

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

licensing@cardiff.gov.uk
taxiinsurance@cardiff.gov.uk
www.cardiff.gov.uk/licensing
(029) 2078 7737



Notification of Transfer of Hackney Carriage 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

Plate number		Vehicle make and model	
Licence expiry date		Registration number	

Part 1 - Current Owner/Seller Details

Full Name			
Address			
Landline number		Mobile number	
Email address			

Current Owner/Seller (if Company)

Company name			
Contact person			
Position in company			
Company address			
Landline number		Mobile number	
Email address			

Part 2 - New Owner/Buyer Details

Full Name			
Address			
Landline number		Mobile number	
Email address			

New Owner/Buyer (if Company)

Company name			
Contact person			
Position in company			
Company address			
Landline number		Mobile number	
Email address			

Interested Parties

Any person connected to the vehicle, including the driver and anyone hiring the vehicle must be listed here. Add additional pages if necessary.

Name(s) & Address(es)	
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Place where vehicle is 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)	
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Is the vehicle currently licensed by another authority?

Yes No

If so, which authority?

Intended Use

Do you intend to operate this vehicle predominately within the City of Cardiff?

Yes No

If not, where do you intend to use the vehicle?.....

Private Hire Operator

Do you work with a Private Hire Operator?

Yes No

If you answered yes to the above, which operator do you work with?.....

<p>IMPORTANT INFORMATION</p> <ul style="list-style-type: none"> • Both the seller and buyer of the business should attend the Public Carriage Office to complete the official transfer procedure. • 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. • 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. • The original licence must be returned to the Licensing Office.
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Declaration

I have read the conditions of licence issued by The City of Cardiff Council which are applicable to Hackney Carriage 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 Hackney Carriage 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

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