

APPLICATION TO TRANSFER VEHICLE OWNERSHIP

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.

1. Existing Licence Holder Details

NOTICE OF TRANSFER (Existing Licence Holder details)

I, _____

of: _____

Telephone number: _____

Email address: _____

herby give notice, in accordance with the provisions of Section 49 of the Local Government (Miscellaneous Provisions) Act 1976, of transfer of

Vehicle Registration No: _____

and my existing Proprietor's Licence Plate No: _____ to:

Name: _____

Address: _____

Such transfer operating with effect from: _____

Print Name: _____

Signature of current owner: _____ Dated: _____

2. Proposed New Owner Details Declaration

(Proposed new owner) I, _____
of _____

Tel No: _____

Email address: _____

Having applied for the transfer of **Taxi** **Private Hire** **(tick Licence type)**

Plate No: _____ Current Expiry Date: _____

Vehicle Registration No: _____

understand that the licence may not be renewed and that I may be required to return the licence plate to the Council.

If Private Hire, please state PHO Licence number: _____

Print Full Name: _____

Signature of new applicant: _____

Dated: _____

3. Submitting the Application

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

- Application fee – This can be paid using the On-line system on our website
- Valid insurance certificate showing the new owner/driver details – this must be a minimum of 1 full month from when the transfer of the licence will take place
- Logbook/New Keeper Slip or Bill of sale

Please submit to: Taxi Licensing, North Hertfordshire Council, PO Box 10613, Nottingham, NG6 6DW

Or Email to: licensing@north-herts.gov.uk

Payment, please visit our website: <https://www.north-herts.gov.uk/>