



The Council Offices, Brympton Way, Yeovil BA20 2HT
 Telephone: (01935) 462131/ 462138
 Website: www.southsomerset.gov.uk
 Email: licensing@southsomerset.gov.uk

APPLICATION TO TRANSFER OWNERSHIP OF VEHICLE

Town Police Clauses Act 1847 & Local Government (Miscellaneous Provisions) Act 1976

Please write clearly in **block capitals** and in **black ink.**

Section 1: Licence details										
Plate number		Expiry date of current licence	D	D	M	M	Y	Y	Y	Y

Section 2: New owner's details			
Title:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state) _____		
First name (s):			
Surname:			
Company Name:	Please state which name you would like the licence in:	<input type="checkbox"/> Personal	<input type="checkbox"/> Company
Home/Business Address:			
Post Code:			
Daytime phone number:		Mobile phone number:	
Email address:			

Section 3: Vehicle details										
Registration number:		Make and model:								
Body type:		Main colour:								
Engine size (cc):		Date vehicle was first registered:	D	D	M	M	Y	Y	Y	Y
Vehicle ID/ Chassis no:		Wheelchair access?	<input type="checkbox"/> Yes <input type="checkbox"/> No							
No of passengers:										

Section 4: Hackney Carriage Proprietor/ Private Hire Operators details

Name of Proprietor/ Operator:	
Business Address:	
Post Code:	
If Private Hire, please provide PHO licence no:	

Section 5: Consent to transfer

- I hereby give my consent to transfer the aforementioned vehicle to the applicant.

Signed:		Date:	D	D	M	M	Y	Y	Y	Y
Print Name:										

Section 6: Declaration

- I declare that, to the best of my knowledge and belief, the above particulars are true in every respect.
- I understand that it is an offence for any person to knowingly or recklessly make a false statement or to omit any material particular in giving information required in this form, and that I may be prosecuted or have my licence revoked if I am found to have done so.
- I have read South Somerset District Council's current Taxi Licensing Policy and Guidance and undertake in the event of a licence being granted to observe and adhere to it.

Signed:		Date:	D	D	M	M	Y	Y	Y	Y
Print Name:										

Data Protection – PLEASE READ THIS NOTICE CAREFULLY

We will use the information you provide in this form and in any supporting documents to process and determine your application for a licence. The information will be held on internal databases and electronic document management systems, and included in such public registers as the Council may be required to maintain.

The information supplied may be passed to other bodies, including law enforcement agencies and government departments, as allowed by law. We may check information you have provided, or information about you from, or provide information to, organisations such as government departments, law enforcement agencies, other local authorities, and private sector organisations such as banks, insurance companies or legal firms, to:

- Verify the accuracy of information
- Prevent or detect crime, or
- Protect public funds.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.

South Somerset District Council is the data controller for the purposes of the Data Protection Act. If you would like to know more about what information we hold about you, or the way we use it, please contact us.

Section 7: Documents required

If your application is not submitted with the following documents it will be rejected:

- Vehicle Registration Document/ Bill of Sale (where Bill of Sale is produced, we will need to see the full Vehicle Registration Document to the new keeper within 14 days of application)
- Valid certificate of Motor Insurance
- Valid certificate of Public Liability insurance
- Valid MOT certificate
- Certificate of Meter Calibration (for Hackney Carriages only)
- Wheelchair Loading Assessment pass certificate (where application is for a wheelchair accessible vehicle)
- Application fee – please see current fees list (Cash or card payments can be taken and cheques must be made payable to ‘South Somerset District Council’)

Office use only

Date received:		Fee received:	£ <input type="checkbox"/> Cash <input type="checkbox"/> Card <input type="checkbox"/> Cheque
Receipt no:			
Flare ref:		Plate number:	
Number of MOTs per year:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	Dates of MOT:	
Licence transferred:			
Licence valid from:		Licence expires:	