



Transfer of proprietorship private hire or hackney carriage vehicle

Local Government (Miscellaneous Provisions)
Act 1976

Part 2 (to be completed by new proprietor)

Vehicle details

1	Licence number	
2	Licence type	☐ Private Hire Vehicle ☐ Hackney Carriage
3	Registration number	

Applicant details

I confirm that the proprietorship of the above-mentioned vehicle has been transferred from the existing licence holder to me and I request that the council's records and the licence be amended to record that I am the new proprietor.

4	Proprietor status	☐ Single individual (Please complete Part A) ☐ Multiple individuals (Please complete Parts A and B) ☐ Company (Please complete Part C)
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Part A – First individual proprietor

5	Name	
6	Address	
7	Date of birth	
8	Telephone/email	
9	Are you the sole proprietor of the vehicle?	☐ Yes ☐ No*

* If no, the second proprietor must complete Part B below. If there are more than two proprietors, please use a separate sheet.

10	Have you been convicted or cautioned for any motoring or criminal offence since your last application? If yes, please provide details below. Use a separate sheet if necessary.	☐ Yes ☐ No
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	Date	Offence	Court	Sentence
i				
ii				
iii				

Part B – Second individual proprietor

11	Name	
12	Address	
13	Date of birth	
14	Telephone/email	
15	Have you been convicted or cautioned for any motoring or criminal offence since your last application? If yes, please provide details below. Use a separate sheet if necessary.	☐ Yes ☐ No

	Date	Offence	Court	Sentence
i				
ii				
iii				

Part C – Company proprietor

16	Registered name	
17	Registered address	
18	Company reg number	
19	Contact name	
20	Telephone/email	
21	Are you the sole proprietor of the vehicle?	☐ Yes ☐ No*

* If no, any other proprietor(s) must complete Part A and/or Part B and/or a separate sheet (in the case of multiple company proprietors).

22	Has the company secretary, any director or any other officer of the company been convicted or cautioned for any motoring or criminal offence since your last application? If yes, please provide details below. Use a separate sheet if necessary.	☐ Yes ☐ No		
	Date	Offence	Court	Sentence
i				
ii				
iii				

Checklist

An application will not be determined unless the licensing authority is in receipt of:

- ☐ a fully completed application form
- ☐ the appropriate fee
- ☐ the vehicle registration document (V5C) in the name of the applicant or formal confirmation from the DVLA that the vehicle has been registered in the applicant's name. If neither is available, verifiable proof of ownership may be accepted (for example, a bill of sale from a reputable firm)
- ☐ a current vehicle insurance certificate or cover note which includes the carriage of passengers for public hire (in the case of hackney carriage vehicles) or private hire (in the case of private hire vehicles)
- ☐ a satisfactory basic criminal record check from www.gov.uk/request-copy-criminalrecord in respect of all proprietors (or in the case of a company or partnership, in respect of all directors or partners). Not applicable to drivers, proprietors and operators already licensed by North Yorkshire Council.
- ☐ a certificate of good conduct (only if an applicant/proprietor has lived overseas for a period of six months or more in the 10-year period leading up to the date of application).

Declaration and signature

I hereby declare that the above information is true to the best of my knowledge.

I understand that it is a criminal offence to make a false statutory declaration.

23	Signature	
24	Name (please print)	
25	Date of signature	

26	Signature	
27	Name (please print)	
28	Date of signature	

Please return the completed form to your local North Yorkshire office:

Licensing.central@northyorks.gov.uk (Harrogate & Selby)
Licensing.east@northyorks.gov.uk (Scarborough & Ryedale)
Licensing.west@northyorks.gov.uk (Richmond, Craven & Hambleton)

Personal data and information sharing

This authority requires the requested information to process your application for a licence. It has a duty to protect and safeguard the public and therefore may share the information you have provided on this form with other service areas within the council, Government Departments, law enforcement agencies and partners for these purposes.

This authority is under a duty to protect the public funds it administers. We may share information internally and externally with other organisations responsible for auditing or administering public funds, or where undertaking a public function, to prevent and detect fraud, including data to be used as part of the National Fraud Initiative. For further information, please see <https://www.gov.uk/government/collections/national-fraud-initiative>. We may also disclose information to a Specified Anti-Fraud Organisation for the purpose of preventing fraud under Section 68 of the Serious Crime Act 2007. Please also see our licensing privacy notice for further information.

Schedule 23 to the Finance Act 2011 (Data Gathering Powers) and Schedule 36 to the Finance Act 2008 (Information and Inspection Powers) grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants. Your personal data will not be used for any other purpose without your prior consent, except as permitted by statute.

Under the Air Quality (Taxi and Private Hire Vehicles Database) (England and Wales) Regulations 2019, the Council is required to provide information to the Department for Environment, Food and Rural Affairs (DEFRA) about all hackney carriages and private hire vehicles licensed by North Yorkshire Council. The information given will include registration numbers, start and expiry dates and such other information we hold for the purposes of ensuring the accurate identification of vehicles. The guidance for authorities contains further details about the database:

<https://www.gov.uk/government/publications/air-quality-taxis-and-private-hire-vehicles-phvs-database-guidance>