



Elmbridge Borough Council

... bridging the communities ...

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**Town Police Clauses Act 1847
Local Government (Miscellaneous Provisions) Act 1976**

Application to Transfer Hackney Carriage/ Private Hire Vehicle Licence

This application form should be used when transferring an existing vehicle licence from one individual/company/partnership to another.

Please note: The consent of both parties is required to transfer the licence. You are required to surrender the current licence document when submitting this form.

Applications submitted without the current document will be rejected.

Please answer all questions on this form and complete in **BLOCK CAPITALS**.

Vehicle Licence No':	HCV:_____ or PHV:_____
Vehicle Registration No':	
Current Licence Holder Name:	
Current Licence Holder Address:	
Current Licence Holder daytime telephone No':	
Date of Expiry of Existing Licence:	

Applicant

Proposed Licence Holder Name:	
Proposed Licence Holder Address:	
Address where vehicle is kept overnight (is different from above):	

Daytime Telephone No':	
Email Address:	

The Council is under a duty to protect public funds and may use the information you provide in 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.elmbridge.gov.uk/nfi or contact the Internal Audit Manager on 01372 474106 or internalaudit@elmbridge.gov.uk

Statement of Applicant:

I wish to transfer the above licence from the above named individual / company / partnership (delete as appropriate) with effect from _____(see note 1)

I agree to pay an administration fee as levied by the Council in respect of this application. We will accept payment by credit/debit card (by phone or in person) or cheque payable to "Elmbridge Borough Council".

Name of Applicant: _____

Signature of Applicant (or authorised company representative):

Date: _____

Statement of Existing Licence Holder:

I/we the holder of the above licence give consent for the licence to be transferred to the individual / partnership / company (delete as appropriate) named above.

Name of current licence holder: _____

Signature of current licence holder: _____

Date: _____

Note 1

A minimum of 10 working days notice should be given for transfers to have effect.

Note 2

Upon submitting this form the applicant must produce a valid certificate of insurance for the vehicle for a minimum period of 30 days from the date of application.