



**Licensing Authority  
Torridge District Council**

**Riverbank House  
Bideford, Devon EX39 2QG  
Tel: 01237 428700  
Email: [licensing@torridge.gov.uk](mailto:licensing@torridge.gov.uk)**

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

**Application to change a hackney carriage (taxi) or private hire vehicle licence**

CHECKLIST	Please tick ✓
I have made or enclosed payment of the fee 'LICVLT'	
I have completed and signed the application form	
I have enclosed the Vehicle Registration Document (V5C) for the vehicle. If this is not available, other proof of ownership (e.g. New Keeper Supplement or a bill of sale) must be provided.	
I have enclosed a valid certificate of motor insurance for public hire.	
I have enclosed a current MOT certificate issued by an authorised VOSA testing station	
I have enclosed the Council's mechanical inspection form completed by an authorised VOSA testing station	
I understand that if I do not comply with any of the above requirements my application will be rejected	

Please write in BLOCK Letters.

### 1. Personal Details

Title (please circle)	Mr Mrs Miss Ms Other (please state)
Surname	
Forename(s)	
Date of Birth	
Address	
Postcode	
Correspondence Address (if different to above)	
Postcode	
Telephone No.	Mobile No.
E-mail address	

Other persons named on licence (if applicable)

Name

Address

### 2. Current Vehicle Details

Make		Model	
Registration Number		Licence Number	

### 3. Date of transfer

**PLEASE STATE BELOW THE DATE YOU PREFER THE NEW LICENCE TO START**

(We will do our best to issue the licence before your requested date, however during busy periods this may not always be possible. Please give at least 6 days notice to ensure we can process your licence in time)

Start Date: .....

#### 4. New Vehicle Details

Make		Engine size (cc)		
Model		Body style (please circle)	Saloon	Hatchback
Colour		Fuel type	Estate	MPV
			Petrol	Diesel
Year of registration		Registration No.	LPG	Other
Number of passenger seats		Number of doors		

Is the vehicle licensed by any other licensing authority?      YES                      NO

If YES, please specify:

- The licensing authority.....
- The licence number.....
- Date the licence expires.....

Taximeter (mandatory for hackney carriage)	Make		Model	
Is the vehicle wheelchair accessible?	YES	NO		

#### 5. Declaration

I declare that I am the proprietor of the above vehicle. Apart from the persons named at sections 1 above, I have given details below of any other person who is a proprietor or part-proprietor of the vehicle or who is concerned either solely or in partnership with any other person in the renting, keeping, employing or letting for hire of the vehicle.

Name                                      Address                                      Tel. No.

**I/we declare that to the best of my/our knowledge and belief that the answers given above are true. If a licence is granted, I/we undertake to comply with the relevant licensing legislation, bye laws, conditions of licence and the Council's Licensing Policy – Taxi and Private Hire Licences.**

Signature .....                                      Date.....

Signature.....                                      Date.....

**N.B. IT IS AN OFFENCE TO MAKE, KNOWINGLY OR RECKLESSLY, A FALSE STATEMENT OR OMIT ANY INFORMATION FROM THIS APPLICATION. THE MAXIMUM FINE ON CONVICTION IS £200**

## Privacy Notice

Torrige District Council collects stores and processes your personal information in accordance with the requirements of the General Data Protection Regulation (Regulation (EU) 2016/679) and Data Protection Act 2018.

Our lawful basis has been determined as:

Public Task – in relation to personal data

Substantial Public Interest – in relation to 'special category' personal data

Personal information provided on this form may be shared with other council services where this assists in the delivery of those services.

Personal information provided on this form may be shared with third parties where we are legally obliged to do so, or where this is necessary to enable us to provide the service requested.

To view our full privacy policy including information on your rights, how to contact the Data Protection Officer, data retention information, more detail on information sharing and how to provide feedback or make a complaint, please see the privacy pages of our website

Website: <http://www.torrige.gov.uk/privacypolicy/>

Alternatively, a full copy of our privacy policy can be viewed at our main office or a copy can be requested by writing to the Data Protection Officer at Riverbank House, Bideford, Devon, EX39 2QG.