

Taxi Licensing  
Public Carriage Office,  
Cardiff Bus Depot,  
Sloper Road, Cardiff, CF11 8TB

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(029) 2078 7737



## Notification of Transfer of Private Hire Vehicle Licence

Local Government (Miscellaneous Provisions) Act 1976

**Please note this form will NOT be processed unless ALL sections below are completed**

**Part 1** – should be completed with current owner details

**Part 2** – should be completed with new owner details

<b>Plate number:</b>		<b>Vehicle make and model:</b>	
<b>Licence expiry date:</b>		<b>Registration number:</b>	

### Part 1 - Current Owner/Seller Details

<b>Full Name</b>			
<b>Address</b>			
<b>Landline number</b>		<b>Mobile number</b>	
<b>Email address</b>			

### Current Owner/Seller (if Company)

<b>Company name</b>			
<b>Contact person</b>			
<b>Position in company</b>			
<b>Company address</b>			
<b>Landline number</b>		<b>Mobile number</b>	
<b>Email address</b>			

## Part 2 - New Owner/Buyer Details

<b>Full Name</b>			
<b>Address</b>			
<b>Landline number</b>		<b>Mobile number</b>	
<b>Email address</b>			

### New Owner/Buyer (if Company)

<b>Company name</b>			
<b>Contact person</b>			
<b>Position in company</b>			
<b>Company address</b>			
<b>Landline number</b>		<b>Mobile number</b>	
<b>Email address</b>			

### Interested Parties

Please provide details of any person connected to the vehicle, drivers and anyone hiring the vehicle must be listed here. Add additional pages if necessary.

<b>Name(s)</b>		
<b>Address</b>		

### Place where vehicle will normally kept when not in use (please state address in full)

(Please state "as above" if it is the same as the licence holder address)

<b>Address</b>	
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**Is the vehicle currently licensed by another authority?**

Yes  No

If so, which authority?

**Private Hire Operator**

Please provide the name of the operator with whom you will be working with?

<p><b>IMPORTANT INFORMATION</b></p> <ul style="list-style-type: none"> <li>• Both the seller and buyer of the business should attend the Public Carriage Office to complete the official transfer procedure.</li> <li>• This form should be signed by both parties in the presence of an officer of the City of Cardiff Council at the Public Carriage Office.</li> <li>• A current certificate of insurance, in the name of the buyer, and a bill of sale confirming the transaction must be supplied to complete the official transfer procedure.</li> <li>• The original licence must be returned to the Licensing Office.</li> </ul>
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**Declaration**

I have read the conditions of licence issued by The City of Cardiff Council which are applicable to Private Hire Vehicle licences and in the event of a licence being transferred to me in respect of the vehicle I agree to comply with the said conditions.

I declare to the best of my knowledge and belief the above information is correct. I understand that if I knowingly or recklessly make a false statement or omission in relation to this application, I render myself liable to prosecution and my Private Hire Vehicle licence may be suspended or revoked.

I understand that in pursuance of the prevention or detection of crime, personal information may be released to Government Agencies such as HMRC, DWP and the UK Border Agency.

***Both the current and new owner must sign and date this section in the presence of an officer of the City of Cardiff Council at the Public Carriage Office***

<b>Current Owner/Seller (please sign)</b>		<b>Date</b>	
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<b>New Owner/Buyer (please sign)</b>		<b>Date</b>	
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**Mae'r ffurflen hon hefyd ar gael yn Gymraeg / This form is also available in Welsh**