

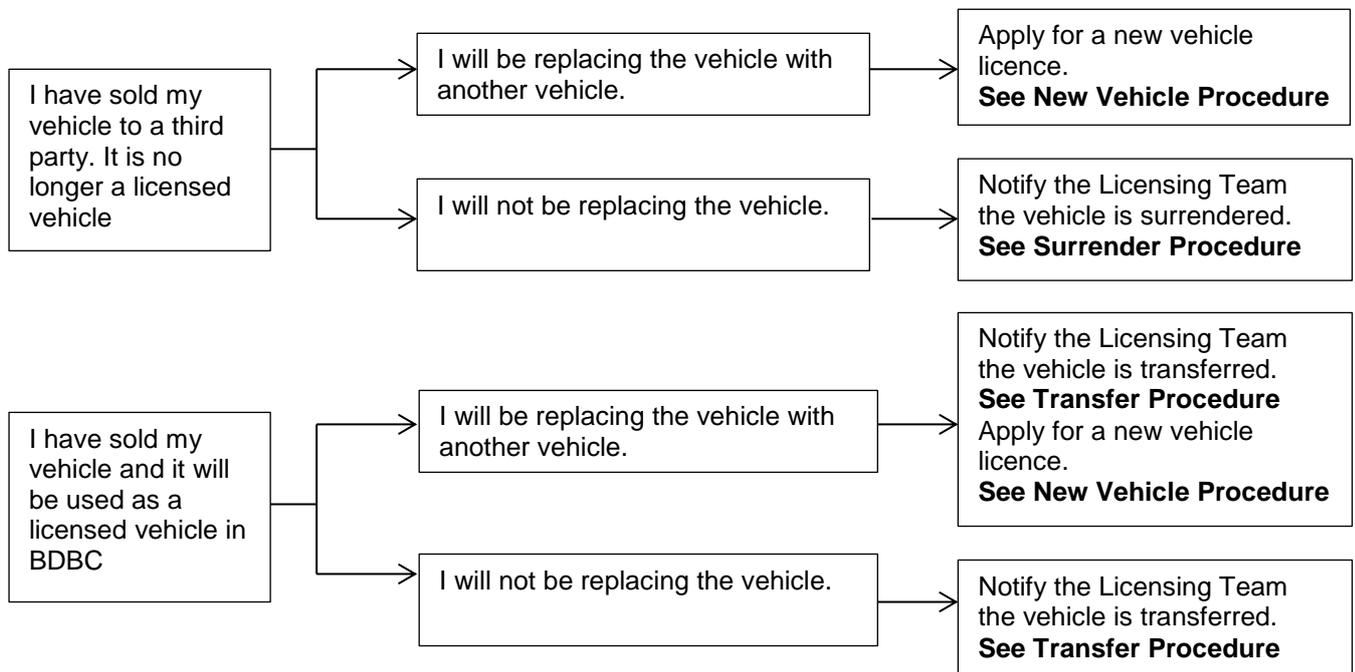
## Transfer or Surrender of a Licensed Vehicle in Basingstoke and Deane

This guidance document outlines the procedure that must be followed if you sell or transfer your licensed vehicle, or if you are purchasing a vehicle that is already licensed in Basingstoke and Deane.

If a vehicle has a hackney carriage or private hire vehicle licence, that licence does not cease nor is automatically sold to the new owner when they buy the vehicle, it has to be transferred or surrendered by the licence holder it was originally issued to.

### I have sold my licensed vehicle. What do I do next?

This will depend on the circumstances of the sale of the vehicle.



### I am buying a licensed vehicle. What do I do next?



## **NEW VEHICLE PROCEDURE**

To licence a new vehicle for private hire or hackney carriage please refer to the relevant guidance pack 'Licensing a New Vehicle in Basingstoke and Deane'.

## **VEHICLE LICENCE SURRENDER PROCEDURE**

### **How do I surrender my vehicle licence?**

You must notify the Licensing Team in writing that the vehicle has been sold and that it is no longer to be used as a private hire or hackney carriage vehicle, therefore **you are surrendering the licence**. You must include the date the vehicle ceased to be used as a licensed vehicle. If your vehicle is a private hire vehicle it is recommended you notify your operator that the vehicle is no longer a private hire vehicle so they can update their records.

### **Will I get a refund?**

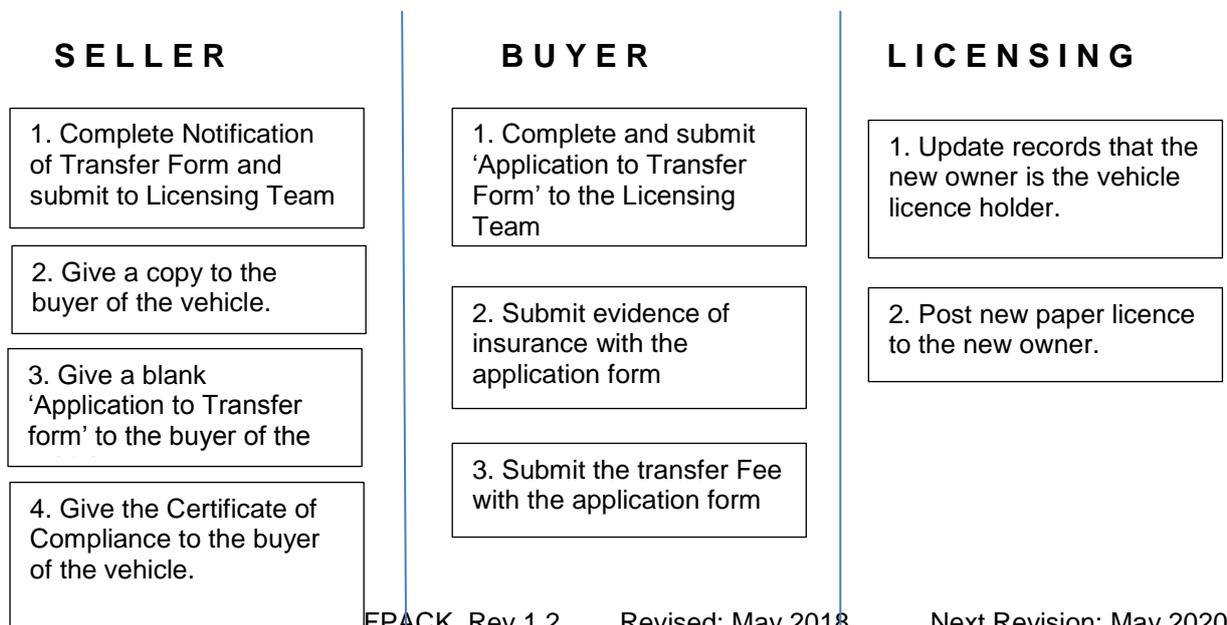
Any unused licence on the vehicle is not refundable. However, the plate deposit paid when the licence was first granted is refundable when you return the licence plates to the Licensing Team.

If you are unable to return the licence plates, you must put this in writing explaining why you are unable to return the plates.

Without the plates or a letter from you giving good reasons why you are unable to return the plates, the plate deposit refund cannot be paid.

If you no longer plan to work as a private hire or hackney carriage driver and wish to surrender your driver's licence, please notify the licensing team in writing and return your badge. Any unused driver's licence is not refundable.

## **Private Hire Vehicle Transfer Procedure**



### **How do I transfer my vehicle licence?**

If you have sold the vehicle and it will continue to be used as a licensed private hire or hackney carriage vehicle in Basingstoke and Deane, you can transfer the licence to the new owner.

You must notify us of this transfer in writing within 14 days of the transfer taking place. You must include the name and address of the person you have transferred the licence to, details of the vehicle and the date of transfer. It is recommended you provide a copy to the purchaser of the vehicle to evidence you have notified the Licensing Team of the transfer of the licence.

A notification form is provided at Section A.

### **What happens next?**

Whoever you have transferred the vehicle licence to must submit the 'Transfer of a Vehicle Licence Form' to the licensing team. They will need to evidence they have suitable insurance and pay the appropriate fee. On receipt of an application to transfer the vehicle licence, we will issue the new proprietor of the vehicle with the updated licence.

The vehicle plates remain unchanged and during this procedure the vehicle can continue to be used as a licensed vehicle subject to suitable insurance.

However, if within 14 days of the vehicle licence being transferred we have not received an application from the new owner, they will be notified that the licence will be suspended until such time as insurance and the transfer of a vehicle licence application form are received.

### **What happens if I don't tell you I have transferred my vehicle licence?**

Failure to notify us within 14 days is an offence which on conviction carries a maximum penalty of £1,000.

You will also remain on our records as the licensee and subject to any action that may be taken in respect of that licence.

### **What do I need to consider before transferring my vehicle Licence?**

If you transfer a plated licensed vehicle the plate deposit is transferred with it and any refund due will be made to the person who holds the licence at the time it is surrendered. Therefore you should include any plate deposit you have paid for the licence in the agreed sale price for the vehicle.

Our reminder letters for Certificate of Compliance tests or renewal of the licence are sent out at least one month before they are due. Until we have received the

'Transfer of a Vehicle Licence Form' from the person you have transferred the licence to and the vehicle licence is issued to that new owner, these reminders will be sent to you.

In order to process the transfer as soon as possible, we recommend you give the buyer of your vehicle the 'Transfer of a Vehicle Licence Form' along with the copy of your Notification of Transfer.

The Transfer of a Vehicle Licence Form is attached at Section B.

### **I am buying the licensed vehicle, what do I need to consider?**

Within 14 days of the date of the vehicle being sold to you, you must ensure the vehicle licence is in your name.

You must submit the 'Transfer of a Vehicle Licence Form' to the licensing team and will need to evidence you have suitable insurance for include hire and reward and pay the appropriate fee. We recommend you request a copy of the Notification of Transfer Form from the seller so that you are aware we have been notified. You do not need to provide this with your application; however, we will require evidence that you are the owner of the vehicle if we have not received the Notification of Transfer Form from the seller.

We will not require the Certificate of Compliance certificate for the vehicle unless it is due. It is recommended you obtain the current certificate from the seller so you are aware when the vehicle is due to be tested. If due, you will then be able to get the vehicle tested in advance of the expiry date and get the new certificate of compliance predated accordingly.

If the vehicle transferred to you has an exemption from the requirement to display the corporate signage and plate, you are only permitted to undertake executive/chauffeur hire work.

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

Yes. The vehicle plates remain unchanged and during the transfer procedure the vehicle can continue to be driven as a licensed vehicle subject to you having suitable insurance for you to drive it for hire and reward.

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 and you change the vehicle you drive, you must ensure your public liability remains in place and you remain covered.

### **Will I receive a new licence?**

Yes. On receipt of an application to transfer the vehicle licence from you, within 10 working days we will issue you with an updated paper licence showing you are the new licence holder. The expiry date and duration of the licence remain unchanged. There are no changes to the vehicle plates and these will not be reissued.

### **What happens if I don't submit a Transfer of a Vehicle Licence Form?**

If we have received a Notification of Transfer from the previous owner that the vehicle has been transferred to you, and within 14 days of the transfer date we have not received an application, you will be notified that the licence will be suspended until such time as insurance and the transfer of a vehicle licence application form are received. Whilst suspended that vehicle may not be used as a private hire/hackney carriage vehicle.

### **The vehicle I have bought is an exempt vehicle. Do I still need to transfer the licence?**

Yes. If the vehicle transferred to you has an exemption from the requirement to display the corporate signage and plate, you are only permitted to undertake executive/chauffeur hire work. However, it is still a licensed vehicle and the procedure to transfer or sell the vehicle licence is the same.

### **How will I know when the licence and Certificate of Compliance is due for renewal?**

Our reminder letters for Certificate of Compliance tests or renewal of the licence are sent out at least one month before they are due. Until the transfer application process is complete and the vehicle licence is issued to the new owner, these reminders will be sent to the previous owner. Please ensure you are aware of these renewal dates and are able to act on them in good time so you are not in a position where you are unable to work or the vehicle is being used unlawfully.

### **What about the DVLA Registration Document?**

You are required by law to notify the DVLA of a change of vehicle ownership. You must produce the updated DVLA V5 registration document to the Licensing Team within one calendar month of the change of ownership so that a copy can be taken for our records.

### **How long will the transfer application take?**

The Licensing Team estimates that the application process for the transfer of a vehicle licence application will take up to 10 working days. The vehicle can continue to be operated as a private hire vehicle subject to there being suitable insurance for the driver to drive it for hire and reward.

### **I am buying a licensed vehicle and it is due for renewal. What do I do next?**

You must apply to transfer the vehicle licence to your name within 14 days of the vehicle being sold to you. If the renewal is due in this period you can apply to renew the licence at the same time.

The previous owner will have been sent the renewal form. Either obtain this form from the previous owner or request a renewal form for this vehicle from the Licensing Team. You will need to complete and submit the renewal application AND the Application to Transfer a Vehicle Licence Form at least 10 working days before the current licence expires.

Evidence you are the new owner will be required; we will accept the Notification of Transfer Form completed by the previous owner as evidence. You must produce the updated DVLA V5 registration document to the Licensing Team within one calendar month of the change of ownership so that a copy can be taken for our records.

You will need to provide a Certification of Compliance unless we already have a current certificate on file (if you are not sure, you should submit the Certificate of Compliance).

The fee for the transfer is not required, only the renewal fee. However, you MUST not delay applying to transfer the vehicle until the licence renewal is due if the renewal date is more than 14 days after the date the vehicle was transferred to you. Failure to apply to transfer the vehicle to your name within 14 days of the transfer taking place will result in the suspension of the vehicle licence.

The licence will be issued to you as per the renewal procedure. Once the current licence expires you will not be able to drive the vehicle until such time as the licence is renewed and the licence plates are issued and displayed. Please ensure you allow sufficient time for the licence to be renewed to make certain you are not left unable to work.

**If you have any queries about the transfer of a licensed vehicle, 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 customers 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                              | <input type="checkbox"/> |
| 3. Licence fee                                                                                         | <input type="checkbox"/> |
| 4. Certificate of Compliance from the Council's authorised testing centre:<br>(a) Original Certificate | <input type="checkbox"/> |
| OR                                                                                                     |                          |
| (b) The original certificate has already been provided and it is still current                         | <input type="checkbox"/> |

We will require notification of the transfer from the previous licence holder in order to evidence you are the new proprietor and enable us to process your application.

### **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. Your paper licence will be posted to you once complete. We will then send you any reminders for your vehicle renewal or Certificate of Compliance test that become due.

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**LICENSING**  
**NOTIFICATION OF TRANSFER OF PRIVATE HIRE VEHICLE**

To: Licensing Team,  
Basingstoke and Deane Borough Council  
Civic Offices, London Road, Basingstoke RG21 4AH

**I hereby notify Basingstoke and Deane Borough Council's Licensing Team that I have transferred my Private Hire/Hackney Carriage Vehicle:**

<b>REGISTRATION NUMBER:</b>	
<b>VEHICLE LICENCE NUMBER:</b>	
<b>EXPIRY DATE OF THE LICENCE:</b>	
<b>EXPIRY DATE OF THE CERTIFICATE OF COMPLIANCE:</b>	

<b>TRANSFERRED TO:</b>	
<b>NAME:</b>	
<b>ADDRESS:</b>	
<b>DATE OF TRANSFER:</b>	

**I confirm I no longer have possession of the vehicle and all responsibility of the vehicle and the licence are now transferred to the new proprietor above.**

**I confirm I have given a copy of this form to the new owner.**

<b>Signature:</b>	<b>Name (please print):</b>	<b>Date:</b>

For Office Use Only:

<b>FORM NO:</b>	<b>LIC_TXTRFNOT</b>	<b>Revised: Jan 2014</b>	<b>Next Revision Date: Jan 2016</b>
<b>DOC TYPE:</b>	<b>TRANSN</b>	<b>PLATE/BADGE NO.</b>	

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## LICENSING

### TRANSFER OF A PRIVATE HIRE VEHICLE LICENCE

*This form MUST ONLY be used for the transfer of a licensed private hire vehicle.*

I hereby give notification that the licensed vehicle below has been transferred to me and I am the new proprietor as follows:

<u>VEHICLE DETAILS:</u>			
1. PLATE NUMBER		2. REGISTRATION NO.	
3. MAKE		4. MODEL	
<u>NEW PROPRIETOR DETAILS:</u>			
5. NAME (in full)			
6. ADDRESS			
7. HOME TEL. NO.		8. MOBILE TEL. NO.	
9. EMAIL ADDRESS			
10. DATE OF TRANSFER			
11. OPERATOR			
<i>If you decide to work for a different operator after submitting this application you must inform the Licensing Team.</i>			
12. CO-PROPRIETOR OR INTERESTED PARTY			
Provide the name and address of any co-proprietors of the vehicle or persons who have an interest in the vehicle.			
13. DECLARATION			
I hereby declare that the information and particulars given by me in all pages of 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"/>	<input type="checkbox"/>
2. Current certificate of insurance/cover note to include hire and reward	<input type="checkbox"/>	
3. Licence fee		<input type="checkbox"/>
4. Certificate of Compliance from the Council's authorised testing centre: (a) Original Certificate OR (b) The original certificate has already been provided and it is still current		<input type="checkbox"/>

Please Note: We will require notification of the transfer from the previous licence holder in order to evidence you are the new proprietor and enable us to process your application.

Fees 2019	£76.00	1-B4603001-YB61	£76.00
FORM NO:	LIC_TXTRF	Revised: May 2018	Next Revision Date: May 2020
DOC TYPE:	TRANSAPP	PLATE/BADGE NO.	

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 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