



ST HELENS
BOROUGH COUNCIL

Transfer Notification Hackney Carriage/ Private Hire Vehicles

This form must be completed and returned to Licensing and Land Charges, together with the following:

- (a) The appropriate fee
- (b) A valid insurance certificate and evidence of road tax for the appropriate use of the vehicle

Note: Only licensed drivers can be insured to drive a private hire vehicle.

- (c) The vehicle registration document

Note: If the registration document is not currently in the name of one of the proposed proprietors you can still make this application. You will be given a notice requiring you to produce the amended registration document when it is returned from DVLA. The vehicle registration document should only contain names that appear on the hackney or private hire vehicle license.

- (d) The existing Hackney or Private Hire Vehicle Licence document as issued to the existing proprietor and the copy of the private hire licence lodged with the operator.

This notice must be submitted to the Licensing Unit within fourteen days of the transfer taking place. If the existing proprietor(s) fails to give proper notification he/she could face prosecution under the provisions of the Local Government Miscellaneous Provisions (Act 1976).

THE VEHICLE

Licence plate No:

Registration No:

Hackney/Private Hire:

Make of Vehicle:

Model:

Colour:

Current Proprietors:

.....

.....

DECLARATION BY EXISTING PROPRIETOR(S)

I/We the undersigned being the (current proprietors) of Hackney Carriage/Private Hire Vehicle

PH/HC:

Registration No:

agree to the transfer of the licence to:

Current proprietors:

Signed (1):.....Date:

Signed (2):.....Date:

Signed (3):.....Date:

THE NEW PROPRIETOR(S)

Please give below details of **all** persons who wish to be named on the new licence (the first named will be the person to whom all correspondence is sent):

Proprietor 1

Full name:

Address:.....

Telephone:.....

Date of Birth:

List all 'unspent' convictions (motoring or criminal) or 'live' motoring offences.
Write **nil** if not applicable - do not leave blank.

Date of Conviction	Court	Offence	Sentence

Are there any court cases pending against you? **YES/NO**

If YES give date of Hearing and Name of Court:

Proprietor 2

Full name:

Address:.....

Telephone:.....

Date of Birth:

List all 'unspent' convictions (motoring or criminal) or 'live' motoring offences.
Write **nil** if not applicable - do not leave blank.

Date of Conviction	Court	Offence	Sentence

Are there any court cases pending against you? **YES/NO**

If YES give date of Hearing and Name of Court:

Proprietor 3

Full name:

Address:.....

Telephone:.....

Date of Birth:

List all 'unspent' convictions (motoring or criminal) or 'live' motoring offences.
Write **nil** if not applicable - do not leave blank.

Date of Conviction	Court	Offence	Sentence

Are there any court cases pending against you? **YES/NO**

If YES give date of Hearing and Name of Court:

PRIVACY POLICY

Here at St. Helens Council we take your privacy seriously. We will only use your personal information to administer your application and provide the products and services you have requested from us.

From time to time we may need to contact you with details of the service or information we require from you and we will do this using the contact information you provided on your application form. This can either be by post, email, telephone or text message.

The Council has a duty to protect the public and we implement a number of security measures to maintain the safety of your personal information. Please be aware however that the information you provide on this application may be shared with other public bodies where required, such as Council Departments and Government Services, which may be used for the prevention of fraud or other serious offences.

If you require a copy of the data we hold or believe it to be inaccurate please contact the Council's Data Protection Officer by email on dataprotection@sthelens.gov.uk.

Any further information held by the Council about individuals will be held securely and in compliance with the law. Information will not be held for longer than required and will be disposed of securely. Further information regarding retention periods is available on the Council's website at <https://www.sthelens.gov.uk/Licensing>.

DECLARATION

*delete as appropriate

I/We the undersigned give notice that we wish to become proprietors of Hackney Private Hire Vehicle:

HC/PH Plate No:..... , Registration No:

I/We undertake to use the vehicle in accordance with the licence condition and relevant legislation.

I/We understand that Licensing must be notified within 7 days if any licence holder is convicted for any offence.

I/We undertake to maintain relevant motor insurance and road tax for the vehicle at all times the licence is in force.

The vehicle is to be operated under the Private Hire Operators Licence held by:

.....

Signed (1):..... Date:

Print name:

Signed (2):..... Date:

Print name:

Signed (3):..... Date:

Print name:

For office use only

Date received	Amount £	Receipt No.	Licence No.
Signed:..... Date:			
Position:			
Print name:			

Completed application forms should be returned together with the appropriate fee to:

Licensing and Land Charges

Wesley House, Corporation Street, St.Helens WA10 1HF

Email: taxilicensing@sthelens.gov.uk