

## CHANGE OF OWNERSHIP NOTIFICATION FORM

If the holder of a hackney carriage or private hire vehicle licence transfers his/her interest in the vehicle (sells the vehicle), they must notify the licensing department in writing, of the name and address of the person or company they have sold the vehicle to and must tell the department the date upon which the sale took place. This must be done within 14 days of the sale taking place. If the holder of the vehicle licence does this in accordance with the above requirements, the person to whom the vehicle has been sold may, within 14 days of the sale taking place, request that the licence be re-issued in the new owner's name.

If the vehicle licence holder as registered on the licence fails to notify the licensing department of the sale, the Council is not obliged to enter the new owner's name onto the licence and this may therefore prohibit the use of the vehicle for its intended purpose.

New owners must ensure that they have read and understood the Council's Intended Use Policy before considering the purchase of a licensed vehicle. The Council's licensing policies can be downloaded from the website.

This form may be used by the following persons:

- 1) The current holder of a hackney carriage/private hire vehicle in order to notify the licensing department of the sale of his/her vehicle; or
- 2) The new owner of the vehicle in order to request that the licensing department re-issue the licence in their name; or
- 3) Both parties above.

Please note that this application will not be accepted unless all sections have been completed and all original documents are enclosed. There is no fee for this notification.

If the new owner is applying as an individual and does not hold a Rossendale issued driver's licence, they will be required to complete and submit a Licensed Vehicle Use Declaration form which is available to download from the Council's website. The new owner will also be required to prove that they have a right to work in the UK and such proof should be attached to this form.

Provide details of the **REGISTERED OWNER** as detailed on the licence. If the owner is a company, please enter the company name at question 1 (surname field) and the company's registered address at question 3.

1.	<b>Surname:</b>	
2.	<b>First Names (all):</b>	
3.	<b>Address:</b>	

4.	Driver's Badge Number:	
5.	Vehicle Registration Number:	
6.	Vehicle plate number:	
7.	Date vehicle sold:	

**NEW OWNER:**

8.	Date vehicle purchased:	
9.	Do you intend to use the vehicle predominantly in the Rossendale area?	Yes <input type="checkbox"/> No <input type="checkbox"/>
10.	If no, where do you intend to use the vehicle?	
11.	Applicant Status:	<input type="checkbox"/> an individual <i>(please continue to q.12)</i> <input type="checkbox"/> a limited company <i>(please continue to q.17)</i>

For individuals:

12.	Surname:	
13.	First Names <i>(all)</i> :	
14.	Address:	
15.	Rossendale Council issued driver's badge number:	
16.	Telephone Number:	

For companies:

17.	Full name of company:	
18.	Registered address:	
19.	Company Number:	
20.	Telephone Number:	
21.	Does this company currently hold other vehicle licences with this Council? <i>(If no, please provide the full names, addresses and signatures of all Directors on a separate sheet of paper)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>

22.	Declarations	
I certify that I have understood the questions and answers provided in this form and certify that the information given is true and correct.		<input type="checkbox"/>
I understand that it is a criminal offence to state anything in this application which is false or which I do not believe to be accurate or true.		<input type="checkbox"/>
As the new owner of the vehicle, I agree to abide by the laws governing the use of this vehicle and agree to abide by the byelaws and conditions attached to the licence <i>(to be completed by the new owner only)</i>		<input type="checkbox"/>
As the new owner of the vehicle, I understand that it is an offence to drive a licensed Hackney Carriage or Private Hire Vehicle without a valid licence or whilst the licence is suspended.		<input type="checkbox"/>
As the new owner of the vehicle, I will provide the original full and complete V5 registration document within 6 weeks of the date upon which this form is submitted to the Council		<input type="checkbox"/>

23.	Enclosures	
I have enclosed the new keeper supplement portion of the V5 registration document <i>(to be completed by the new owner)</i>		<input type="checkbox"/>
I have enclosed the certificate of insurance, including the full policy schedule, showing the vehicle to be insured for the licence type and it's use <i>(to be completed by the new owner)</i>		<input type="checkbox"/>
I have enclosed a Licensed Vehicle Use Declaration form <i>(if applicable)</i>		<input type="checkbox"/>
I have enclosed a separate sheet of paper detailing Company Director Information <i>(if applicable)</i>		<input type="checkbox"/>
I have enclosed evidence of my right to work in the UK <i>(if applicable – please refer to the guidance notes)</i>		<input type="checkbox"/>

24.	Signature		
<p>The information I have provided will be held by the Council on computerised and manual files (data will be made available on a public register as required by relevant legislation).</p> <p>This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see <a href="http://www.rossendale.gov.uk/site/scripts/documents_info.php?documentID=514">http://www.rossendale.gov.uk/site/scripts/documents_info.php?documentID=514</a>.</p>			
Signature of <b>Current Owner</b> :			
<b>Signature:</b>		<b>Date:</b>	
Signature of <b>New Owner</b> :			
<b>Signature:</b>		<b>Date:</b>	