

NOTIFICATION FORM OF CHANGE OF NAME AND/OR ADDRESS

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. If submitting via email, please email verification documents separately.

PLEASE SELECT THE REQUIRED AMENDMENT

CHANGE OF NAME

CHANGE OF ADDRESS

1. Personal Details – Please use Capital Letters

Full Name: _____

Full Address: _____

Telephone No: _____

Email Address: _____

Drivers Badge Licence No: _____

Drivers Licence Expiry: _____

Vehicle Plate No: _____

Vehicle Expiry Date: _____

2. If NAME change – Please give details of Previous name and date of change.

Previous Full Name: _____

Date of Change: _____

3. If ADDRESS Change – Please give details of Previous address and date of change.

Date of change: _____

4. Applicant's Declaration 1

I, the undersigned, hereby apply for the amendment to a licence to act as a driver of Taxi/Private Hire 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 of 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 have read, understood, and agreed to abide by all relevant legislation and Council Policy detailed within the Councils Statement of Taxi and Private Hire Licensing Policy.

I understand that an application for renewal received after the expiry of an existing licence will be refused and a new application will be required.

Print Full Name: _____

Signature of Applicant: _____

Dated: _____

5. Declaration 2 – Tax Status (HMRC tax regulations as of April 2022 for guidance please visit [Complete a tax check for a taxi, private hire or scrap metal licence - GOV.UK \(www.gov.uk\)](http://www.gov.uk))

TAX status check reference number.

I understand that the Local Authority will check this status number, if it is omitted/incorrect/not active this application will not be processed.

I, the undersigned hereby confirm that I am aware of the content of HMRC guidance relating to my tax obligations.

Print Full Name: _____

Signature of Applicant: _____

Dated: _____

6. Submitting the Application

Important: - Please read before submitting form

Change of Name – Please include:

- Completed application form
- 2 Recent Passport Sized Photographs
- Fee – Please use pay on-line
- Original document/certificate for name change (i.e. Marriage/Devoice, change of name by deed poll) - Please note if submitting the Notification form via email please send the following on a separate email.

Change of Address – Please include:

- Completed application form
- Fee – Please use pay on-line
- Original document/certificate for address change (i.e. DVLA Drivers Licence) - Please note if submitting the Notification form via email please send the following on a separate email.

Please Post to:

Licensing, North Hertfordshire District Council
PO Box 10613, Nottingham, NG6 6DW

Or email:

licensing@north-herts.gov.uk

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 contact North Hertfordshire District Council using the following email address:

licensing@north-herts.gov.uk

Payment, please use the Pay Online:

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