



Application for Transfer of a Private Hire Vehicle Licence

All applicants shall:

1. Produce a valid insurance policy document or a policy cover note satisfying the requirements of Part 6 of the Road Traffic Act 1988 and confirming that the insurance is suitable for private hire use. **The original document must be produced.**
2. Produce a valid MOT certificate, completed within the last month.
3. Produce the attached Vehicle Mechanical Test certificate duly completed by an MOT registered garage.
4. Produce a Vehicle Registration Certificate (V5 Form).
5. Send the completed application form, along with the above documents, to the Environmental Enforcement Manager and Licensing Officer, Broadland District Council, Thorpe Lodge, Yarmouth Road, Thorpe St Andrew, Norwich, NR7 0DU.
6. No fee is payable for a transfer application which relates to a change of ownership or change of owner's address. If the transfer application relates to a change of vehicle, a fee of £_____ is payable. **Please note that the Council Offices can no longer accept cash payments.**

Note: On initial application the vehicle must not exceed five years of age and shall be no less than 1300cc.



Application for Transfer of a Private Hire Vehicle Licence

Previous/Current Owner (To be completed in all cases)

Title Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other _____

Full Name _____

Address _____

_____ Post Code _____

Home telephone no _____ Mobile telephone no _____

New Owner (To be completed where there is a change of ownership)

Title Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other _____

Full Name _____

Address _____

_____ Post Code _____

Home telephone no _____ Mobile telephone no _____

All Applicants

I hereby apply to the Broadland District Council for a licence under the Local Government (Miscellaneous Provisions) Act 1976 for a certain vehicle, particulars of which are given below, to seat _____ persons subject to all conditions as may be contained in such licence and also to the provisions of the said Act in force relating to Private Hire Vehicles all of which conditions and Act I hereby undertake to observe and perform. I accept that if I infringe or neglect to comply with any of the conditions of the said Act subject to which the licence is held, the same shall be liable to be revoked or not renewed by the Council. I hereby declare that statements I make on this form are true.

Signed _____ Date _____

Description of Vehicles

Plate No _____

Previous/Current Vehicle (To be completed in all cases)

Vehicle Registration Number _____

Make _____ Model _____ Colour _____

New Vehicle (To be completed where there is a change of vehicle)

Vehicle Registration No _____ Make _____

Model _____ Colour _____ Horsepower or cc _____

No of Seats _____ Date of first registration _____

Name of insurance company with whom the applicant is insured against third party risks _____

Amount of passenger public liability insurance in place _____

If granted a licence I will be working for (name of company) _____

All Applicants

I acknowledge receipt of a copy of the conditions of licence in respect of Private Hire Vehicles, supplied by the Council for information in respect of this application, all of which I have read and understand and which, should this application be granted, be attached to the licence.

Signed _____ Date _____



Transfer to Change Vehicle – Private Hire Vehicle Mechanical Test

Holder of licence _____

Registered owner on log book _____

Persons authorised to drive on insurance certificate _____

Year _____ Make _____ Type _____

Cc _____ Private Hire plate No (if known) _____

Mechanical conditions	Pass	Mechanical conditions	Pass
Engine		Door Locks and Winders	
Gear Box		Trim and Carpets	
Clutch		Seats front and rear	
Transmission Shafts		Windows	
Rear Axle		Seat Belts and Anchorage	
Wheel Bearings		Body Exterior	
Front Suspension		Windscreen Wash and Wipers	
Rear Suspension		Paintwork and Trim	
Shock Absorbers		Condition underside	
Springs – Front		Door Handles	
Springs – Rear		Luggage Boot Condition	
Brakes – Hand		Hackney No./Private Hire Vehicle No.	
Brakes – Foot Front		No. of Seats	
Brakes – Foot Rear		Lifting Jack and Tools	
Steering		Exhaust	
Wheel Column		Electrical Wiring	
Tie Rods		Horn	
Track Rods and Ends		Speedo _____ Mileage	
Idler and Bushes		Head Lamp & Adjustment	
Power Unit Drive Belts		Obligatory Front and Rear	
Body Interior		Stop Lamps and Reflectors	
Interior and Courtesy Lights		Direction Indicators	
**Fire Extinguisher			
Meter Number and Type			

Tyres	Size	Type of tyres	Pass
Near Side Front Tyre			
Near Side Rear Tyre			
Off Side Front Tyre			
Off Side Rear Tyre			
Spare Tyre			
Roof Sign (if fitted)	Permanently Fixed		
	Illuminates (white light to front, red light to rear)		

Remarks:

The motor vehicle, of which the registration mark is _____ has also been examined under Sections 45 and 46 of the Road Traffic Act 1988 and it is hereby certified that at the date of examination hereof, the statutory requirements prescribed by regulations made under the said Sections 45 and 46 were complied with in relation to the vehicle.

Name of inspector appointed by the garage _____

Signature of the Inspector _____

For _____

Garage Stamp

Date of Issue _____ Date of Expiry _____

**** The fire extinguisher should be either a 1kg dry powder or a 1 litre AFFF. Both types should have gauges to show the state of charge and must be manufactured to satisfy relevant BSEN accreditation. (The extinguisher should be securely fixed in place in a position readily accessible to the driver)**