

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

taxiprivatehire.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 bring to the offices of Taxi & Private Hire Licensing, between 9 am and 12 noon, Monday to Friday, **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)
4. Vehicle disc

An inspection of the vehicle may be required, if so an appointment will be made at that time.

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>

TPHL/07/24

FOR OFFICIAL USE ONLY

PLATE NO

VEHICLE DETAILS

Registration Mark **Date 1st Registered**.....

Make **Model**

Engine Capacitycc **Fuel Type.** Diesel /Petrol/ LPG / Full Electric/ Petrol Hybrid/ Diesel Hybrid

Type of Body Hatch/ Saloon/ Estate/ MPV/ Bus **No Seats** **Colour**

Approved vehicle Yes / No **Number of Wheelchairs if Applicable**

INSURANCE DETAILS

INSURED BY

Cert of Ins. / Cover Note No.....

INSURED FROM/...../..... **TO**/...../.....

COVER FOR PUBLIC / PRIVATE HIRE **Checked by** **Date**

M.O.T DETAILS

Certificate No **Issue Date**/...../.....

Expiry Date/...../..... **Mileage**

PRIVATE HIRE OPERATOR

PUBLIC HIRE ASSOCIATION

FEE PAID £..... **Chip & Pin/ Online Payment**

Receipt No **Date**...../...../.....

LICENCE

Date of Issue/...../..... **Date of Expiry**...../...../.....**Issued By**

☐

Stickers ordered (double check spreadsheet)

Officers initials

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Inspection booked (double check appointment letter)

Officers initials