

# Change of Vehicle Licence Proprietor(s) Application Form

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



**Application Form Information - you must have read the accompanying Guidance Notes prior to completing the application form.** All relevant parties MUST sign the sections of the application form where requested. Failure to do so will result in the application being rejected. Please note that joint proprietors are jointly and severally liable for the actions of one another in relation to the vehicle licence. It is for joint proprietors to make suitable partnership arrangements to manage the vehicle. By completing, signing and submitting this application form, all parties agree that they understand the implications of the application and their obligations in respect of it. The process of change of vehicle ownership comprises Part A) the surrender of the existing licence and Part B) the application for a new licence. The application form captures this detail accordingly. Please note that one of the new joint proprietors must appear on the vehicle's V5 as the registered keeper of the vehicle.

## Vehicle Details (any plate deposit held also transfers to the new proprietor(s)).

<b>PLATE NUMBER:</b>	<b>EXPIRY DATE:</b>
<b>REGISTRATION NUMBER:</b>	<b>DATE OF REGISTRATION:</b>
<b>MAKE:</b>	<b>MODEL:</b>
<b>COLOUR:</b>	<b>NUMBER OF DOORS:</b>
<b>WHEELCHAIR ACCESSIBLE? YES <input type="checkbox"/> NO <input type="checkbox"/></b>	<b>NUMBER OF PASSENGERS (exc driver)</b>

## Finance or Hire Purchase Agreements

Is the vehicle the subject of a Hire Purchase Agreement or Leasing Agreement? YES  NO

If YES, who is the named in the agreement as the hirer or lessee of the vehicle?

Name:

Date of Birth:

## Insurance

**NAME OF INSURER:**

**START DATE:**

**EXPIRY DATE:**

## Operator Information

**OPERATOR COMPANY NAME:**

**Driver Details (PLEASE LIST ALL DRIVERS OF THIS VEHICLE HERE,  
PLEASE NOTE THAT ALL DRIVERS MUST HOLD A CURRENT CCC DRIVER LICENCE)**

**FULL NAME:**

**BADGE NUMBER:**

**FULL NAME:**

**BADGE NUMBER:**

**PART A – CURRENT VEHICLE OWNERSHIP**

<b>A1 Current Sole/lead Proprietor (on date of surrender)</b>	
SURNAME:	DATE OF BIRTH:
FIRST NAMES:	TOWN/COUNTRY OF BIRTH:
HOME ADDRESS (including Postcode):	
Home phone number:	Mobile phone number:
Email address:	
<b>A1 DECLARATION</b> - I declare that the information which I have given above is accurate and true and I confirm that I am surrendering the current licence for the vehicle detailed above.	
Signed: ..... Dated: .....	
Print Name: .....	

<b>A2 Current Joint Proprietor (on date of surrender)</b>	
SURNAME:	DATE OF BIRTH:
FIRST NAMES:	TOWN/COUNTRY OF BIRTH:
HOME ADDRESS (including Postcode):	
Home phone number:	Mobile phone number:
Email address:	
<b>A2 DECLARATION</b> - I declare that the information which I have given above is accurate and true and I confirm that I am surrendering the current licence for the vehicle detailed above.	
Signed: ..... Dated: .....	
Print Name: .....	

**You are requesting to surrender/amend the licence. Therefore the paper licence must be provided with this application.**

**A3 Current Proprietor (on date of surrender)**

SURNAME:

DATE OF BIRTH:

FIRST NAMES:

TOWN/COUNTRY OF BIRTH:

HOME ADDRESS (including Postcode):

Home phone number:

Mobile phone number:

Email address:

**A3 DECLARATION** - I declare that the information which I have given above is accurate and true and I confirm that I am surrendering the current licence for the vehicle detailed above.

Signed: ..... Dated: .....

Print Name: .....

**A4 Current Proprietor (on date of surrender)**

SURNAME:

DATE OF BIRTH:

FIRST NAMES:

TOWN/COUNTRY OF BIRTH:

HOME ADDRESS (including Postcode):

Home phone number:

Mobile phone number:

Email address:

**A4 DECLARATION** - I declare that the information which I have given above is accurate and true and I confirm that I am surrendering the current licence for the vehicle detailed above.

Signed: ..... Dated: .....

Print Name: .....

## PART B – PROPOSED VEHICLE OWNERSHIP

Please note that in most cases, Cambridge City Council will only contact the lead proprietor

<b>B1 Proposed Sole/lead Proprietor (primary contact)</b>	
<b>SURNAME:</b>	<b>DATE OF BIRTH:</b>
<b>FIRST NAMES:</b>	<b>TOWN/COUNTRY OF BIRTH:</b>
<b>HOME ADDRESS (including Postcode):</b>	
<b>Home phone number:</b>	<b>Mobile phone number:</b>
<b>Email address:</b>	
<b>B1 (ii) REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) (AMENDMENTS) Order 2002</b> You must detail <u>ALL</u> convictions, cautions, reprimands and final warnings and you must include all Driving Licence endorsements which are 4 years old or less	
Do you have any spent convictions? YES <input type="checkbox"/> NO <input type="checkbox"/> Do you have any unspent convictions? YES <input type="checkbox"/> NO <input type="checkbox"/>	
If you have answered 'yes' please provide details on separate document provided	
<b>DRIVERS BADGE NUMBER:</b>	<b>IF YOU DO NOT HOLD A DRIVERS BADGE, ARE YOU A REGISTERED NON-DRIVER PROPRIETOR YES <input type="checkbox"/> NO <input type="checkbox"/></b>

<b>B2 Proposed Joint Proprietor</b>	
<b>SURNAME:</b>	<b>DATE OF BIRTH:</b>
<b>FIRST NAMES:</b>	<b>TOWN/COUNTRY OF BIRTH:</b>
<b>HOME ADDRESS (including Postcode):</b>	
<b>Home phone number:</b>	<b>Mobile phone number:</b>
<b>Email address:</b>	
<b>B2 REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) (AMENDMENTS) Order 2002</b> You must detail <u>ALL</u> convictions, cautions, reprimands and final warnings and you must include all Driving Licence endorsements which are 4 years old or less	
Do you have any spent convictions? YES <input type="checkbox"/> NO <input type="checkbox"/> Do you have any unspent convictions? YES <input type="checkbox"/> NO <input type="checkbox"/>	
If you have answered 'yes' please provide details on separate document provided	
<b>DRIVERS BADGE NUMBER:</b>	<b>IF YOU DO NOT HOLD A DRIVERS BADGE, ARE YOU A REGISTERED NON-DRIVER PROPRIETOR YES <input type="checkbox"/> NO <input type="checkbox"/></b>

**B3 Proposed Joint Proprietor**

SURNAME:

DATE OF BIRTH:

FIRST NAMES:

TOWN/COUNTRY OF BIRTH:

HOME ADDRESS (including Postcode):

Home phone number:

Mobile phone number:

Email address:

**B3 REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) (AMENDMENTS) Order 2002**  
You must detail **ALL** convictions, cautions, reprimands and final warnings and you must include all Driving Licence endorsements which are 4 years old or less

Do you have any spent convictions? YES  NO  Do you have any unspent convictions? YES  NO 

If you have answered 'yes' please provide details on separate document provided

DRIVERS BADGE NUMBER:

IF YOU DO NOT HOLD A DRIVERS BADGE, ARE YOU A REGISTERED NON-DRIVER PROPRIETOR YES  NO **B4 Proposed Joint Proprietor**

SURNAME:

DATE OF BIRTH:

FIRST NAMES:

TOWN/COUNTRY OF BIRTH:

HOME ADDRESS (including Postcode):

Home phone number:

Mobile phone number:

Email address:

**B4 REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) (AMENDMENTS) Order 2002**  
You must detail **ALL** convictions, cautions, reprimands and final warnings and you must include all Driving Licence endorsements which are 4 years old or less

Do you have any spent convictions? YES  NO  Do you have any unspent convictions? YES  NO 

If you have answered 'yes' please provide details on separate document provided

DRIVERS BADGE NUMBER:

IF YOU DO NOT HOLD A DRIVERS BADGE, ARE YOU A REGISTERED NON-DRIVER PROPRIETOR YES  NO

**Declarations by Additional/ Remaining Proprietors**

**All proprietors are to read the following sections carefully. By signing this form you agree to adhere to the following declarations:**

1. I/ we understand that any licence issued will be subject to the provisions of:
  - (i) the Town Police Clauses Act 1847
  - (ii) the Local Government (Miscellaneous Provisions) Act 1976
  - (iii) the Council's licence conditions
2. I/ we accept that any licence issued will belong to the Council, and if lost or damaged, I/ we will be liable for the cost of replacement.
3. I/ we understand that it is an offence under the terms of the Local Government (Miscellaneous Provisions) Act 1976, Section 57(3) to knowingly or recklessly make a false statement or to omit any information required in this form.
4. I/we understand that any changes to any particulars must be notified in writing to the Cambridge City Council within 7 days.
5. I/we declare that, all or one of the proprietors is the legal owner as stated on the Bill of sale/Lease or Hire Purchase agreement of the vehicle being licensed in this application.
6. I/ we hereby certify that I/ we are the proprietor(s) of the above vehicle and am/ are concerned in the keeping, employing or letting for hire of such vehicle and I/ we hereby apply for a vehicle licence for the above vehicle to be used for Hackney Carriage/ Private Hire purposes within Cambridge City.
7. I/ WE HEREBY DECLARE that all particulars entered on this form are true and correct to the best of my/ our knowledge and belief. I/ we authorise the Council to make such enquiries as they, at their sole discretion, may deem to be reasonably necessary in respect of my/ our application.
8. I/ we understand that all joint proprietors are jointly and severally liable for the actions of one another in relation to the vehicle licence and that it is for joint proprietors to make suitable partnership arrangements to manage the vehicle.
9. I/ we understand the implications of the application and my obligations in respect of it.
10. I/ we declare that the information which I/ we have given in the sections above is accurate and true.
11. I/ we understand that the Hackney Carriage & Private Hire Licensing Policy and associated Handbook is intended to ensure that the trade and public have a document(s) which fully explains the licensing procedures to all parties in a clear and transparent manner. I/ we understand that it is my responsibility to access these documents and to read and understand them.

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for a Hackney Carriage and/ or Private Hire Vehicle Licence.

The personal information that you give us will also be used in a confidential manner to help us monitor our processes. We may also use the information if there is a complaint or legal challenge relevant to this process. We may check the information collected. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

A full privacy notice is available on our website at : <https://www.cambridge.gov.uk/media/6335/environmental-health-privacy-notice.pdf>

By signing this declaration, you authorise us to collect, process and retain your personal data as described in the privacy notice.

**SOLE/LEAD PROPRIETOR**    Signed: .....    Dated: .....

Print Name: .....

**JOINT PROPRIETOR**    Signed: .....    Dated: .....

Print Name: .....

**JOINT PROPRIETOR**    Signed: .....    Dated: .....

Print Name: .....

**JOINT PROPRIETOR**    Signed: .....    Dated: .....

Print Name: .....