



Ring 01213847418 to book  
Compliance (Council) test

Receipt No:  
.....  
**£157.00**  
Income Code  
I91130 C05027 9129

### Application for CHANGE OF VEHICLE ON PLATE (INSURANCE)

**Applicant Surname (MR.MRS.MISS.MS)** .....Maiden Name.....

**All Forenames**..... Previous Surnames/Aliases.....

Date of Birth..... Place of Birth..... Sex M/F

Present Address.....

..... Post Code.....

Telephone Number: Business.....Home.....

Mobile..... E-mail.....

**Insurance/Veh Rental Company Name** .....

Co Address.....

..... Post Code.....

Telephone Number: Business.....

**Registration number of the vehicle the plate is being transferred from**.....

**Particulars of NEW Vehicle NAME ON REGISTRATION DOCUMENT**

MAKE \_\_\_\_\_ REGISTRATION NO. \_\_\_\_\_

MODEL \_\_\_\_\_ PLATE NO. \_\_\_\_\_

TYPE OF BODY \_\_\_\_\_ ENGINE CAPACITY \_\_\_\_\_

COLOUR(S) \_\_\_\_\_ FUEL (PETROL/DIESEL) \_\_\_\_\_

NO. OF SEATS (excl driver) \_\_\_\_\_ CHASSIS/BODY NO. \_\_\_\_\_

DATE 1<sup>ST</sup> REGISTRATION \_\_\_\_\_ ENGINE NO. \_\_\_\_\_

Does the vehicle have a meter fitted? **YES/NO**

Make:..... Model:.....

Address at which vehicle will be kept (if different from applicant) .....

..... ON ROAD/OFF ROAD

Insurance Company.....

Insurance Valid From..... To.....

Persons covered to drive with limitations (if any) ie. Age restriction, insured only

.....

Comp/Third Party Fire & Theft.....Hackney/Private Hire Cover.....

If the vehicle wheelchair accessible.....**YES/NO**

Where is the Fire Extinguisher kept?.....

Is the vehicle to be used to undertake Social Service/Education Dept contract? **YES/NO**

If YES, state type of contract.....

Name and address of proprietor of the vehicle (if different from applicant) .....

.....

**NAME, ADDRESS AND BADGE NO.** of all persons who will be driving

.....

.....

**Name and address of Company/Group for whom vehicle will operate**.....

.....

**Signature of Operator**.....

I certify that the above answers are true and understand that if there are any omissions or false statements, my application will be refused or if a licence has been issued, it will be liable to immediate suspension or revocation.

I understand that any licence issued to me is subject to the provisions of the Town Police Clauses Act 1847, the Local Government (Miscellaneous Provisions) Act 1976 and any conditions and byelaws that may be in force from time to time within the Licensing authority. I further understand that any vehicle licence plate issued to me will remain in the ownership of Herefordshire Council.

I enclose the following:

1. Certificate of Insurance
2. Registration Document (V5)
3. Certificate of Compliance/Vehicle Inspection Certificate (Issued by Council Testing depot)
4. Compliance Checklist (Issued by Council Testing depot)
5. CCTV Installation Certificate

**I certify that I have received, read and understood the conditions in relation to the transfer of a hackney carriage/private hire vehicle licence and agree that information in relation to my application may be shared with other directorates within Herefordshire Council.**

Signature.....Date.....

Signature (2<sup>nd</sup> licence holder if applicable) .....Date.....

**Data Protection**

This policy covers the treatment of personal data that Herefordshire Council may collect when you e-mail us, complete an application form, or when you complete and submit an online form on our web site. When completing forms you may be asked for personal information such as name, address, postcode etc. It is only when you supply this type of information that you can be personally identified. Herefordshire Council is registered with the Data Protection Act 1998 for the purpose of processing personal data in the performance of its legitimate business. Any information held by the Council will be processed in compliance with the principles set out in the Act. Where necessary we may share this personal data with partner organisations for the protection of public funds administered which may include the prevention or detection of fraud and auditing purposes.

Further information relating to the Data Protection Act 1998 can be sent to you on request. If you have concerns about the processing of your personal data by the Council you may contact the Council's Data Protection Officer:

Data Protection Officer, County Secretary and Solicitor, Herefordshire Council  
Plough Lane  
Hereford HR4 0LE