

**Notification of  
Change of Ownership  
of a Hackney Carriage or  
Private Hire Vehicle**

Environmental Services  
Licensing Unit  
Phone: (01386) 565016

Web: [www.wychavon.gov.uk](http://www.wychavon.gov.uk)  
Email: [environmentalhealth@wychavon.gov.uk](mailto:environmentalhealth@wychavon.gov.uk)



**VEHICLE DETAILS**

Licence Plate No.	<input type="text"/>	Expiry Date	<input type="text"/>
Make & Model	<input type="text"/>		
Registration Number	<input type="text"/>		

**LICENCE HOLDER'S DETAILS**

Full name	<input type="text"/>
Address	<input type="text"/>
	Postcode

I have transferred ownership of the above licensed vehicle on\* ..... to the person(s) named below.

\*Notification must be made within 14 days of the transfer

Usual Signature	Date
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**NEW OWNER'S DETAILS**

Full name	<input type="text"/>
Address	<input type="text"/>
	Postcode
Day time telephone No(s)	<input type="text"/>

Continued over

Are you the sole proprietor of the vehicle (see note (a) below)

Yes

No

If No, give names and addresses of other persons having an interest in the vehicle

### DECLARATION

I am the \*sole/\*joint proprietor of the above licensed \*hackney carriage/\*private hire vehicle and I request the Council to transfer the unexpired portion of the licence to me (\*and to the other person(s) name above.

The above statement made by me is true.

\*delete as appropriate

Usual Signature	Date
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**Proof of insurance for public hire/private hire use must be provided and the transfer fee paid before the licence can be transferred.**

### NOTES

- a) Proprietor means any owner or part-owner of the vehicle or the person having possession of the vehicle under the terms of a hire purchase agreement. The applicant must give the names and addresses of any other proprietors of the vehicle.
- b) The council is not obliged to grant a licence to the new proprietor when the current licence expires.

**Please return with proof of insurance and transfer fee to:**

Licensing Unit, Commercial Team  
Environmental Services Department  
Wychavon District Council  
Civic Centre, Queen Elizabeth Drive  
Persore, Worcestershire WR10 1PT

*Note: We are under a duty to protect the public funds we administer and to this end may use the information you have provided on this form within this Council for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.*

### FOR OFFICE USE:

Date received

Fee Paid

Insurance type

Public Hire

Private Hire

Expiry date