Change of Vehicle Licence Proprietor(s) Guidance Notes

TOWN POLICE CLAUSES ACT 1847
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

GUIDANCE NOTES FOR THE CHANGE OF
HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE LICENCE PROPRIETOR(S)

The accompanying application form must be fully completed by **all relevant parties**; this includes:

i) All existing proprietor(s)
ii) All proprietor(s) that are to be named on the new licence following the change of vehicle ownership

Applications are currently being accepted by email to taxi@cambridge.gov.uk if applicable each applicant must also submit an additional information sheet

Please be aware that the licence can only be transferred to a current licenced driver or non-driver proprietor who has undertaken the safeguarding course and provided a basic disclosure, New Non Driver Proprietor Registration Form

Each proprietor (current & proprosed) is required to submit the following, for security/identification purposed this must be sent via the email address we currently have on record:

1) photographic identification which includes a specimen signature with them, i.e. passport or drivers licence.

2) proof of address, acceptable address identification must be one of the following:-

   ▪ Mortgage Statement (issued in the last 12 months)
   ▪ Bank or Building Society Statement (issued in the last 3 months)
   ▪ Bank or Building Society Account Opening Confirmation Letter (must still be valid)
   ▪ Credit Card Statement (issued in the last 3 months)
   ▪ Financial Statement e.g. pension or endowment (issued in the last 12 months)
   ▪ P45 or P60 Statement (issued in the last 12 months)
   ▪ Council Tax Statement (issued in the last 12 months)
   ▪ Utility Bill (issued in the last 3 months)
   ▪ Benefit Statement e.g. child benefit, pension (issued in the last 3 months)
   ▪ Central or Local Government, Government Agency or Local Council Document giving entitlement e.g. from DWP, HMRC (issued in the last 3 months)

3) A Disclosure & Barring Service (DBS) Certificate - please note that if you are **NOT** currently a licensed driver with Cambridge City Council, and have not already done so, you will be required to present a Basic Disclosure Certificate for your role as Proprietor.

   If you are an existing proprietor and are not currently a licensed driver with Cambridge City Council, your existing DBS timescales will apply.

4) Each person must have attended the **Customer Awareness: Safeguarding, Equality and Protection** training course and successfully passed the test paper at the end.

The following must also be provided:

5) V5 Registration document or new keeper slip

6) Bill of sale (receipt showing purchase)

7) Any current lease agreement or Hire Purchase Agreements – this MUST be in the name of one of the new/remaining proprietors

8) Valid Insurance for the Vehicle (to be provided by the new proprietor)

9) Current vehicle licence, issued by Cambridge City Council for this vehicle licence/plate.

Payment can be made by calling our Customer Services team on 01223 457888.

Additional Information

You are advised that the change of vehicle licence proprietor(s) will be carried out at your request. However, please note the following:

1. Cambridge City Council will accept applications to change the proprietors of a vehicle as indicated on the application form.

2. Joint proprietors are jointly and severally liable for the actions of one another in relation to the licence, including arranging for the vehicle to be insured, taxed and in a suitable condition to be used as a licensed vehicle for hire or reward.

3. It is for joint proprietors to make suitable partnership arrangements to manage the vehicle, but the Council will not check that this is in place.

4. It will be assumed that, by signing the application form, all parties understand the implications of the application and their obligations in respect of it.

5. Applicants are advised to consider taking independent legal advice, if they have any concerns or questions.