

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

**BLOCK CAPITALS PLEASE**

Full Name
Address of (Main Residential Address, or if Limited Company Registered Office)
Postcode
Registration No

OFFICE USE ONLY			
Date Application Received		Officers Initials	
Insurance Examined	YES	TBP	
Reg. Document Examined	YES	TBP	
M.O.T Examined	YES	TBP	
Fee	£	Receipt No	
Date Transfer Granted			
Licence Expiry Date			
Window Licence & Conditions Issued By		Updated by	

**The applicant is asked to give the following information**

1. Names and addresses of persons or company concerned in the keeping, employment or letting on hire of the vehicle. (i.e. company from whom the radio is rented).

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2. Make, type and c.c. of vehicle

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3. Date when vehicle was first registered

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4. Plate number

HC/PH
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5. Classification of Vehicle (please tick)

Prestige 1	Prestige 2	Class 3	
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6. Particulars of M.O.T. Test Certificate

M.O.T. Number	
Date of Expiry	

7. Particulars of vehicle insurance

Certificate No.	
Date of Issue	
Company	
Date of Expiry	

(NOTE : It will be necessary for the applicant to produce insurance documents sufficient to satisfy the Council that the vehicle is insured for use as a Private Hire Vehicle. Notwithstanding this, and at the time the vehicle is inspected, a certificate of insurance or cover note must be produced sufficient to satisfy the requirements of part VI of the Road Traffic Act 1972).

8. Place where vehicle is normally kept when not in use

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9. Is the vehicle subject of a current Vehicle Licence issued by another authority

YES		NO	
If so which authority?			

I enclose an application transfer fee for the sum of £\_\_\_\_\_ made payable to the Vale of Glamorgan Council and note that if the application is refused the fee is **not returnable**.

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.

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, I render myself liable to prosecution and my Private Hire/Hackney Carriage 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 and the Inland Revenue.**

Signature	
Tel No	
Mobile No	
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. The vehicle plate must be returned when the licence expires or is suspended or revoked.
3. The form must be returned to the Director of Legal and Regulatory Services, Civic Offices, Holton Road, Barry CF63 4RU. All cheques should be made payable to the Vale of Glamorgan Council.

Private Hire

In the case of 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.