**HACKNEY CARRIAGE/PRIVATE HIRE VEHICLE**

# TEMPORARY TRANSFER APPLICATION

**This form must only be used for the transfer of a licence to a vehicle which is <u>temporarily</u> replacing a Hackney or Private Hire Vehicle whilst that vehicle is undergoing repairs following a road traffic incident or collision.**

Name ……

Address ……..

……..

Telephone numbers Home ……....

Mobile ……

Single Status Drivers licence number ……....

Email address ……....

Application for a <u>TEMPORARY LICENCE</u> relating to:

<u>Plate number</u> Hackney Carriage …… Private Hire ……..

<u>CURRENT</u> vehicle registration number ……

## <u>Vehicle provider:</u>

Company Name ……

Address ……..

……

Telephone numbers Office ……

Mobile ……

Email address ……

## REPLACEMENT VEHICLE DETAILS

1. Make ……..
2. Model ……..
3. Colour ……
4. Vehicle registration number …….....
5. Number of passengers to be licensed ……
6. Do the vehicle specifications comply with the HC/PH vehicle conditions? Yes ☐ No ☐

**Fully wheelchair accessible means the vehicle has been modified to allow a customer to be loaded and carried in their own wheelchair whilst properly secured.**

7. Does the vehicle comply with the current Policy in defining a Fully Wheelchair Accessible vehicle?

   Yes ☐ No ☐

8. If the answer is YES to Question 7 you must attach the Certificate of Conformity to this application. Therefore, is the required Certificate attached to this application?

   Yes ☐ No ☐

**9.** Has this vehicle been "written off" by an Insurance Company?

Yes ☐ No ☐

**If the answer to question 9 is YES please speak to the Licensing Section before proceeding any further with the application.**

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**PLEASE NOTE THE FOLLOWING:**

**A CERTIFICATE OF CONFORMITY MUST BE PRODUCED – IF NOT PRODUCED THEN A LICENCE WILL NOT BE ISSUED.**

**UNLESS A FUTHER APPLICATION IS MADE THIS TRANSFER WILL LAST FOR A PERIOD OF 2 MONTHS ONLY.**

**WHEN THE TEMPORARY VEHICLE IS NO LONGER REQUIRED THE TEMPORARY LICENCE AND PLATES MUST BE RETURNED TO THE COUNCIL**

**ONE THE VEHICLE HAS PASSED THE TEST AND THE APPLICATION IS FULLY COMPLETED IE WHEN ALL DOCUMENTATION HAS BEEN RECEIVED BY THE LICENSING SECTION, THE LICENCE AND PLATES WILL BE ISSUED – 24 HOURS FROM COMPLETION OF THE APPLICATION PROCESS.**

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## DECLARATION – IMPORTANT PLEASE READ BEFORE SIGNING

**I hereby declare:**

1. **I acknowledge that any details disclosed by me to the Council can be used by the Council and any Government Agency in the investigation of matters involving or related to this application.**
2. **The information provided in this application is true and accurate.**

For your information the link to the privacy notices under the General Data Protection Regulations for Legal Services, Licensing Section is:

https://www4.halton.gov.uk/Pages/councildemocracy/privacynotices.aspx

## SIGNATURES

### Licence holder

Signature ……..

Print name ……..

Date ……..

### Representative of Insurance Company/vehicle provider

Signature ……..

Print name ……..

Date ……..

# FOR OFFICE USE ONLY

## VEHICLE REGISTRATION DOCUMENT

Document reference number

Vehicle registration number

Name of registered keeper

Type & colour of vehicle

Date of first registration

Date keeper acquired vehicle

Engine capacity

## INSURANCE DOCUMENT

**CERTIFICATE** ☐ **COVER NOTE** ☐

Company

Policy/Certificate number

Vehicle registration number

Name of policy holder

Start date

Expiry date

Persons insured to drive

Policy holder only ☐

Policy holder & following named drivers ☐

Use

## CERTIFICATE OF COMPLIANCE

Serial number

Date of issue

Expiry date

Mileage

## CERTIFICATE OF CONFORMITY

Received ☐

Not applicable ☐

## FEE PAID

Date

Receipt number

Amount

Method of payment

**ACCIDENT REPORT FORM RECEIVED** **Yes** ☐ **No** ☐

**ORIGINAL PLATES HANDED IN** **Yes** ☐ **No** ☐