



Directorate for Communities and the Environment Licensing Section
 Morecambe Town Hall, Marine Road East Morecambe LA4 5AF
 Tel: 01524 582033
 Email:licensing@lancaster.gov.uk

Hackney Carriage / Private Hire
CHANGE OF VEHICLE Licence Application

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

Existing Licence Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Expiry Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please select which licence you are applying for:

- ❖ Private Hire
- ❖ Hackney Carriage

Please confirm your Vehicle Test Booking:

Date:

Time:

Previous Vehicle details

Vehicle Registration Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Make / Model	<input type="text"/>						
Has the vehicle been sold to be used as a private car or been written off by insurance following a Road Traffic Collision?	Yes / No						
	<i>If yes, please return all plates and door livery with this application</i>						

NEW Vehicle Details

Vehicle Registration Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Make	<input type="text"/>						
Model	<input type="text"/>						
Colour	<input type="text"/>						
Date of registration	<input type="text"/>						
Number of Passengers (excluding Driver)	<input type="text"/>						
Which Private Operator will this vehicle be working at?	<input type="text"/>						
Make / Model of meter	<input type="text"/>						
Have there been any alterations / modifications to the vehicle since its last renewal?	<input type="text"/>						
Has this vehicle been involved in an accident since its last renewal?	<input type="text"/>						

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-	
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-	
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-	
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-	
Current Home Address (including postcode)	
Contact Telephone No:	Postcode:
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 grant / renewal of my / our 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

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:

- Application Form
- Current Certificate of Insurance / Cover Note
- V5 Logbook / Green slip (if recently bought, details completed)
- Bill of Sale – if owned for less than 12 months
- Meter Calibration Certificate
- Basic Disclosure (DBS) for all applicants that are not licensed drivers [Request a basic DBS check - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- Relevant Fee

OFFICE USE ONLY

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

