Application to transfer a Hackney Carriage
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.

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

3. Application Form (Enclosed)
   This will need to be completed by the new vehicle owner, the form required will be dependant on which plate the vehicle will be licensed under.

4. Certificate of Insurance/Cover Note (original copy)
   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 Hackney Carriage Vehicle Only

<table>
<thead>
<tr>
<th>Hackney Carriage No:</th>
<th>Expiry Date:</th>
</tr>
</thead>
</table>

Title: Mr/Mrs/Ms/Other ………………………………………………………………………………………………………
Forenames: ……………………………. Surname: ………………………………………………………
Address ……………………………………………………………………………………………………………………………
……………………………………………………………………………………………………………………………………
Home Tel. No: ……………………………. Mobile No: ………………………………………………………………………
Email address: ………………………………. Date of Birth: ……………………………………………………………
Vehicle Make and Model: …………………………………………………………………………………………………

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 do you intend to operate the vehicle from: ……………………………………………………………………..
Where will the vehicle be kept when not in use as a Hackney Carriage 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: ________________

<table>
<thead>
<tr>
<th>Date:</th>
<th>Fee Paid:</th>
<th>Receipt No:</th>
<th>Service:</th>
<th>Licence From:</th>
<th>Licence To:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cash/Chq/Card</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Authority No: __________________
Garage: __________________
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: …………………………………………………