



To book an appointment call  
01484 456868 (option 1)

**Kirklees Council Licensing Department**  
**Town Police Clauses Act 1847/Local Government (Miscellaneous Provisions) Act 1976**

# Application to Transfer a Private Hire/Hackney Carriage Vehicle & Licence

In order to apply to transfer your plate and vehicle from one person to another you must ensure you have all the relevant documents before attending the office.

1. We require a letter or email of authorisation from the previous owner detailing the sale of the vehicle to the new proprietor.
2. Fee (Card) – Fee sheet can be found at [www.kirklees.gov.uk/licensing](http://www.kirklees.gov.uk/licensing)
3. Certificate of Insurance/Cover Note (must be in the new owners name)
4. Log Book or V5 Certificate (if full log book cannot be produced)
5. Operator letter confirming employment

**Please note:** The documents listed need to be produced at the appointment, as well as the application form completed. Failure to provide this information may result in you not being able to transfer the licence.

<b>Private Hire Number/Hackney Plate No:</b>	<b>Expiry Date:</b>

I (existing plate holder full name):.....

Address:.....

.....  
Hereby give notice, in accordance with the provisions of Section 49 of the Local Government (Miscellaneous Provisions) Act 1976, of the transfer of vehicle registration number:..... and my existing Proprietor’s Licence/Plate No:.....

To (full name):.....

Address:.....

.....

Signed..... Date .....

To be filled out by the NEW keeper:

<b>Title:</b>	
<b>Surname:</b>	
<b>Forenames:</b>	
<b>Address:</b>	
<b>Post Code</b>	
<b>Telephone Number (Home)</b>	
<b>Mobile Number</b>	
<b>Email Address</b>	

**Vehicle Details**

<b>Registration Number:</b>	
<b>Date Registered:</b>	
<b>Vehicle Make:</b>	
<b>Vehicle Model:</b>	
<b>Vehicle Colour:</b>	
<b>Make of Meter (Hackney Only):</b>	
<b>Name of Operator:</b>	

**Vehicle Insurance**

<b>Insurance Company:</b>	
<b>Insurance Certificate Number:</b>	
<b>Expiry Date:</b>	

I hereby declare that all the information entered on this form is true and correct to best of my/our knowledge and belief. Having applied for the transfer of Hackney Carriage Licence Plate No:..... fitted to vehicle registration number: ..... understand that if I do not comply with the conditions attached to this licence that the licence may not be renewed and that I may be required to return the licence plate to the Council.

Signed:..... Date: .....

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**For Office Use Only**

Date: .....

Method of Payment: Card

Fee Paid: .....

Receipt Number: .....