

PLANNING AND REGULATION SERVICES

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CHANGE OF OWNERSHIP HACKNEY CARRIAGE

NOTES FOR GUIDANCE

With effect from the 06.11.96 it is a requirement that a change of ownership form **MUST BE COMPLETED PRIOR TO THE SALE OF THE VEHICLE** and also as below:

- During the life of the licence.
- On Renewal
- If the vehicle has been previously licensed with this authority and is within **3 MONTHS** after the expiry of the licence.

To make application

- An application form must be completed by both buyer and seller prior to the sale of the vehicle.
- The new owners National Insurance Number is to be provided.
- An application fee is payable.

Documents must be produced to support your application; this documentation proves proof of purchase and is required by this Authority.

These are as follows:-

- **1. The Log Book.** Please **DO NOT** send your log book off to DVLA for change until you have produced it to us. If the previous owner has not given you the Log Book then speak to staff for advice.
When you do then receive a copy of your Log book from the DVLA you must produce it to us to show the change of owner. **If you do not produce a log book there may be some delay in the issue of your Licence.**
- **2. Receipt.** A receipt from the previous owner/owners must be produced for the vehicle.
- **3. Insurance.** Current valid insurance policy/cover note in the new owner's name.

Please note: Original documents MUST be produced at every application submitted.

Application For A Hackney Carriage Licence On Change of Owner

To be completed by the person buying the vehicle.

Hackney carriage plate number

Registration number.....

Date of transfer.....

Meter Details

Make.....

Model.....

Serial number.....

Where was your meter calibrated.....

Has the meter above been purchased with the vehicle? Yes / No

If no, if the meter is a new one or one transferred from your previous vehicle. Please speak to a member of staff, as your meter will need re-calibrating.

Name and address of new proprietor

Name.....

Address.....

Signed.....

National Insurance Number.....

Firm where this vehicle will be working from.....

* I declare that the information I have given on this form is true, and to the best of my knowledge correct.

APPLICANTS SHOULD NOTE THAT TO MAKE A FALSE DECLARATION IS A SERIOUS CRIMINAL OFFENCE.

* I/We comply with any conditions which may be attached to this licence.

To be completed by the person selling the vehicle.

I relinquish my interest in this Hackney Carriage Vehicle and have sold it to the above person.

Signed.....Date.....

Office use only

Do meter details correspond with records? Yes/No
If No please make comments

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.....
.....
.....
.....
.....

Receipt No

Date

Fee £27.00
Cash/ Cheque
Receipt/Log Book Yes/No

Door Signs/Firm Checked
Yes/No
Initials

Ticket No