



## Public Health

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## Public Protection LICENSING SERVICE

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### CHANGE OF OWNERSHIP HACKNEY CARRIAGE

#### NOTES FOR GUIDANCE

With effect from the 06.11.96 it is a requirement that a change of ownership form **MUST BE COMPLETED PRIOR TO THE SALE OF THE VEHICLE** and also as below:

- During the life of the licence.
- On Renewal
- If the vehicle has been previously licensed with this authority and is within **3 MONTHS** after the expiry of the licence.

#### To make application

- An application form must be completed by buyer prior to the sale of the vehicle.
- Seller must complete relinquish of interest form to be supplied by the buyer alongside documents
- The new owners National Insurance Number is to be provided.
- An application fee of **£36.80** is payable.

Documents must be produced to support your application; this documentation proves proof of purchase and is required by this Authority.

These are as follows:-

- **1. The Log Book.** Please **DO NOT** send your log book off to DVLA for change until you have produced it to us. If the previous owner has not given you the Log Book then speak to staff for advice.  
When you do then receive a copy of your Log book from the DVLA you must produce it to us to show the change of owner. **If you do not produce a log book there may be some delay in the issue of your Licence.**
- **2. Receipt.** A receipt from the previous owner/owners must be produced for the vehicle.
- **3. Insurance.** Current valid insurance policy/cover note in the new owner's name.

**Please note: Original documents MUST be produced at every application submitted.**

**IF YOUR VEHICLE PLATE NUMBER IS OVER 100 THERE IS A DIFFERENT PROCEDURE.**

Prior to the sale of the vehicle the seller and the purchaser must meet with the administrative staff. This ensures that the purchaser understands

- the conditions attached to the 100 series vehicles
- the primary purpose of this series of plates, i.e. providing a service to wheelchair bound passengers

Once you have had the meeting with staff the plates can then be handed in then the previous described procedure will be followed. Once completed the Chief Environmental Health and Licensing Officer will approve the transfer.

**Application For A Hackney Carriage Licence On Change of Owner**

**To be completed by the person buying the vehicle.**

Hackney carriage plate number .....

Registration number.....

Date of transfer.....

**Meter Details**

Make.....

Model.....

Serial number.....

Where was your meter calibrated.....

Has the meter above been purchased with the vehicle? Yes / No

If no, if the meter is a new one or one transferred from your previous vehicle. Please speak to a member of staff, as your meter will need re-calibrating.

**Name and address of new proprietor**

Name.....

Address.....

Signed.....

National Insurance Number.....

Firm where this vehicle will be working from.....

\* I declare that the information I have given on this form is true, and to the best of my knowledge correct.

**APPLICANTS SHOULD NOTE THAT TO MAKE A FALSE DECLARATION IS A SERIOUS CRIMINAL OFFENCE.**

\* I/We comply with any conditions which may be attached to this licence.

**Office use only**

Do meter details correspond with records? Yes/No  
If No please make comments

.....  
.....  
.....  
.....  
.....  
.....

Date:

Log Book/V62:  
**YES/NO**

Insurance:  
**YES/NO**

Road Tax:  
**YES/NO**

Please circle:

**Debit/Credit**

Receipt No:

**FEE £36.80**

PLEASE ENSURE A RELINQUISH OF INTEREST FORM FROM THE PREVIOUS OWNER IS SUPPLIED TO THE OFFICE UPON PRODUCING YOUR DOCUMENTS. FAILURE TO SUPPLY THIS WILL RESULT IN THE APPLICATION NOT BEING PROCESSED