

Licensing Team
Communities & Place, Derby City Council, Council House, Corporation Street,
Derby DE1 2FS

Telephone: 01332 641951

Email: taxi.licensing@derby.gov.uk

Notification to Transfer a Hackney Carriage / Private Hire Vehicle Licence

Licensing – Privacy Notice

How is your information used?

We may use your information to: process applications, investigate and prosecute relevant illegal activities, investigate and prosecute Corporate Fraud; send you communications that you have requested or that may be of interest; ask agencies, government departments or other public bodies to give us information they have about you; check information you have provided, or information about you that someone else has provided, with other information we hold; get information about you from certain third parties, or give information to them to check the accuracy of information, prevent or detect fraud or protect public funds. These third parties include Government Departments, other Local Authorities and private sector companies, as allowed by law.

Who has access to your information?

We may share your information with:

- Other Council Departments – to ensure we meet our statutory duties; or to collect debt, and prevent fraud and the misuse of public funds.
- External organisations, for example, HM Revenues & Customs, the Department of Work and Pensions, the Police, the Audit Commission and other enforcement agencies and third parties, for other purposes allowed by law, including, to prevent fraud and the misuse of public funds.

For further information about how your personal information will be used, please visit www.derby.gov.uk where you can see a full copy of our privacy notice. Alternatively you can request a hard copy from - licensing@derby.gov.uk

An administration fee is required with this notification – for replacement documents – see current fee table.

Vehicle Details

1.	Vehicle Registration	
2.	Plate No.	
3.	Licence Expiry Date	

Current Owner Details (seller/transferor)

4.	Surname or Company Name	
5.	First Name (s)	
6.	Licence Holder's Address or Registered Head Office address if company	
	Telephone Number	Postcode
7.	Date of Birth (if an individual)	
8.	Driver Badge No. (if an individual)	
9.	Signature I have sold the vehicle to the person named below and request that Derby City Council transfer it and all the documentation to the person below.	
10.	Date of sale of vehicle	

New Owner Details (buyer/transferee)

11.	Surname or Company Name	
12..	First Name (s)	
13.	Applicants Address or Registered Head Office address if company	
	Telephone Number	Postcode
14.	Date of Birth (if an individual)	
15.	Driver Badge No. (if an individual)	15a. Operator
16.	Signature I have brought the vehicle and licence from the person named above and request Derby City Council transfer it and all the documentation to the applicant. I will provide the Licensing Team with the Vehicle Registration document identifying who owns the vehicle within 28 days of the transfer date (if not available at the time of the transfer.	
17.	Date of sale of vehicle	



Notification Checklist

Before submitting your Notification to Transfer a Hackney Carriage / Private Hire Vehicle Licence tick the boxes to ensure you have all the necessary documents

Please note – the list below changed on 19 January 2017

Office use only	
	Transfer notification form – fully completed and signed by both current owner and new owner of the vehicle.
	Original Licence Disc Hackney Carriage /Private Hire Vehicle Licence issued by Derby City Council's Licensing Team.
	The log book V5C (vehicle registration document). This must be the original document and in the new owner's name and current address
	If the log book V5C is not in the new owner's name and address , a photocopy of the main page of the original log book showing the changes to be made, signed by both the registered keeper and the new keeper.
	If you have joined the V5C's on Demand Scheme (fleet vehicles only) you will need to supply the original registration letter provided by DVLA and the PDF picture of the vehicle details which replace the original V5C.
	A current insurance certificate or valid cover note relating to the vehicle and its intended use as a Hackney Carriage /private hire vehicle. This must be the original document, or an email sent directly to taxi.licensing@derby.gov.uk from the insurance company/agent. Insurance must be in the name of the new owner. If the new owner is not a badged driver, the insurance certificate must state a named driver or the company name.
	Administration fee: See current fee table. The original receipt must be provided.

