



Notification of Vehicle Licence Transfer

Local Government (Miscellaneous Provisions) Act 1976

Please note this form will NOT be processed unless ALL sections below are completed

Part 1 – should be completed with current owner details

Part 2 – should be completed with new owner details

Plate number	HC / PH (delete as applicable)	Vehicle make and model	
Licence expiry date		Registration number	

Part 1 –

1.1 Current Owner/Seller Details

Full Name			
Address			
Landline number		Mobile number	
Email address			

1.2 Current Owner/Seller (if Company)

Company name			
Contact person			
Position in company			
Company address			
Landline number		Mobile number	
Email address			

**Part 2 –
2.1 New Owner/Buyer Details**

Full Name			
Address			
Landline number		Mobile number	
Email address			

2.2 New Owner/Buyer (if Company)

Company name			
Contact person			
Position in company			
Company address			
Landline number		Mobile number	
Email address			

2.3 Interested Parties

Any person connected to the vehicle, including the driver and anyone hiring the vehicle must be listed here. Add additional pages if necessary.

Name(s) & Address(es)	
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2.4 Place where vehicle is normally kept when not in use (please state address in full)

(Please state “as above” if it is the same as the licence holder address)	
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2.5 Is the vehicle currently licensed by another authority?

Yes <input type="checkbox"/> No <input type="checkbox"/> If so, which authority?

2.6 Private Hire Operator

Do you work with a Private Hire Operator?

Yes No

If you answered yes to the above, give the name and address of the operator for whom you drive or intend to drive the licensed vehicle (if private hire)

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CHECKLIST OF DOCUMENTS

- Completed Application Form.
- A current certificate of insurance, in the name of the buyer.
- Bill of sale **or** the V5 new keeper slip confirming the transaction.
- Original paper licence returned or 'lost licence declaration form' if applicable.

Please note that there is no fee requirement in relation to this application.

The completed application form and accompanying documentation must be submitted via email to licensing@valeofglamorgan.gov.uk

Declaration

I have read the conditions of licence issued by The Vale of Glamorgan Council which are applicable to 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 in relation to this application, I render myself liable to prosecution and my 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 HMRC, DWP and the UK Border Agency.

I understand that the updated V5 document reflecting the new keeper details must be supplied upon the next vehicle renewal.

Both the current and new owner must sign and date this section.

Current Owner/Seller (please sign)		Date	
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New Owner/Buyer (please sign)		Date	
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Mae'r ffurflen hon hefyd ar gael yn Gymraeg / This form is also available in Welsh

Data Protection Act 2018 and Privacy Notice

With regard to the Data Protection Act 2018, the Council has a duty to protect the public funds it administers, and to this end may use the information that you provided in respect of your licensing application and the data held within the authority for the prevention and detection of fraud. Where required, it may also share this information with other bodies administering public funds and other organisations solely for these purposes. Under Article 6(1)(e) of the GDPR, we are permitted to use data for our tasks.

Any data supplied by you on this form will be processed in accordance with Data Protection Act requirements and in supplying it you consent to the Council processing the data for the purpose for which it is supplied. All personal information provided will be treated in the strictest confidence and will only be used by the Council or disclosed to others for a purpose permitted by law. Visit [www.valeofglamorgan.gov.uk](https://www.valeofglamorgan.gov.uk/Documents/Working/Public-Notices/Fair-Processing-Notice-Licensing.pdf), <https://www.valeofglamorgan.gov.uk/Documents/Working/Public-Notices/Fair-Processing-Notice-Licensing.pdf>



Bill of Sale

Please Note: A Bill of Sale can only be accepted once. You are reminded that on no account will a Bill of Sale be accepted instead of the logbook (V5) on more than one occasion.

Full Name of Seller	
Full Address of Seller	

*Vehicle Plate Number	
*Vehicle Registration Number	
*Make of Vehicle	
*Model of Vehicle	
*Colour of Vehicle	
Engine Number	
Chassis Number	
Vehicle details marked with an Asterisk * MUST be completed	

Date of Sale	
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Full Name of Purchaser	
Full Address of Purchaser	
Signature of Seller	
Date	

Signature of Purchaser	
Date	



Lost Licence Declaration

Name:

Address:
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HACKNEY CARRIAGE/PRIVATE HIRE PLATE NO:

I declare that I have lost the A4 paper licence for the above vehicle plate.

Signature:

Print Name:

Date: