

**Contact Details**

Licensing  
Hanley Town Hall  
Albion Street  
ST1 1QL  
01782232774  
[hcp.licensing@stoke.gov.uk](mailto:hcp.licensing@stoke.gov.uk)

## Change of Name &/or Address (Vehicle/Driver/Operator)

Complete this form in full and make an appointment at Licensing by calling 01782 232774 or emailing [hcp.licensing@stoke.gov.uk](mailto:hcp.licensing@stoke.gov.uk) and we will call you back

Bring the following to your appointment:

- Paper drivers licences (Part A, Part B and Part C)
- Paper vehicle licences (Part A and Part B if applicable)
- Paper Operators licences (Part A and Part B if applicable)
- Official Confirmation of Name Change (from solicitor if changed by deed poll)
- Fee £10.50

This must be submitted within 7 days of the change

Existing Details											
Applicants Current Name											
Date of Birth	d	d	m	m	y	y	E-mail				
Tel No.											
Are you a:	a) Licensed Private Hire Operator	<input type="checkbox"/>	<b>Please ✓all that apply</b>								
	b) Licensed Vehicle Proprietor	<input type="checkbox"/>									
	c) Licensed Vehicle Driver	<input type="checkbox"/>									
If a) Please give name of company											
If b) Please give vehicle details	HC	<input type="checkbox"/>	PH	<input type="checkbox"/>	Lic No.						
If c) Please give badge number											
Change of Address											
As from (date)	d	d	m	m	y	y	My New Address will be:				
							Post Code				
My Old Address was:											
							Post Code				

## Change of Name

My Name changed from (Date):	d	d	m	m	y	y
My New Name is:						

## Declaration

**I confirm that to the best of my knowledge the information I have given is true and correct and I understand that it is a criminal offence to make a false statement or omit any material particular from this document.**

Signed		Date	d	d	m	m	y	y
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## 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 this information. 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.

**If you do not give us permission to do this, tick this box.**

(Please be aware that even if you do not give us permission, we may still disclose the information where we consider the disclosure is justified and it is allowed under the Data Protection Act 1998.)

## FOR OFFICE USE ONLY

Date Received		By	
Updated PRU	<input type="checkbox"/>		
Updated MAU	<input type="checkbox"/>		
Issued New Licences	<input type="checkbox"/>		