

# Change of vehicle on existing licence

Local Government (Miscellaneous Provisions) Act 1976

<b>1. Application type</b> –tick box as appropriate <input checked="" type="checkbox"/>	
<b>Private Hire:</b> <input type="checkbox"/>	<b>Hackney Carriage:</b> <input type="checkbox"/>
<b>Long/square plate (please state)</b>	<b>Long/Square plate (please state)</b>

<b>2. Applicant</b>					
Title:	Mr	Mrs	Miss	Ms	Surname:
Full Forenames:					
Home Address:					
Post Code:			Telephone No:		
Email:					

<b>3. Second applicant or part owner or registered keeper</b>					
Title:	Mr	Mrs	Miss	Ms	Surname:
Full Forenames:					
Home Address:					
Post Code:			Telephone No:		

## Vehicle details

<b>4. Current vehicle</b>	
Licence Number:	Make:
Registration No.	Model:
No. Of Passengers licensed:	Colour:
Wheelchair accessible:	Fuel Type:

<b>5. Proposed Vehicle</b>	
Registration No:	Make:
Model:	Body Style:
Engine Capacity:	Date of First Registration (V5):
Passenger Capacity:	No. Of Doors:
Fuel Type:	Colour:
Swivel Seat provided:	Wheelchair accessible:

**Date of change of vehicle:** .....

**6. Declaration**

I declare that the answers to the questions are correct and I have read the Conditions for Hackney Carriage/Private Hire Vehicles.

As part of my application I have produced the following:-

- Fee
- V5 Document or V5 transfer slip\*
- Current MOT Certificate (if applicable)\*
- Insurance Certificate or cover note showing the use of the vehicle as **Private/Public Hire**\*
- Taxi Test Certificate
- Taxi Meter Certificate (if applicable)\*
- Documentation from vehicle provider (if applicable)\*


\*After copying these documents they will be handed back to you

**All persons who are to drive the vehicle when it is licensed by the Council for public hire purposes must hold a current hackney carriage/private hire driver’s licence and badge.**

I/We hereby make application to West Suffolk council for the grant of Hackney Carriage/Private Hire Vehicle Licence in respect of the vehicle described in the application.

**Privacy Statement**

West Suffolk Council is a Data Controller and can be contacted at: West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU. Tel: 01284 763233. The Data protection Officer is Leah Mickleborough and can be contacted at the same address.

We are collecting your personal information in order to process your application under the Local Government Miscellaneous Provisions Act 1976.

Your data will not be shared with third parties unless used for Council purposes, in order to enquire and receive information relating to your licence, prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Your data will be kept for 7 years post licence expiry/surrender in line with our retention policy.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Automated decision making and processing is not used during this application. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addresses to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner’s Office at: Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113.

If you do not provide the information required on the application form then we will not be able to process application for a licence. Your data must be kept up to date in accordance with the conditions of your licence.

For further information on our Data protection Policies please go to our website: [How we use your information](#) or email: [data.protection@westsuffolk.gov.uk](mailto:data.protection@westsuffolk.gov.uk)

**In case of joint applicants or joint named licensees, both applicants must sign and give consent to the change of the vehicle.**

Signature:	Date:
Signature:	Date: