

## **HACKNEY CARRIAGE AND PRIVATE HIRE LICENCE HOLDERS** **NOTICE OF CHANGE OF NAME/ADDRESS**

This guidance document outlines the procedure that must be followed to notify us of your change of name or address.

A change in name may be due to a change in your marital status or by deed poll.

A change in address may be due to you moving your place of residence.

How you will need to notify us of such a change will depend on what licence(s) you hold.

### **I have a driver's licence and I have changed my name. What do I do next?**

The paper part of your driver's licence displays your name and address. On the photocard 'badge', only your name is displayed.

If you change your name you will need to notify us and return your paper licence for us to update. You will need to provide evidence of your change of name.

A form is attached at Section A. A fee is payable for the reissue of your badge and for a replacement paper licence.

A new paper licence and photocard 'badge' will be reissued. Once you have the new photocard 'badge', you must return your old one to the Licensing Team.

### **I have a driver's licence and I have changed my address. What do I do next?**

The paper part of your driver's licence displays your name and address. On the photocard 'badge', your address is not displayed.

If you change your address you will need to notify us; a form is attached at Section A

Once we receive the completed form we will update our records.

A new paper licence will be reissued on receipt of the fee and return of your paper licence for us to update. Without payment, no paper licence will be reissued although your records will be updated. Please be aware if your paper licence is not reissued and you are required to produce your licence by an authorised person such as the Police or for insurance purposes, your details will be out of date.

### **I have vehicle licence(s) and I have changed my name and/or address. What do I do next?**

A vehicle licence displays the name and address of the proprietor and any co-proprietors or persons who have an interest in the vehicle. If you change your name

or address you will need to notify us; a form is attached at Section A. You will need to provide evidence of your change of name.

Once we receive the completed form we will update our records.

A new paper licence will be reissued on receipt of the fee and return of your paper licence for us to update. Without payment, no paper licence will be reissued although your records will be updated. Please be aware if your paper licence is not reissued and you are required to produce your licence by an authorised person such as the Police or for insurance purposes, your details will be out of date.

There is no change to the licence plates on the vehicle.

### **I have an operator licence and I have changed my name. What do I do next?**

The operator licence displays your name and address.

If you change your name you must notify us and return your paper licence for us to update. You will need to provide evidence of your change of name.

A form is attached at Section A. A fee is payable for the reissue of your licence.

A new licence will be reissued.

### **I have an operator licence and I have changed my address. What do I do next?**

An operator licence displays the address of the 'base' in the borough of Basingstoke and Deane where the operator accepts bookings.

If you operate from a base which is your home address you will need to notify us that your address you operate from has changed and return your paper licence for us to update. A form is attached at Section A. A fee is payable for the reissue of your licence. A new licence will be issued.

If you operate from a 'base' which is not your home address and this remains unchanged, you still need to notify us you have changed your home address.. A form is attached at Section A. There is no change to your licence and no licence will be re-issued, but we will need to update our records. There is no fee required for this change.

### **I hold more than one licence. Do I need to complete a Notice of Change form for each licence?**

No, but you need to include all the licences you hold on the form so we can ensure all your records are updated. You can list them on an additional sheet if you need more space.

### **I hold more than one licence. Do I need to pay a fee for each one?**

No. As long as you include all the licences you hold on the form, we will update them all at the same time and only one fee payment will be required.

### **What happens next?**

We will update our records and you will be reissued with a new paper licence(s) for each licence you have notified us about where there is a change. All new licence(s) will be posted to you.

Driver licence holders who change their name will also be issued with a new photocard badge. In this case, both the paper licence and badge will be left at Reception for collection and you will be notified when they are ready. The old badge must be returned to the Licensing Team on collection of your new badge.

### **Do I have to notify anyone else?**

Yes. You must notify your insurance company of any changes and take instruction from them to ensure your insurance remains valid.

### **What about the DVLA?**

You must notify the DVLA of your change of name or address.

#### **Driving Licence**

You are required to notify the DVLA immediately of any change of name and/or address on your driving licence. You can do this online or send it to DVLA for amendment. A new driving licence will be issued free of charge unless your photograph is due for renewal and is normally delivered to you within three weeks of the DVLA receiving your application. For further information contact the DVLA on 0300 790 6801 or online at

<http://www.direct.gov.uk/en/Motoring/DriverLicensing/index.htm>

#### **Vehicle Registration Document (V5C)**

You are required to notify the DVLA of any change of name and/or address on the vehicle's V5C Registration Certificate. You should complete the relevant section on your V5C certificate and send it to the DVLA. They will send you a new V5C free of charge, usually within four weeks.

**Within one calendar month of you notifying the Licensing Team you have changed your name or address, you must produce the updated DVLA V5C registration certificate and/or DVLA driving licence so that a copy can be taken for our records.**

### **Can I still operate/drive the vehicle?**

Yes, you can continue to drive and operate the vehicle while we update your licence details as long as you have suitable insurance in place and the licence(s) remains current.

### **How long will it take to re-issue my new licence?**

The Licensing Team estimates that the application process for a change of details will take up to 10 working days.

Please note our reminder letters for Certificate of Compliance tests, medical, DBS enhanced disclosure , or renewal of the licence are sent out at least one month before they are due. They may, therefore, have been sent to your old address or addressed to your old name if you have only recently notified us of the change. Please be aware of this and take appropriate steps to ensure you are not left in a position where you are unable to work.

**If you have any queries about notifying us of the change of your details, please speak to a member of the Licensing Team on 01256 844844 or email [licensing@basingstoke.gov.uk](mailto:licensing@basingstoke.gov.uk)**

*Postal applications should be sent to The Licensing Team, Civic Offices, London Road, Basingstoke, RG21 4AH.*

*Applications can also be submitted in person to the Parklands reception at the civic offices where a member of the customer services team will check your application. If you bring your application to the Parklands reception you will need to take a ticket and the officers will photocopy any original documents and return those to you. Please do not leave your application without it being checked.*

**Your application MUST be complete. The following documents must be submitted:**

- |   |                          |
|---|--------------------------|
| 1. Application Form fully completed, signed and dated                 | <input type="checkbox"/> |
| 2. Evidence of your change of name (where applicable)                 | <input type="checkbox"/> |
| 3. Replacement licence fee (badge and/or paper licence as applicable) | <input type="checkbox"/> |
| 4. Return of your original paper licence                              | <input type="checkbox"/> |

### **What happens next?**

Following completion of the application process the Licensing Team will process your application which will be subject to a ten working day turn around period.

Section A  
**LICENSING**

**NOTICE OF CHANGE OF NAME/ADDRESS  
OF MY HACKNEY CARRIAGE/PRIVATE HIRE LICENCE(S)**

I hereby give notification of my change of name and/or change of address as follows.  
Please update all my licences held with Basingstoke and Deane Borough Council.

<b><u>DETAILS (as shown on my current licence )</u></b>	
1. NAME (in full)	
2. ADDRESS	

<b><u>NEW DETAILS (to be shown on my reissued licence) - Complete as applicable:</u></b>	
3. AMENDED NAME (in full)	
4. AMENDED ADDRESS	
5. DATE OF CHANGE:	

*Please also provide your contact details so we can ensure our records are up to date:*

6. HOME TEL. NO.		7. MOBILE TEL. NO.	
8. EMAIL ADDRESS			

*Please list all licences you hold which require updating (please use an additional sheet if necessary):*

Driver Licence	Licence Number:	
Vehicle Licence(s)	Licence Number(s):	
Operator Licence	Licence Number:	

***For Operator Licence Holders only:***

Is the amended address where you will operate from?      YES            NO     

**9. DECLARATION**

I hereby declare that the information and particulars given by me in this application are true and correct to the best of my knowledge and belief and I make it knowing that if it is tendered inaccurately, any licence determined and issued in connection with it may be suspended, modified and /or revoked.

Signature:	Name (please print):	Date:

1. Application Form fully completed, signed and dated	<input type="checkbox"/>
2. Evidence of your change of name (where applicable)	<input type="checkbox"/>
3. Licence fee (badge and/or paper licence as applicable)	<input type="checkbox"/>
4. Return of your original paper licence	<input type="checkbox"/>

Fees 2016/2017	Replacement Licence Fee £18.00	1-B4603001-YB15
	Replacement Badge Fee: £18.00	1-B4603001-YB15

<b>FORM NO:</b>	<b>LIC_TXCHG</b>	<b>Revised: Jan 2017</b>	<b>Next Revision Date: Jan 2018</b>
<b>DOC TYPE:</b>	<b>CHGDET</b>	<b>PLATE/BADGE NO.</b>	

Basingstoke and Deane Borough Council 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 the Level 2 notice on Basingstoke and Deane Borough Council website which can be found at: <http://www.basingstoke.gov.uk/browse/council-and-democracy/council-documents/antifraud-and-corruption.htm> or contact Internal Audit Investigations Team, Basingstoke and Deane Borough Council, Tel 01256 845501

#### HOW WE COLLECT AND USE INFORMATION

We will use the information given in this form and any supporting evidence you send us to process your Hackney carriage /private hire application. We may pass the information to other agencies or organisations, such as the Department for Work and Pensions and the Inland Revenue, as allowed by law.

We may check information you have provided, or information about you that someone else has provided, with other information held by us. We may also get information about you from certain third parties, or give them information to:

- make sure the information is accurate;
- prevent or detect crime; and
- protect public funds.

These third parties include government departments, local authorities, and private-sector companies such as banks and organisations that may lend you money.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us.

Basingstoke and Deane Borough Council is the data controller for the purposes of the Data Protection Act. If you want to know more about what information we have about you, or the way we use that information, please ask us.

You have a right of access to the information that this Council holds about you. To request this please write to: Information Management (Legislation and RIPA) Officer, Basingstoke and Deane Borough Council, Civic Offices, London Road, Basingstoke, RG21 4AH