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**Hackney Carriage / Private Hire Vehicle**

**Transfer of vehicle licence application form**

**How to apply**

You can find the link to our online application portal and guidance on how to apply at

[www.southoxon.gov.uk/taxis-and-private-hire/vehicle-licences/transfer-an-existing-vehicle-licence/](https://www.southoxon.gov.uk/south-oxfordshire-district-council/taxis-and-private-hire/vehicle-licences/transfer-an-existing-vehicle-licence/)

Applications received through the online portal will be prioritised as these applications should be complete at the point of receipt, rather than emailed applications which will require an officer to call you to take payment.

If you are unable to use the online portal or email, you may apply by post but please note that all documents submitted must be original documents. Do not send cash with the application. We recommend any postal applications are submitted by tracked post such as recorded delivery or special delivery.

**What do I need to submit with my application?**

* **Application form**

This must be fully completed and signed by both the current licence holder and the proposed new licence holder. Incomplete applications will be rejected.

* **Vehicle registration document (V5C)**

If the V5C is in the name of anyone other than the proposed new licence holder, we will need a copy of the lease/hire agreement and written confirmation that they give approval for the vehicle to be licensed (if this isn’t covered in the lease/hire agreement). If you don’t have the V5C (for example if you’ve just bought the vehicle) then you should produce the new keeper’s slip and the receipt/bill of sale.

* **Insurance**

Current certificate or cover note for at least third party cover and appropriate for the licence type (insurance for a hackney carriage MUST state that it is covered for the carriage of passengers for hire and reward, hackney carriage or public hire; insurance which states it only covers pre-booked journeys is for private hire vehicles only).

* **Compliance test certificate**

Vehicle must have a valid certificate of compliance from one of our approved testing centres – we suggest you obtain this from the previous keeper. There is no need to include this with your application but if the certificate of compliance is out of date we will not be able to process the transfer until it is done.

* **Basic DBS disclosure**

Only for applicants who do not hold a current driver or operator licence issued by this Council, see guidance on following page for details.

* **Application fee**

Details of application fees can be found on our website. For portal applications there is a drop down list from which you must select the correct fee. If you pay the wrong fee, the application will be rejected.

NB We reserve the right to request any additional information or documentation that we deem necessary in order to consider the application.

**Licensing Team, South Oxfordshire District Council, Abbey House, Abbey Close, Abingdon, OX14 3JE**

**Email:** [licensing@southoxon.gov.uk](mailto:licensing@southoxon.gov.uk) **Telephone**: 01235 422556

**Website**: [www.southoxon.gov.uk/south-oxfordshire-district-council/taxis-and-private-hire/](https://www.southoxon.gov.uk/south-oxfordshire-district-council/taxis-and-private-hire/)

**Guidance for transfer of hackney carriage**

**and private hire vehicle licence applications**

**Vehicle licensing policy and conditions**

For a vehicle to be licensed as a hackney carriage or private hire vehicle, it must comply with the vehicle specifications set by the council as set out in the taxi licensing policy.

The council may attach to the grant of a licence such conditions as they may consider reasonably necessary and various powers are given to the council to refuse, suspend or revoke licences.

**Who should apply for the licence?**

It is a legal requirement that the **proprietor** of a vehicle is the one who should apply for and hold the licence (see section 80 of the Local Government (Miscellaneous Provisions) Act 1976). If there is more than one proprietor, for example a partnership, it must be a joint application. **If a vehicle is the** subject of a hiring agreement or hire purchase agreement, the proprietor is the person in possession of the vehicle under that agreement.

If an applicant is not the sole owner and registered keeper of the vehicle, they must provide details of any other joint owners, registered keepers or anyone else with a legal interest in the vehicle. We will need confirmation in writing that any such persons give approval for the vehicle to be licensed. If this confirmation comes from a firm, it must be signed by a legal officer of the company (for example director or company secretary).

If the vehicle is subject to a hiring/hire purchase/lease agreement, we will also need to see the original current lease/hire agreement. If this agreement does not specifically authorise the vehicle to be used as a licensed vehicle, we also require confirmation of that in writing. Any insurance must correspond with the terms of the hire agreement.

**Basic Disclosure and Barring Service (DBS) Disclosure**

If you do not already hold a driver licence issued by this authority, then you will be required to submit a basic Disclosure and Barring Service (DBS) Disclosure (dated within the last month) with your application, and every year after that. You can apply for this at <https://www.gov.uk/request-copy-criminal-record>. For multiple applicants, each individual must submit a basic DBS disclosure. For limited companies, all directors and any company secretary must submit a basic DBS disclosure. For partnerships, all partners must submit a basic DBS disclosure.

**Renewing your vehicle licence**

Although we will make every effort to send you a reminder before your licence expires, it is your responsibility to ensure you make an application to renew your licence before its expiry. Once your licence expires, it cannot be renewed and you must apply for a new licence. It is offence to use an unlicensed vehicle for the carriage of passengers for hire and reward and this may invalidate your insurance.

**Insurance**

Applications must include a valid certificate or cover note of insurance for at least third party cover, covering the carriage of passengers for appropriate hire or reward (insurance for a hackney carriage MUST state that it is covered for the carriage of passengers for hire and reward, hackney carriage or public hire; insurance which states it only covers pre-booked journeys is for private hire vehicles only).

**Equipment**

Please refer to the council’s Licensing Policy for specifications for the equipment required to be carried in a licensed vehicle, and details on the requirements for roof signs for hackney carriages.

**APPLICATION TO TRANSFER A HACKNEY**

**CARRIAGE OR A PRIVATE HIRE VEHICLE LICENCE**

**Local Government (Miscellaneous Provisions) Act 1976**

**Town Police Clauses Act 1847**

**Please read the council’s licensing policy and guidance notes before completing this form.**

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| Section 1: Application Details | | | | | |
| Application to transfer a hackney carriage | |  | Application to transfer a private hire vehicle | |  |
| Date of transfer: | Existing plate no: | | | Expiry date: | |

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| **Section 2: Details of current licence holder** |
| Full name (if current holder is a company, please provide full company name and registered number) |
| Address  Post code |
| Telephone number |
| Mobile telephone number |
| Email address |

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| **Section 3: Details of proposed new licence holder** | | |
| I am applying as (please tick one option only): | | |
| An individual | A limited company | Other |
| If ‘Other’, please provide details: | | |
| Full name (if applicant is a company, please provide full company name and registered number) | | |
| Address  Post code | | |
| Telephone number | | |
| Mobile telephone number | | |
| Email address | | |
| SODC driver badge number (if applicable) | | |
| Is the applicant the sole owner and registered keeper of the vehicle? Yes  No  If no, please provide details of any other joint owners, registered keepers or anyone else with a legal interest in the vehicle, continuing on a separate sheet if necessary (NB we will need confirmation in writing that any such persons give approval for the vehicle to be licensed) | | |

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| Section 4: Vehicle Details |
| Make: |
| Model: |
| Registration number: |
| Colour: |

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| Section 5: Operator / Company / Driver Details |
| Please give details of the main driver of the vehicle, and the company / operator who will operate the vehicle (operator details are required for all private hire vehicles and any hackney carriages who take bookings from an operator either full time or part time) |
| Operator Licence Number *(if any)*: |
| Company Registration Number (*if any*): |
| Company Name: |
| Company Address: |
| Telephone Numbers: |
| Email address: |
| Website address: |
| Name on the roofbox (hackney carriages only): |
| Main driver of vehicle (please give full name and badge number): |

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| **Section 6: Intended Use (required for all hackney carriage applications)** | | | | |
| Please tick the area/s in which you intend to use the vehicle most of the time: | | | | |
| 1. Henley | 1. Wallingford | 1. Didcot | 1. Thame | 1. Other (please specify): |
| **From 1 March 2017 all new hackney carriages are issued with a condition that the vehicle must not be used predominantly outside of the council’s area, for example Oxford or Reading. You may wish to check whether this condition applies to the licence to be transferred.** | | | | |

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| Section 7: Additional Information |
| Are there any other factors / information that you wish the Council to take into consideration when determining your application? *(please continue on a separate sheet if you require more space)* |
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| Declaration |
| **For multiple applicants, all applicants should complete this section. We recommend you print separate copies of this page for each applicant to avoid confusion.**  I confirm that the information given by me in this application is correct and true to the best of my knowledge and belief. I understand that if I make a false statement or leave out any relevant information when making this application that I may be committing an offence for which I could be prosecuted, and any licence issued may be revoked.  I have read and completed this application myself and I have read and understand the guidance, the council’s hackney carriage and private hire licensing policy and the relevant driver and vehicle licence conditions. I have also read and understood the privacy notice available at [www.southoxon.gov.uk/taxis-and-private-hire/useful-documents/](https://www.southoxon.gov.uk/south-oxfordshire-district-council/taxis-and-private-hire/useful-documents/)  I will inform South Oxfordshire District Council of any changes to my circumstances that may affect my application. If granted a licence, I further declare that I will comply with such Acts, Byelaws and conditions as are in force in the district and will maintain my vehicle according to the council’s vehicle licence conditions at all times the vehicle is licensed.  **SIGNATURE** **OF CURRENT LICENCE HOLDER** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **PRINT FULL NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    **DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **IF SIGNING ON BEHALF OF A COMPANY AS APPLICANT, PLEASE SPECIFY POSITION HELD WITHIN THAT COMPANY (FOR EXAMPLE DIRECTOR, SECRETARY):**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    **SIGNATURE** **OF NEW LICENCE HOLDER** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **PRINT FULL NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    **DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **IF SIGNING ON BEHALF OF A COMPANY AS APPLICANT, PLEASE SPECIFY POSITION HELD WITHIN THAT COMPANY (FOR EXAMPLE DIRECTOR, SECRETARY):**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |