



Private Hire Vehicle Proprietor Transfer Application

For Office Use: Flare Number

| | | | | | | | |
|--|--|--|--|--|--|--|--|
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|--|--|--|--|--|--|--|--|

SECTION 48 & 49 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT, 1976

- Incomplete applications are not accepted.
- If you are completing this form by hand please write legibly in block capitals
- In all cases ensure that your answers are inside the boxes and written or typed in black ink.
- You may wish to keep a copy of the completed form for your records
- **If payment is made by cheque then the Vehicle Transfer will not become effective until 14 days from the date that the application is accepted by Licensing Services**

Please Complete This Form Then Make An Appointment To Take It To Licensing Services As Soon As Possible Together With The Following Documents:

- **Your Valid Insurance Certificate Or Cover Note**
- **Part A And Part B Of Your Private Hire Vehicle Licence**
- **Fee of £50.00**

SECTION A – THE VEHICLE

| | | | | | | | | | |
|--------------|--|--|--|--|--|--|--|-------------------|----|
| Registration | | | | | | | | Licence Plate no. | PH |
|--------------|--|--|--|--|--|--|--|-------------------|----|

SECTION B – DETAILS OF PRIVATE HIRE OPERATOR WHO WILL SUPPLY BOOKINGS

| | | | | | | | | | | | |
|--|--|--|--|--|------|---|---|---|---|---|---|
| Private Hire Operator | | | | | | | | | | | |
| This vehicle will operate as Call Sign | | | | | | | | | | | |
| Signature* | | | | | Date | d | d | m | m | y | y |

*A recognised signatory for the operator must sign this section. Where the signature is in doubt we reserve the right to reject the application.

SECTION C – INSURANCE

1. Only original certificates and cover notes are accepted as proof of insurance.
2. The vehicle must be covered for use for private hire purposes.
3. If you submit a fleet policy you may be asked to submit a schedule detailing the vehicles covered.

| | | | | | | | | | | | |
|---------------|-----|--|-------|--|--|---------------|--|--|--|--|--|
| Policy Holder | | | | | | | | | | | |
| Company | | | | | | Broker | | | | | |
| Policy No | | | | | | Cover Note No | | | | | |
| Start Date | day | | month | | | year | | | | | |
| Expiry Date | | | | | | | | | | | |

Is this vehicle covered by a fleet policy? YES NO (complete Section F)

It is an offence to make a false statement in connection with this application

Continued....

SECTION D – PROPRIETOR AND TRANSFER DETAILS

1. If the vehicle is the subject of a hiring agreement or hire-purchase agreement, the proprietor is the person in possession of the vehicle under that agreement.
2. You must provide details of every person involved in keeping, employing or letting on hire the vehicle.

Existing Proprietor

| | |
|---------------------------|----------------|
| Full Name or Company Name | Mr/Mrs/Miss/Ms |
|---------------------------|----------------|

| | | | |
|---------------|----------|-------|------|
| Date of Birth | day | month | year |
| Home Address | | | |
| | Postcode | | |
| Tel | | Fax | |
| Mobile No | | | |
| Email | | | |

Are you the sole proprietor?

YES

NO

Details of Transfer

| | | | |
|---|-----|-------|------|
| I am the existing proprietor of the vehicle and on date : _____ at(time) | | | |
| I transferred proprietorship of the vehicle with the licence plate attached to the person(s) named below as the new proprietor(s) who now control the activities of this vehicle. | | | |
| Signed | | | |
| Date | day | month | year |

New Proprietor

| | | | |
|---------------|----------------|-------|------|
| Full Name | Mr/Mrs/Miss/Ms | | |
| Date of Birth | day | month | year |
| Home Address | | | |
| | Postcode | | |
| Tel | | Fax | |
| Mobile No | | | |
| Email | | | |

It is an offence to make a false statement in connection with this application

Continued....

SECTION E – DRIVER DETAILS

1. You must still complete this section even if you are the applicant(s) for this licence.
2. Each person must hold a current licence under Section 51 of Local Government (Miscellaneous Provisions) Act 1976 to drive private hire vehicles.
3. Each driver must be named on the insurance policy except where a fleet policy is in force.

Driver 1

| | | | | | | | |
|---------------|----------------|--|-------|--|----------|--|--|
| Badge Number | | | | | | | |
| Full Name | Mr/Mrs/Miss/Ms | | | | | | |
| Date of Birth | | | | | | | |
| | day | | month | | year | | |
| Home Address | | | | | | | |
| | | | | | | | |
| | | | | | Postcode | | |

Driver 2

| | | | | | | | |
|---------------|----------------|--|-------|--|----------|--|--|
| Badge Number | | | | | | | |
| Full Name | Mr/Mrs/Miss/Ms | | | | | | |
| Date of Birth | | | | | | | |
| | day | | month | | year | | |
| Home Address | | | | | | | |
| | | | | | | | |
| | | | | | Postcode | | |

Driver 3

| | | | | | | | |
|---------------|----------------|--|-------|--|----------|--|--|
| Badge Number | | | | | | | |
| Full Name | Mr/Mrs/Miss/Ms | | | | | | |
| Date of Birth | | | | | | | |
| | day | | month | | year | | |
| Home Address | | | | | | | |
| | | | | | | | |
| | | | | | Postcode | | |

If there are more than 3 drivers, please continue on a separate sheet.

It is an offence to make a false statement in connection with this application

Continued....

SECTION F – APPLICANT (NEW PROPRIETOR) DECLARATION AND CAUTION

In making this application for the transfer of this private hire vehicle proprietors' licence, I confirm the following:

- (a) The information given in this application is true to the best of my knowledge.
- (b) I/We understand that it is a criminal offence to make a false statement or omit any material particular from this application or any submitted document.
- (c) If this application is successful, I will abide by the licence conditions and relevant legislation.
- (d) I understand that my licence can be suspended, revoked or may not be renewed, if I breach any of the licence conditions or relevant legislation.

Use of your information

The information Stoke-on-Trent City Council holds about you is used for the purpose of assessing your eligibility for a licence and for the administration of any licence issued to you in accordance with Local Government (Miscellaneous Provisions) Act 1976, Town Police Clauses Act 1847 and any other relevant legislation.

We may collect information about you from other sources in order to process your application. Your personal data may be passed to other authorities or agencies, including other council departments, benefits agencies and the police, where we have a statutory duty to do so or where we consider the disclosure is justified and it is allowed under the Data Protection Act 1998.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information see www.stoke.gov.uk/fraud.

| | | | | | | | | | | |
|------------------------------|-----|--|-------|--|--|------|--|--|--|--|
| Existing Proprietor (Signed) | | | | | | | | | | |
| | Day | | month | | | year | | | | |
| Date | | | | | | | | | | |
| New Proprietor (Signed) | | | | | | | | | | |
| | Day | | month | | | year | | | | |
| Date | | | | | | | | | | |

SECTION G – FOR OFFICE USE ONLY

| | | | | | |
|---------------|---|-------|------|-------------|--------------------------|
| | day | month | year | | |
| Date Received | | | | By | |
| Fee | | | | Receipt No. | |
| Have You | Received Old Licence (including counterparts) | | | | <input type="checkbox"/> |
| | Received Insurance | | | | <input type="checkbox"/> |
| | Updated MAU | | | | <input type="checkbox"/> |
| | Issued New Licence (including counterparts) | | | | <input type="checkbox"/> |

It is an offence to make a false statement in connection with this application