PROPRIETOR DETAILS

10	Name	
11	Address	
	Post Code	
12	Telephone Number	
13	Email address	
14	Date of Birth	

**NEW PROPRIETOR DETAILS**

15	Name	
16	Address	
		Post Code
17	Telephone Number	
18	Is the above-named person the sole proprietor of the vehicle?	<input type="checkbox"/> Yes - go to 22 (Declaration ) <input type="checkbox"/> No

**NEW ADDITIONAL PROPRIETOR DETAILS**

19	Name	
20	Address	
		Post code
21	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.

22	Signature of Proprietor	
23	Date of Signature	
24	Signature of additional proprietor	
25	Date of signature	

**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.**

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

### VEHICLE DETAILS

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

4	Name	
5	Address	
		Post Code
6	Telephone Number	
7	Email Address	
8	Date of Birth	
9	Are you the sole proprietor of the vehicle	<input type="checkbox"/> Yes <input type="checkbox"/> No - Each additional proprietor must fill in 13 to 21 on Page 4
10	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

	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.

11	Signature	
12	Date of signature	

## ADDITIONAL PROPRIETOR DETAILS

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

13	Licence Number			
14	Name			
15	Address			
		Post Code		
16	Telephone Number			
17	Email address			
18	Date of Birth			
19	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	
	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.

20	Signature			
21	Date of Signature			

**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: