

Hackney Carriage / Private Hire TRANSFER OF VEHICLE Licence Application

(Please complete ALL SECTIONS and in black ink and BLOCK Capitals)

Licence Number:			
1	2	3	4
Expiry Date:			
D	D	M	M
Y	Y		

Please select which licence you are transferring:	
<input type="checkbox"/>	Private Hire
<input type="checkbox"/>	Hackney Carriage

Vehicle Details

Vehicle Registration Number							
Make / Model							
Which Private Operator will this vehicle be working at?							
Make / Model of meter							
Have there been any alterations / modifications to the vehicle since its last renewal?							

Details of Previous licence holder(s)

1.

Full Name of Previous Licence holder(s)			
Current Home Address			
This is to confirm that I named person above, wish to relinquish my interest in this Hackney Carriage / Private Hire Vehicle with immediate effect. I confirm I have forwarded the car documents to the new owner(s). I have / will notify Licensing Section of this change within 72 hours of the date of sale.			
Signed:		Date:	

2.

Full Name of Previous Licence holder(s)			
Current Home Address			
This is to confirm that I named person above, wish to relinquish my interest in this Hackney Carriage / Private Hire Vehicle with immediate effect. I confirm I have forwarded the car documents to the new owner(s). I have / will notify Licensing Section of this change within 72 hours of the date of sale.			
Signed:		Date:	

Details of Prospective Licence Holder(s)

Is there more than ONE applicant and / or person with an interest in this vehicle? If so please complete parts 2 -4 as required of this application

1.

Title of Applicant:	Mr / Mrs / Ms / Miss / Other (please state)
First / Middle Name of Applicant:	
Surname of Applicant	
Date of Birth (i.e. 01-01-1980)	
Current Home Address (including postcode)	Postcode:
Contact Telephone No:	
Email Address:	

2.

Title of Applicant:	Mr / Mrs / Ms / Miss / Other (please state)
First / Middle Name of Applicant:	
Surname of Applicant	
Date of Birth (i.e. 01-01-1980)	
Current Home Address (including postcode)	Postcode:
Contact Telephone No:	
Email Address:	

3.

Title of Applicant:	Mr / Mrs / Ms / Miss / Other (please state)
First / Middle Name of Applicant:	
Surname of Applicant	
Date of Birth (i.e. 01-01-1980)	
Current Home Address (including postcode)	Postcode:
Contact Telephone No:	
Email Address:	

4.

Title of Applicant:	Mr / Mrs / Ms / Miss / Other (please state)
First / Middle Name of Applicant:	
Surname of Applicant	
Date of Birth (i.e. 01-01-1980)	
Current Home Address (including postcode)	Postcode:
Contact Telephone No:	
Email Address:	

PLEASE READ THE FOLLOWING PRIOR TO SIGNING

We will use your personal information in a manner compatible with the General Data Protection Regulations (GDPR).

Any disclosures or sharing of information will only take place where required or permitted by law. For further information please see the council's [Privacy Statement](http://www.lancaster.gov.uk/information/data-protection) at: www.lancaster.gov.uk/information/data-protection on the council's Website.

This vehicle cannot be licensed by any other Authority whilst licensed by Lancaster City Council.

Applicant Declaration

I / We apply for the transfer of this vehicle licence and I / we declare that the answers to all questions are true to the best of my / our knowledge and belief.

I / we agree to abide by the conditions attached to the licence issued by Lancaster City Council Licensing Section for this Hackney Carriage / Private Hire Vehicle.

It is an offence for the person completing this form to make a false statement or omit relevant details.

False and/ or misleading information in this declaration may render this application invalid and may also result in prosecution.

I DECLARE AND CONFIRM THAT:-

- a) I have, for at least 12 months prior to the date of this application, been the holder of a full DVLA driver' licence (not being a provisional licence) under the Road Traffic Act 1972 authorising me to drive a motorcar.
- b) I am in good health and medically fit to drive a Hackney Carriage and / or Private Hire Vehicles.
- c) I understand that if I knowingly or recklessly make a false statement or omit any material particular in giving the information required for this application, I may be liable to prosecution under Section 57 of the Local Government (Miscellaneous Provisions) Act 1976.
- d) I have read, understood and complied with the notes accompanying this application form.
- e) **I have provided documents to demonstrate I am legally entitled to work in the UK**

1. SIGNED _____	DATE _____
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2. SIGNED _____	DATE _____
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3. SIGNED _____	DATE _____
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4. SIGNED _____	DATE _____
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DOCUMENTS REQUIRED

For both Hackney Carriage / Private Hire

Once the above details have been completed, the following need to be submitted to Licensing:

- Completed Application Form
- Current Certificate of Insurance / Cover Note
- V5 Logbook / Green slip (if recently bought, details completed)
- Relevant Fee
- Annual basic DBS certificate for each applicant (if not an existing driver)
- Right to work documents

OFFICE USE ONLY

Date Received		Officer initials	
Licence fee		TOTAL PAID £	
ALL Documents / Plates / Livery submitted?	Yes / No	If NO which documents outstanding:	
Licence issued date:		Officer issued by:	

