

 GUILDFORD B O R O U G H	NOTIFICATION TO TRANSFER A VEHICLE LICENCE Town Police Clauses Act 1847 Local Government (Miscellaneous Provisions) Act 1976	
Vehicle Licence Number:	PHV / HCV	

This form must be FULLY completed in BLOCK CAPITALS and returned with supporting documents (listed in the checklist at the end of this form) to the Council offices at Millmead House, or scanned and sent by email to: regulatoryservices@guildford.gov.uk. Incomplete applications will not be accepted. If you have any questions relating to this process, please refer to the Council's Licensing Policy (available at www.guildford.gov.uk/taxi) or contact the Licensing Office.

APPLICANT DETAILS

Person taking over possession and control of the vehicle who will be considered the Proprietor of the Private Hire Vehicle Licence, unless otherwise stated. The applicant must be the owner, or one of the owners, of the vehicle as shown on the registration document, bill of sale and on any HP or lease agreement.

Company Name			
Title		Full Name	
Date of Birth		Place of Birth	
National Insurance Number		Nationality	
Email Address			
Home Phone Number		Mobile Number	
Current Home Address incl. postcode			

DECLARATION OF TRANSFER – CURRENT LICENCE HOLDER ONLY

I, the <u>existing</u> proprietor of this vehicle, hereby transfer vehicle licence number HCV/PHV _____ to the above applicant	Effective from (Date)	
Full name		
Signature		Date

OTHER PERSONS WITH AN INTEREST IN THE VEHICLE

Please list details of all other proprietors or persons with an interest in the vehicle, including other person concerned in the keeping, employing or letting to hire of the vehicle.

No Proprietors	
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Proprietor 1			
Full Name			
Date of Birth		Place of Birth	
National Insurance Number		Nationality	
Email Address			
Home Phone Number		Mobile Number	
Address			

VEHICLE DETAILS

Registration Number		Date of First Registration	
Manufacturer		Model	
Body Style		Engine Size and Fuel	
Colour		Meter Make	
Number of Seats (excluding driver)		Wheelchair Access	
Insurance Provider		Date of next MOT	
Please detail where the vehicle is to be kept when not in use as a Private Hire Vehicle			

DRIVER DETAILS

Please list all drivers of the vehicle. Once licensed, the vehicle may only be driven by a driver holding a Private Hire or Hackney Carriage Driver's licence issued by Guildford Borough Council, even when off duty.

Driver Name		Licence Number	
Driver Name		Licence Number	
Driver Name		Licence Number	
Driver Name		Licence Number	

OPERATOR AND USE DETAILS

List all licensed Operators controlling the vehicle

No Operator			
Operator Name		Licence Number	PHO
Operator Name		Licence Number	PHO
Operator Name		Licence Number	PHO
Operator Name		Licence Number	PHO

DECLARATION

I HEREBY make an application to Guildford Borough Council for the grant of a Vehicle licence subject to the Statutes, Regulations, Policies, Byelaws and Conditions relating to the same for the time being in force.

I declare that I have checked the information on this application and to the best of my knowledge and belief, it is correct. I understand that it is an offence for any person to knowingly or recklessly make a false statement or to omit material information for which I could be prosecuted, and any licence issued suspended or revoked.

I declare that I have supplied all the appropriate supporting documentation listed in the checklist below, and I am aware that if any of the information supplied on this application should change, I need to inform the Council in writing and pay the fee for amending the licence, if applicable.

I understand that I must undertake to comply with the legislation, byelaws, policy, code of conduct, and conditions of licence as are now, or may hereafter be in force, for regulating hackney carriage or private hire business and drivers within the said Borough.

I confirm that the vehicle to be licensed is and will not be licensed with any other council for the duration of the licence.

Signature of applicant:		Date:	
Signature of other proprietor 1:		Date:	

The information you provide on this form will be used by Guildford Borough Council for licensing purposes. We may share your information and make any other necessary enquiries regarding your application with other departments and statutory organisations in relation to the application. Your personal information will be processed in line with Data Protection legislation and we will not disclose information about you to anyone outside the Council unless the law permits or requires us to.

The Council is under a duty to protect the public funds it administers and to assist other agencies in the prevention and detection of crime. We may use the information provided on this form for this purpose, and share this information with other bodies responsible for auditing or administering public funds.

Under Section 51(3) Local Government (Miscellaneous Provisions) Act 1976, the local authority is required to maintain a register of private hire vehicle licences, including the following details which are available for inspection by members of the public: The name of the person to whom it is granted; the date on which and the period for which it is granted; if the licence has a serial number, that number. As Guildford Borough Council issues dual Hackney Carriage and Private Hire Licences, the above applies to both.

We will retain your data for as long as it is required for our administrative use, after which it will be securely disposed of.

If you believe the data we process on you is incorrect you may request to see this information and, if necessary have it corrected or deleted. If you wish to raise a complaint you can contact our Data Protection Officer at the address below. If you believe we are not processing your data lawfully you can complain to the Information Commissioner’s Office (<https://ico.org.uk/>). Further details are available on our website - <https://www.guildford.gov.uk/dataprotection>, or from the Information Rights Officer, Guildford Borough Council, Millmead House, Millmead, Guildford, GU2 4BB (email: foi@guildford.gov.uk).

APPLICANTS CHECKLIST

Your application will not be accepted without all appropriate documentation:

Required Document		Check Box
TRANSFER APPLICATION	V5C Registration document <i>Must be in the name of the applicant or proprietor</i>	
	Current insurance certificate covering private hire work <i>Must Cover the start date of your licence</i>	
	Bill of sale or proof of purchase <i>Receipt of purchase of the Vehicle</i> <i>Signed by buyer and seller</i>	
	HPI Report if the vehicle is being licensed for the first time and the vehicle has had a previous owner <i>Must be a complete report</i>	
	Right to work document <i>if not a licensed driver with GBC, including proprietors</i>	