



**Licensing Authority
Torrington District Council**

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

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

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

CHECKLIST	Please tick ✓
I have made or enclosed payment of the fee (£) <u>'LICVLT'</u>	
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) must be provided.	
I have provided a written bill of sale confirming the date of sale of the vehicle to the new proprietor.	
I have enclosed a valid certificate of motor insurance for public hire.	
I understand that if I do not comply with any of the above requirements my application will be rejected	

(TXTRN 25.6.18)

Please write in BLOCK Letters.

1. Personal Details (Existing Licence Holder)

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)

<u>Name</u>	<u>Address</u>

2. 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:

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

Torridge 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.torridge.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.