

## APPLICATION FORM

### CHANGE OF REGISTRATION TO PERSONAL/CHERISH NUMBER

1. Applicants must read the Taxi and Private Hire Licensing Policy before completing this form.
2. Applicants must complete ALL sections. Incomplete application forms will be returned to the applicant and not processed until such time as the application form is returned complete.
3. Please use Capital Letters on this form.

#### 1. Applicants – Personal Details

Enter below personal details of every person who is a proprietor or part proprietor of the vehicle, or person(s) concerned as company secretary and director(s) of a company which is the proprietor of the vehicle.

1) **Full Name:** \_\_\_\_\_  
**Home Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Telephone Number:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_  
**NHDC Drivers Licence Badge Number if held:** \_\_\_\_\_

#### 2. Licence Details

**Plate Number:**

**Current Expiry Date:**

#### 3. Vehicle Details

**Current Vehicle Registration:**

**Cherish Vehicle Registration:**

**Name of Registered Keeper of the vehicle:**

**Date of Change:**

**4. Insurance Details**

Have you notified your insurance company of this change?	
	YES                      NO
Insurance Company:	<input type="text"/>
Valid From Date:	<input type="text"/>
Valid To Date:	<input type="text"/>
Insurance Cert No:	<input type="text"/>

**5. Declaration 1 – Private Hire Only**

<b><u>PRIVATE HIRE VEHICLE ONLY</u></b>	
This section is to be completed by the Private Hire Operator owner.	
Operators Name:	_____
Operators Address:	_____
	_____
	_____
Operators Licence number:	_____
I here by state that the details on this form are correct and the named person will be operating as a Private Hire Driver for the above company using the vehicle shown. Should they cease to be working for us we will communicate this in writing to North Hertfordshire District Council Licensing department immediately.	
Print Full Name:	_____
Signature of Operator:	_____
Dated:	_____

## 6. Declaration 3 - Applicant

I, the undersigned, hereby apply for a licence to act as a proprietor of a Taxi/Private Hire vehicle under the authority of North Hertfordshire District Council. I declare that to the best of my knowledge and belief, the foregoing information is true and correct. I understand that the making a false statement in connection with this application is an offence and may lead to the refusal, suspension or revocation of my licence, in addition to possible prosecution for a criminal offence.

I understand that it is my responsibility to ensure that I have appropriate Taxi/Private Hire insurance at all times throughout this licence.

I hereby authorise North Hertfordshire District Council to undertake periodic checks during the application process and licence duration of:

- my driving licence against the DVLA database
- my insurance details against the Motor Insurance Database
- my DBS against the DBS Online Update Service (if subscribed to)
- all above information with other Council departments and other Councils (including sharing the information where appropriate)

I have read, understood and agreed to abide by all relevant legislation and the Council's Taxi and Private Hire Licensing Policy.

Print Full Name: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Dated: \_\_\_\_\_

## 7. Submitting the Application

This application, duly completed and signed, together with the appropriate fee and the following documentation:

- Vehicle Registration Document (V5c Log-Book)
- DVLA Change of Registration document
- Updated, Valid Certificate of Insurance (Minimum 1 full month form date of plate issue)
- Appropriate Fee

To make your application either:

- 1 - Scan & Email application form and documents to [licensing@north-herts.gov.uk](mailto:licensing@north-herts.gov.uk)
- 2 – Or post to Taxi Licensing, North Hertfordshire Council, PO Box 10613, Nottingham, NG6 6DW

For further information please visit our website:

<http://www.north-herts.gov.uk/home/licensing/taxi-licensing>

If you have any questions regarding your application please email address:

[licensing@north-herts.gov.uk](mailto:licensing@north-herts.gov.uk)

To make Payment, please use pay online on our website:

<https://www.north-herts.gov.uk/>