

WATFORD BOROUGH COUNCIL  
HACKNEY CARRIAGE VEHICLE LICENCE TRANSFER NOTIFICATION

Hackney carriage vehicle licences will only be transferred in cases where the ownership of a vehicle is changing. Licences can be transferred from the previous owner of the vehicle to the new owner. An administration fee is payable in respect of the transfer of the licence.

Where a vehicle is simply sold by one person and purchased by another, the transfer of the licence can be carried out by the Licensing Team if the new owner attends the Council Depot, Wiggenhall Road, between 3.30pm and 4.30pm Monday to Friday. However, if immediately following the transfer of the licence the new owner wishes to move the licence to a new vehicle, an appointment must be made for the licence transfer to take place and the new vehicle to be licensed. To make an appointment please go to [www.watford.gov.uk/taxi](http://www.watford.gov.uk/taxi) and choose the Vehicle Licence – New Licence option.

Where two vehicles have changed ownership and both licences are to be transferred, due to the time involved in making these changes, an appointment must be made for the licence transfers to take place and both new owners should attend the Council offices. Again, to make an appointment please go to [www.watford.gov.uk/taxi](http://www.watford.gov.uk/taxi) and choose the Vehicle Licence – New Licence option.

In more complicated cases where more than two vehicles are changing ownership, or there are complicating factors, for example the vehicles have changed hands but one or more of the owners wish then to move the licence to a new vehicle, the process is longer and more involved. In order to ensure that sufficient time is allocated to deal with the changes required please contact the licensing section by e-mailing [taxis@watford.gov.uk](mailto:taxis@watford.gov.uk) explaining the changes that are required before visiting or making an appointment. The Licensing Section will then provide advice about the best way to proceed.

When attending for the vehicle licence(s) to be transferred you must bring with you:

1. This completed form (one for each licence to be transferred).
2. The Vehicle Licence (originally issued by Watford Borough Council to the person selling the vehicle).
3. Insurance Certificate – showing valid and current public hire insurance for the new owner of the vehicle.
4. Log Book (V5) – in the new owner's name, or the new keeper supplement if recently purchased.
5. The appropriate transfer fee(s).

Licence transfers can only take place if 1 to 5 above are provided. In cases where it is intended to move a licence from one vehicle to another as soon as the transfer has taken place then insurance will only need to be provided for the vehicle upon which the licence will remain.

If a vehicle is licensed but is not immediately intended to be used for hackney carriage work due to it's condition being such that it is not fit to be used, the licence can be suspended for a period of up to two months and in these circumstances evidence of insurance cover need not be provided. In some cases this can be helpful to allow time for repairs to be made or for a new vehicle to be obtained without the need for ongoing insurance cover. However, it is important to note that, if at the end of a two month suspension period the vehicle remains unused and suspended and no application has been made to move the licence to a new vehicle the licence would be deemed to have been revoked and will cease to exist, so will not subsequently be able to be moved to another vehicle.

I/We apply for transfer of the following Hackney Carriage Vehicle Licence

Plate number:	Vehicle registration:
Make:	Model:

To be completed by the existing licence holder

Full name of existing licence holder:	
Address:	
Home telephone no:	Mobile telephone no:
Email address:	Operator (if applicable):

I am able to return the original paper vehicle licence	<input type="checkbox"/>
I am not able to return the original paper vehicle licence because:	<input type="checkbox"/>

I consent to the transfer of the hackney carriage vehicle licence detailed above to the person detailed below:

Signed:

Dated:

To be completed by the new vehicle owner

Full name of new vehicle owner:	
Address:	
Home telephone no:	Mobile telephone no:
Email address:	Operator (if applicable):

I apply for the transfer of the hackney carriage vehicle licence detailed above to myself from the previous licence holder:

Signed:

Dated:

Note: By providing an e-mail address you are agreeing to us mainly communicating with you by email, including sending reminder letters and licences.

DATA PROTECTION – Keeping your personal information safe

Any data that you provide will be stored and processed by Watford Borough Council or its appointed agents in accordance with the law.

Information collected may be shared with other Council departments and/or organisations the Council works with who assist us in the performance of our functions. It may also be shared with outside organisations such as the Police, DWP, and County Council, to prevent and detect crime. It may be shared with insurance companies and bodies responsible for auditing or administering public funds for the prevention and detection of fraud.

Further information on the Council's obligations to safeguard your personal information and your rights on accessing data held about you can be found on the Council's website at:

<https://www.watford.gov.uk/privacynotice> and  
<https://www.watford.gov.uk/ehlprivacynotice> or by telephoning 01923 278000