

Changing your Vehicle Registration Number – Hackney Carriage or Private Hire Licensed Vehicle

In order to change your vehicle registration number you will need to:

1. Present your Driver and Vehicle Licensing Agency (DVLA) Vehicle Registration Document (V5c) showing your new registration, **or**

DVLA Authorisation Certificate – this may be a V948, the electronic eV948 or eV948/2, **or**

DVLA Certificate of Entitlement (V750)
2. Valid insurance certificate showing the new registration number.
3. Pay the fee for 'change of vehicle registration'. Current fees can be found on the Council's website.
4. Bring your old vehicle plate and vehicle card into the Council House.

Once granted, you will have 28 days to provide the Licensing Team with your new Vehicle Registration Document (V5c) or log book, if you haven't already presented it as above.