



Contact Details
 Licensing
 Hanley Town Hall
 Albion Street
 ST1 1QL
 01782232774
hcp.licensing@stoke.gov.uk

Private Hire Vehicle Proprietor Transfer Application

For Office Use Flare No							
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SECTION 48 & 49 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT, 1976

This form must be submitted to Licensing within 14 days of the change
 Complete this form in full and make an appointment at Licensing by calling 01782 232774
 or [e-mailinghcp.licensing@stoke.gov.uk](mailto:hcp.licensing@stoke.gov.uk) and we will call you back

Bring the following to your appointment:

- Valid insurance certificate for private hire use or cover note including hire agreement where applicable
- Part A And Part B Of Your Private Hire Vehicle Licence
- Fee of £50.00
- V5 Log book or log book slip* in the name of the licensee (*full V5 must be provided within six weeks of issue of licence)

SECTION A – THE VEHICLE

Registration									Licence Plate no.	PH
Current MOT Serial No									Expiry Date	

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
Access for a passenger seated in a wheelchair							yes	<input type="checkbox"/>			no	<input type="checkbox"/>	
More information about disabled access which will be published on-line:													

*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 will need to submit a schedule detailing the vehicles covered.
4. If you submit self-drive or contract hire insurance a hire agreement must be provided.

Policy Holder													
Company							Broker						
Policy/Cover Note Number													
Start Date	d	d	m	m	y	y	Date To	d	d	m	m	y	y

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/Details of Transfer

Full Name or Company											
Date of Birth	d	d	m	m	y	y					
Address											
								Postcode			
Tel											
Mobile No											
Email											
Are you the sole proprietor?		<input type="checkbox"/> YES			<input type="checkbox"/> NO						
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											
Date of Transfer	d	d	m	m	y	y	Time of Transfer	h	h	m	m
Signed											
Date	d	d	m	m	y	y					

New Proprietor 1

Full Name or Company											
Date of Birth	d	d	m	m	y	y	<i>If applicable</i>				
Address											
								Postcode			
Tel											
Mobile No											
Email											

New Proprietor 2											
Full Name											
Date of Birth	d	d	m	m	y	y	<i>If applicable</i>				
Address											
								Postcode			
Tel											
Mobile No											
Email											

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 issued by Stoke City Council to drive licensed vehicles.
3. Each driver must be named on the insurance policy except where a fleet policy is in force.

Driver 1

Full Name							
Date of Birth	d	d	m	m	y	y	
Address							
							Postcode
Tel							
Mobile No							
Email							

Driver 2

Full Name							
Date of Birth	d	d	m	m	y	y	
Address							
							Postcode
Tel							
Mobile No							
Email							

Driver 3

Full Name							
Date of Birth	d	d	m	m	y	y	
Address							
							Postcode
Tel							
Mobile No							
Email							

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

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.
- (e) I/We have the **RIGHT TO WORK** in the United Kingdom

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 (Signature)							
Date	d	d	m	m	y	y	
New Proprietor 1 (Signature)							
Date	d	d	m	m	y	y	
Part Proprietor 2 (Signature)							
Date	d	d	m	m	y	y	

SECTION G – FOR OFFICE USE ONLY

Date Submitted		Officers Initials	
Insurance checked against form (including hire agreement where applicable)?	<input type="checkbox"/>	Log book photocopied and scanned to file	<input type="checkbox"/>
		Slip – Set ACL for 6 weeks	<input type="checkbox"/>
Operators signature checked	<input type="checkbox"/>	Submitted within 14 days of the change	<input type="checkbox"/>
Check for outstanding actions	<input type="checkbox"/>	Update Existing MAU and Lic issued	<input type="checkbox"/>

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