

Private hire vehicle (transfer)

Local Government (Miscellaneous Provisions) Act 1976



Application for transfer of a private hire vehicle licence

Please tick appropriate box

Temporary vehicle (insurance company)

Transfer vehicle to another vehicle (1 year)

Transfer vehicle to another vehicle (remainder of plate)

Transfer vehicle licence to another person

Change of registration number

Vehicle must be less than 5 years old from date of first registration (If the application is for transfer of a vehicle licence to another person only or for change of registration number the 5 year rule will not apply). (Wheelchair accessible vehicles are exempt from the Age Policy. Specialist vehicles e.g. purpose built hackney carriage, Rolls Royce, stretched limousines etc. may also be exempt from the age policy at the discretion of the Licensing Officers)

Applicant details			
Full Name			
Home Address			
Home Tel No		Mobile Tel No	
Email Address			

Current vehicle details (Not to be completed if transfer of vehicle to another person only)			
Make:	Model:	Colour:	
Reg No.:	Date of first reg:	Plate No:	
Engine Capacity (cc):	Seating capacity (excl. driver):		
Licence expiry date:			

New vehicle details (Not to be completed if transfer of vehicle to another person only)			
Make:	Model:	Colour:	
Reg No.:	Date of first reg:	Plate No:	
Engine Capacity (cc):	Seating capacity (excl. driver):		
Purchase Date:			

Additional vehicle details	
Address where vehicle is normally kept when not in use as a Private Hire Vehicle	
Name of Operator you will be taking the bookings from	

Has there been any alteration to the lettering on the body, or signage (whether fixed or not)?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, please give details			
To your knowledge has the vehicle ever been involved in any accidents or collisions?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, please give full details with dates and details of any repair works carried out.			
Is the vehicle wheelchair accessible?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
<i>Please refer to Sections 5.3 and 5.4 of the Council's Hackney Carriage and Private Hire Policy 2018 for the criteria for Wheelchair Accessible Vehicles</i>			
To your knowledge has the vehicle been the subject of a successful prosecution for an offence involving a mechanical, electrical or other defect of any nature?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES please give details below			
Name	Date of Conviction	Court	Sentence

Insurance	
Name and address of Company insuring vehicle	
Insurance Policy Number	
Is the vehicle insured for “full passenger liability” in its use as a Private Hire Vehicle?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Only complete this section if transfer of vehicle to another person			
Vehicle Registration	Vehicle Make	Vehicle Model	Licence Plate No.

I declare that I am the current licence holder for the above vehicles and will be transferring them to the person named in the applicant details section. I will therefore be relinquishing all responsibility for the vehicles and any conditions attached to them to the new applicant:	
Signed: <i>(current licence holder)</i>	Dated:

Current licence holder details (only to be completed if transfer of vehicle to another person)			
Full Name			
Home Address			
Business Address			
Home Tel. No.		Mobile Tel. No.	
Business Tel. No			
Email Address			

Declaration

Caution: You are warned that making an untrue statement for the purposes of obtaining a private hire vehicle licence is an offence.

I, the undersigned hereby apply for a transfer of a Private Hire Vehicle Licence in respect of the vehicles described above, and if the same is granted, I undertake to comply with the Acts, Byelaws, Regulations and Conditions relating thereto and for the time being in force.

I further agree that if I, or my employees, infringe or neglect to comply with any of the conditions, Acts or Byelaws subject to which the Licence is issued or held, the same shall be liable to be revoked by the Council.

I declare that my answers to all the questions on this form and all the particulars entered on the form are true and that I have not withheld any relevant information. I also agree to be bound by the Council's Policy, legislation, guidance and bylaws.

I agree that I have read and understood the Council's Hackney Carriage and Private Hire Policy
(please tick box)

Signed:

Dated:

Notes

This application will not be considered unless accompanied by the following:-

- the fee
- valid insurance document
- valid MOT certificate *(unless the vehicle is less than 1 year old from date of registration)*
- V5 document
- LOLER and weight test certificate *(Wheelchair accessible vehicle only)*
(MOT & LOLER certificate will not be required if application is for a transfer of vehicle to another person only)

I understand that I will not be permitted to use this transfer vehicle for hire or reward until such time as I have been granted a transfer of the private hire vehicle licence. If I am found to be using an unlicensed vehicle prior to receipt of my licence I understand that I will be committing an offence and if found guilty of this will be liable to prosecution.

Your completed application form, fee and supporting documentation should be returned to:

Environmental and Regulatory Services
West Oxfordshire District Council
Town Centre Shop
3 Welch Way
Witney Oxon
OX28 6JH

Data Protection Statement

We will only use your personal information gathered for the specific purposes of your application. We will not give information about you to anyone else or use information about you for any other purpose, unless the law allows us to. Further privacy information can be found on our website.

For further information please visit our website www.westoxon.gov.uk