



TRANSFER FORM: PRIVATE HIRE AND HACKNEY CARRIAGE VEHICLE

TO BE COMPLETED FOR THE TRANSFER OF A HACKNEY CARRIAGE VEHICLE OR A PRIVATE HIRE VEHICLE LICENCE

It is required under the Local Government (Miscellaneous Provisions) Act 1976 ii 49 (i) that If the proprietor of a Hackney Carriage or Private Hire Vehicle Licence transfers his interest in that vehicle to someone other than the person whose name is specified in the licence **they shall within 14 days of such** transfer give notice in writing to Newcastle-under-Lyme Borough Council specifying the name and address of the person to whom the licence has been transferred.

You are required to provide originals of the following documents:

1. The fee www.newcastle-staffs.gov.uk/all-services/business/licensing/private-hire-and-hackney-carriage-licence-fees. Only payments by cheque and card are accepted.
2. A Basic Disclosure certificate issued within the last 12 months or a DBS certificate registered on the Update Service.
3. A valid MOT certificate.
4. A valid Private hire insurance or public hire insurance certificate.
5. V5 log book or V5 slip with proof of purchase.

Data Protection Act 2018

Newcastle under Lyme Borough Council is registered as a Data Controller under the General Data Protection Regulation 2018. Further details can be found at <https://www.newcastle-staffs.gov.uk/all-services/advice/data-protection>

Where necessary for the Council's Regulatory, Public Health and Community Safety functions, e.g. Building Control, Environmental Health, Licensing, Planning, Anti-Social Behaviour, Crime Prevention and Reduction, Safeguarding; information obtained about you and persons connected with you may be held and processed by the Council. This may also be shared with others under information sharing protocols or where required or allowed by law. Such information will only be held by the Council for as long as necessary and in line with our published Retention Policy.

National Fraud Initiative

The Council is required under Section 6 of the Audit Commission Act 1988 to participate in the National Fraud Initiative data matching exercise. Information provided to determine Licensing Applications will be supplied to the Audit Commission and used for cross system, cross authority and other comparison purposes for the prevention and detection of fraud.

Vehicle details

Hackney Carriage Private Hire vehicle

Plate number

Date you purchased the vehicle

Vehicle registration number

Vehicle make vehicle model

Vehicle colour

Date of first registration

MOT expiry date

Existing vehicle proprietor

Name

Badge number

Address

Post Code

Signature Date

I understand that if this licence transfer is for a "saloon type" hackney carriage vehicle that I have no grandfather rights to licence another saloon type vehicle.

New vehicle proprietor

Name

Address

Post Code

Badge number Expiry date

Telephone

E-mail

Operator name

Operator address

Post Code

New proprietor signature

Date

If the proprietor is not the driver of this vehicle, please complete the next section.

New driver

Name

Address

Post Code

Expiry date

Badge number

Telephone

E-mail

If the transfer is for a private hire vehicle then the following section is to be completed by the Private Hire operator.

I certify that:-

Name of driver

Vehicle registration number

Will be driving for the following operator business

Company address

Postcode

Telephone

E-mail

Please tick the following boxes to confirm you have submitted the following documents with your application.

Basic Disclosure certificate (less than 12 months) or DBS certificate registered on the Update Service.

A valid MOT certificate

A valid Private hire insurance or public hire insurance certificate

V5 log book or V5 slip with proof of purchase

Valid certificate/report to confirm the vehicle is fitted with a taximeter (Hackney Carriage **only**)

Conversion Certificate (if applicable)

Declaration to be completed by all applicants

I certify that the particulars of the application are correct and that I consent to the information in this application being exchanged with other agencies in the interests of enforcement and the protection of public funds.

I declare that to the best of my knowledge and belief that the answers given with regards to this application are true. If a licence is granted I undertake to comply with the general law and the Council's vehicle conditions attached to the licence and I understand that it is a criminal offence to provide a false statement.

Signed

Date

Full name

OFFICE USE ONLY			
Date Application Received		Application Type Delete as Applicable	Transfer
Application Form Complete		Age of Vehicle at application (<7yr new vehicle/>10yr 6 month Test)	
Private Hire		Hackney Carriage	
Licence Number		Current Vehicle Expiry Date (>10 working days – if not new application)	
Payment Received Date		Receipt Number	
Amount Paid		How Paid	Cheque Card
DBS Received (Basic Disclosure <12months or full DBS with Update)		Date Issued	
DBS Cert Number		Update Service Checked	
MOT Expiry Date https://www.vehicleenquiry.service.gov.uk/		Tax Expiry Date	
Insurance (Valid for PH/HC and Relevant Drivers)		Insurance Expiry Date	
V5 Log Book Received		V5 Log Book Checked (Not written off and in correct name)	
V5 Slip and Proof of Purchase		Follow Up Date (5 weeks – add to APP)	
HC Grandfather Rights	Yes No	Advised HC Rights lost?	Yes No
Application Checked by		APP Updated LVT	