

Kirklees Council Licensing Department

# Application to transfer a Private Hire Vehicle and 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. Both the new purchaser and the current owner MUST be present in the office to enable us to transfer the licence over.**

**2. Fee**

This can be found at [www.kirklees.gov.uk/licensing](http://www.kirklees.gov.uk/licensing)

**3. Application Forms (Enclosed)**

This will need to be completed by the new vehicle owner.

**4. Certificate of Insurance/Cover Note (original copy)**

This must be in the new owners name.

**5. Vehicle Registration Document (original copy)**

Please Note that both the Vehicle Registration document and the Insurance Policy Holder must be the same as the applicant of the licence.



# Application to transfer a Private Hire Vehicle Licence

|                  |              |
|------------------|--------------|
| Private Hire No: | Expiry Date: |
|------------------|--------------|

Title: Mr/Mrs/Ms/Other .....

Forenames: ..... Surname: .....

Address.....

.....

Home Tel. No: ..... Mobile No: .....

Email address: ..... Date of Birth: .....

Vehicle Make and Model: ..... Colour: .....

Registration Number: 

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

Date Registered: ..... Make of Meter: .....

Insurance Company: .....

Insurance Broker: .....

Insurance Certificate/Cover Note No: ..... Expiry Date: .....

Is your insurance company aware of any Traffic or Criminal convictions Yes/No

Where will the vehicle be operated from: .....

Where will the vehicle be kept when not in use as a Private Hire vehicle?: .....

I/WE HEREBY DECLARE that all the information entered on this form is true and correct to the best of my/our knowledge and belief.

**If you no longer wish to continue with the licence for your vehicle or upon the issue of a new plate your current plate MUST be returned to the Council within 7 days.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Date:** \_\_\_\_\_

**Fee Paid:** \_\_\_\_\_ Cash/Chq/Card \_\_\_\_\_ Cash/Chq/Card

**Receipt No:** \_\_\_\_\_

**Services:** \_\_\_\_\_

**Licence From:** \_\_\_\_\_

**Licence To:** \_\_\_\_\_

**Garage Authorisation No:** \_\_\_\_\_

**Application No:** \_\_\_\_\_



# Notice of Transfer

I (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: .....

such transfer operated with effect from ..... day of .....20 .....

Signed: ..... Dated .....

## **Declaration** (to be completed by new owner)

I (Full Name): .....

Address: .....

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: ..... Dated: .....