

**Kirklees Council Licensing Department**

# **Application to transfer a Private Hire Vehicle only**

In order to apply to transfer your 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 only

Private Hire No:	Expiry Date:
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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:

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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 – Vehicle Only

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: .....

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 to transfer vehicle registration number: ..... understand  
that if I do not comply with the conditions attached to the licence that the licence may not be  
renewed and that I may be required to return the licence plate to the Council.

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