



# CHANGE OF PRIVATE HIRE OPERATOR BASE

All parts of this form must be completed for your application to be processed

It must be done within 7 days of the change. It must be signed in the relevant box after printing. If any new drivers have a student visa working restriction, i.e. for how many hours they may work then a signed letter from the operator base confirming that they will be employed under the prescribed conditions is required.

To submit by e-mail please send to [licensing@newcastle-staffs.gov.uk](mailto:licensing@newcastle-staffs.gov.uk). To submit in person, book an appointment by calling 01782 717717 or print and return this form to Licensing Services, Newcastle-under-Lyme Borough Council, Castle House, Barracks Road, Newcastle, ST5 1BL.

## To be completed by the vehicle proprietor

Name

Date of birth

Address

Post code

Telephone number

E-mail

Registration number

I confirm that I now intend to operate from the company known as

Date from

Signature of proprietor

**Driver details, if different. List additional drivers on a separate sheet.**

Name

Badge  
number

Date of birth

Address

Post code

**This section is to be completed by the operator.**

I confirm that the above named driver and/or vehicle will operate from the company on page 1, with effect from the date stated.

Type your  
name

Signature

Date

**For office use only – not to be completed by the applicant**

Date received

Officer

Check if any new drivers are licensed in MAU (students require a letter)

MAU updated and new licence issued?

Scan to I@W