

**WATFORD BOROUGH COUNCIL**  
**PRIVATE HIRE VEHICLE LICENCE TRANSFER NOTIFICATION**

Private hire 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.

In cases where a vehicle is written off or where a vehicle is scrapped, the licence cannot be transferred to a new vehicle, but should be surrendered. Please go to [www.watford.gov.uk/vehicelicensessurrender](http://www.watford.gov.uk/vehicelicensessurrender) to download the form to enable you to surrender a 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 by the new owner attending the Council Depot, Wighenhall Road, between 3.30pm and 4.30pm Monday to Friday.

Where two vehicles have changed ownership and both licences are to be transferred, due to the time involved an appointment must be made for the licence transfers to take place. 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 involved or there are complicating factors, please contact the licensing section for advice at [licensing@watford.gov.uk](mailto:licensing@watford.gov.uk) before visiting or making an appointment.

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 private 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.
6. In addition to the 5 points above, if the new owner of the vehicle is to be working with a different Licensed Private Hire Operator from the previous vehicle owner then the door signs of the vehicle will need to be changed to those of the new operator, a new vehicle licence plate will need to be issued and fitted to the vehicle and receipts reflecting the new operator will need to be available within the vehicle. If this is the case then the vehicle will need to be presented for inspection at the time of the licence transfer and a fee of will be payable for the new licence plate.

Licence transfers can only take place if 1 to 5 above are provided/complied with. Point 6 only applies where the vehicle is proposed to work for a different Private Hire Operator.

**I/We apply for transfer of the following Private Hire 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:	Private Hire Operator:

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 private hire 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:	Private Hire Operator:

I apply for the transfer of the private hire 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