

## APPLICATION FOR A TRANSFER OF HACKNEY CARRIAGE/PRIVATE HIRE VEHICLE LICENCE

*All questions must be answered unless specified*

### BLOCK CAPITALS PLEASE

<b>FULL NAME</b>
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<b>ADDRESS</b> (Main Residential Address or, if Company, the Registered Office)
<b>POSTCODE</b>

Place where vehicle is normally kept when not in use (please state address in full).
IF VEHICLE IS KEPT AT MAIN RESIDENTIAL ADDRESS (AS ABOVE) TICK HERE <input type="checkbox"/>

Give name and address of person or company for whom you drive or intend to drive the licensed vehicle

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NOTE: In the case of an application for a Private Hire Vehicle Licence, you will also need a Private Hire Vehicle's Operator's Licence if you wish to conduct your own business. You need not apply for such a licence if it is your intention to work for a Private Hire firm which already holds a current Operator Licence issued by this Authority.

Registration No	Plate number
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Make	
Model	
Colour	
Date when vehicle first registered	

### M.O.T. Test Certificate

M.O.T. Number	
Date of Expiry	

### Insurance

Certificate No	
Company	
Date of Issue	
Expiry Date	

Is the vehicle subject of a current licence issued by another authority?

Yes		No	
If so, which authority?			

Fuel Type

Petrol		Diesel		Dual Fuel	
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Is the vehicle wheelchair accessible?

Yes		No	
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Do you have a wheelchair lift?

Yes		No	
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### IF APPLICABLE

Do you have a valid Meter Test Certificate?

Yes		No		N/A	
Issue Date					
Issued By					

Is there any other person involved in the renting, keeping, employment or letting of this vehicle?	Yes		No	
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**If yes please fill in each individual's details in the box below:**

Name	Main Residential Address	Telephone Number

I submit an application transfer fee for the sum of £\_\_\_\_\_ and note that if the application is refused the fee is **not refundable**.

I have read the conditions of licence issued by the Vale of Glamorgan Council which are applicable to a Hackney Carriage/Private Hire Vehicle Licences and in the event of a licence being transferred to me in respect of the vehicle I agree to comply with the said conditions.

Where applicable, I understand that I require a Private Hire Operator's Licence to take bookings unless I take bookings via a Private Hire firm which already holds a current Operator Licence issued by this authority

I declare to the best of my knowledge and belief the above information is correct. I understand that if I knowingly or recklessly make a false statement or omission in relation to this application, I render myself liable to prosecution and my Private Hire vehicle Licence may be suspended or revoked.

**I understand that in pursuance of the prevention or detection of crime, personal information may be released to Government Agencies such as the Benefits Agency, Inland Revenue and UK Border Agency.**

Signature		Print Name	
Tel No		Mobile	
Email address		Date	

If the application is made on behalf of a Limited Company, state position held with that company	
Tel No	

### NOTES

1. Return the completed application form and appropriate fee together with your vehicle insurance certificate, vehicle registration document and current M.O.T certificate to the Licensing Department, Civic Offices, Holton Road, Barry. CF63 4RU.
2. Opening Times:- Mon-Thurs 08.45 – 16.30; Fri 08.45 – 16.00.
3. Applicants will be required to submit copies of relevant documents, e.g. insurance, as and when required.
4. The vehicle plate must be returned when the licence expires or is suspended or revoked.
5. Any queries please contact the Licensing Section on (01446) 709105 or alternatively email [Licensing@valeofglamorgan.gov.uk](mailto:Licensing@valeofglamorgan.gov.uk).