

**Application for a Hackney Carriage
Or Private Hire Vehicle Licence Transfer**



Elections and Regulatory Services

Taxi and Private Hire Licensing

225 York Road

Leeds LS9 7RY

Tel: 0113 3781570

taxiprivat hire.licensing@leeds.gov.uk

1st Applicant

Hire Company
Your name.....
Address
..... Post Code
Email address
.....
Tel. No..... D.O.B

Vehicle Registration No:
Date of first registration:
Plate number

2nd Applicant (If applicable)

Your name.....
Address
..... Post Code
Email address
.....
Tel. No..... D.O.B

I/We being the owner(s) of a mechanically propelled vehicle constructed to carry persons, do hereby apply for such vehicle to be licensed as a Hackney Carriage or Private Hire Vehicle (delete).
Applicant 1:
Date:
Applicant 2:
Date:

Name of Operator or Association

.....

To apply to transfer an existing vehicle licence complete this form and email it to taxiprivat hire.licensing@leeds.gov.uk **together with** copies of the following documents:

1. New certificate of insurance in the name of the above applicant
2. New registration document (V5) in the name of applicant, **or** the DVLA Transfer slip **and** a bill of sale
3. Current MoT certificate (if required)

A Licensing Officer will contact the applicant by telephone or email to take payment. A further email will be sent giving an appointment time for the inspection of the vehicle, if this is required.

When the transfer process has been completed a copy licence will be emailed to the 1st applicant and the new licence posted to the 1st applicants address.

PRIVACY NOTICE

The Council's corporate privacy notice, which includes details of the authority's Data Protection Officer and your Information Rights is available at: <https://www.leeds.gov.uk/privacy-statement/privacy-notice>