



Change of Registration Number of a Licensed Vehicle

This guidance document outlines the procedure that must be followed if you want to change the registration number on your licensed vehicle.

Your vehicle licence records the registration number of your vehicle. If you change this registration number we need evidence that you have approval from the DVLA for this change and are able to display the new registration number. We can then reissue the licence and plates with the new number.

I want to change my number plate. What do I do next?

You need to apply to the DVLA if you wish to change your registration number. Full details can be found at www.direct.gov.uk/numbertransfer.

When you apply to the DVLA to change your registration number, if approved they will send you:

- a confirmation letter with the replacement registration number
- a V948 authorisation letter which you'll need to get your number plates made up

Once you receive the authorisation from the DVLA to use your new number plate you need to apply to the licensing team to change your licence details.

You must not put your new DVLA number plate on your vehicle until you have been issued with updated licence plates from the licensing team showing the same number.

I have approval from the DVLA to use my new registration number. What do I do next?

A form is attached (Section A) for you to complete and submit to the licensing team along with the appropriate fee.

You must submit the above documents sent to you from the DVLA with the form.

You must notify your insurance company of the change to the vehicle and you will also need to provide an updated insurance certificate for the new registration number with the form.

As a driver you are also required to have public liability insurance to a minimum of £2,000,000. If your public liability insurance is with a vehicle policy you must ensure your public liability certificate is updated with the change of registration number.

Do I need to get a new Certificate of Compliance test certificate?

Your certificate of compliance certificate does not need to be updated with the change of registration number and resubmitted as long as the certificate is still current.

Please note our reminder letters for certificate of compliance tests (or renewal of the licence) are sent out at least one month before they are due and therefore may still detail the old registration number if you have only recently notified us of a change.

What happens next?

We will update our records and you will be reissued with a new paper licence and replacement licence plates. When you are ready to put the new licence plates onto your vehicle you must change the registration number plates at the same time.

You must return the licence plates which show your old registration number to the licensing team.

Can I still drive the vehicle?

You can drive the vehicle as long as the vehicle carries the registration number that is the same as on the licence plate and as long as your insurance reflects the same vehicle registration number.

The vehicle I have bought is an exempt vehicle. Do I still need to notify you if I change the number plate?

Yes. If the vehicle has an exemption, this means you do not are not required to display the corporate signage and plate. However, the licence must reflect the details of the registration number that will be on the vehicle, therefore you must still follow this procedure to apply to the licensing team to change the registration number on the licence.

When you have been issued with new licence plate and are able to carry it in the vehicle, you must change the registration number plates at the same time.

You must return the licence plate which shows your old registration number to the licensing team.

What about the DVLA Registration Document?

The DVLA will send you a new Registration Certificate (V5C) within four weeks of you receiving your confirmation letter, tax disc and V948 letter.

Within one calendar month of you applying to the licensing team to change your registration number you must produce the updated DVLA V5 registration document so that a copy can be taken for our records.

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

The licensing team estimates that the application process for a change of vehicle licence registration number will take up to 10 working days. The vehicle can continue to be used as a licensed vehicle as long as the registration number plates and licence plate(s) are the same and subject to there being suitable insurance for the driver to drive it for hire and reward.

If you have any queries about the change of licence plate, please speak to a member of the licensing team on 01256 844844 or email 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. Current certificate of insurance/cover note to include hire and reward (this can be provided by email to licensing@basingstoke.gov.uk) | <input type="checkbox"/> |
| 3. Licence fee | <input type="checkbox"/> |
| 4. DVLA documentation (a) confirmation letter
(b) V948 document | <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.

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LICENSING

NOTIFICATION OF CHANGE OF VEHICLE REGISTRATION NUMBER

I confirm I have received approval from the DVLA to use the registration number below.
I hereby give notification of the change to my vehicle licence:

PROPRIETOR DETAILS:			
1. NAME (in full)			
2. ADDRESS			
3. HOME TEL. NO.		4. MOBILE TEL. NO.	
5. EMAIL ADDRESS			
VEHICLE DETAILS:			
6. VEHICLE LICENCE NUMBER:			
7. OLD REGISTRATION NUMBER:			
8. NEW REGISTRATION NUMBER:			
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. Current certificate of insurance/cover note to include hire and reward (can be emailed)		<input type="checkbox"/>
3. Licence fee		<input type="checkbox"/>
4. DVLA documentation		<input type="checkbox"/>
(a) confirmation letter		<input type="checkbox"/>
(b) V948 document		<input type="checkbox"/>

Fees 2019			1-B4603001-YB61
Change of vehicle registration		£78.00	
FORM NO:	LIC_TXREG	Revised: May 2018	Next Revision Date: May 2018
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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