
Application to change the registration number of a taxi or private hire vehicle

GDPR Privacy notice

Who we are and what we do

Elmbridge Borough Council is the 'Controller' of any personal data that you provide to us. We collect, process, and store your personal data in relation to your application for a licence.

What we need to process your application

You must supply personal data including your name, address and contact details.

Why we need it

We use your personal and sensitive data to enable us to process your application. If you do not provide this information we cannot process your application.

What we do with it

We will store your personal data in our licensing database and it will be accessed by authorised Council employees. We will use your data to enable us to check compliance with your licence, to carry out our enforcement duties and to contact you about licensing matters. We may share your personal data with the other public bodies and enforcement authorities for the purposes of investigation, to protect public funds and prevent and detect fraud. We may also share your personal data with insurance companies and the DVLA.

How long we keep it

If we do not grant your licence, we will keep your data for six years from the date of the final decision on your application. If we grant your licence, we will keep your data for the period of the licence and a further six years.

What are your rights?

Please refer to our corporate privacy policy at [elmbridge.gov.uk/privacy-notices/](https://www.elmbridge.gov.uk/privacy-notices/)



Elmbridge
Borough Council

... bridging the communities ...

Application to change the registration number of a taxi or private hire vehicle

You should use this form to inform us that you wish to change the registration number of an existing taxi or private hire vehicle.

Please read the guidance on our website elmsbridge.gov.uk/licensing before you complete this form. Please note, if you do not properly complete all our application requirements, we will reject your application.

Section 1: About the existing licence holder

Title	
First name and other forenames	
Last name	
OR	
Name of business or Ltd Company	
Company number (if Ltd Company)	
OR	
Partnership name	

Section 2: About the vehicle

Old Registration number	
New registration number	
Taxi plate number	HCV
Private hire vehicle plate number	PHV

Date registration number changed	
----------------------------------	--

Section 4: Relevant documents

I attach/enclose copies of the following documents:

Vehicle registration document (V5)	
Certificate of motor insurance	
MOT certificate	
Existing taxi or private hire vehicle licence	
Existing taxi or private hire vehicle plates	
The correct fee	

Section 5: Declarations

Under Section 57 Local Government (Miscellaneous Provisions) Act 1976 It is a criminal offence to make a false statement or withhold information to obtain a taxi or private hire vehicle licence. If convicted, you may be liable to a fine up to level 3 on the standard scale.

I confirm that I have read the privacy notice on the first page of this application form and I understand my rights in respect of that data and consent to how the Council will process my personal data.	
I understand I may have to produce the original documents referred to above before the Council will my issue my taxi or private hire vehicle licence.	
I understand that I must return the existing taxi or private hire vehicle licence and plates before the Council will issue my new taxi or private hire vehicle licence and plates.	
I declare that the information contained in this form is correct to the best of my knowledge and belief.	

I declare that I am authorised to give this application on behalf of the licence holder(s)	
---	--

Please email your completed application form to licensing@elmbridge.gov.uk and attach each of the documents listed in section 8 above. In the subject please write "Application to change registration:" followed by your name. We will only accept one file for each document. Please do not send the documents as one large file, as individual pages, or in separate emails.

Signature	
Name	
Date	