

CHANGE OF VEHICLE REGISTRATION FORM

I Hereby apply for a change of vehicle registration as follows:

COMPLETE THE FOLLOWING QUESTIONS (1 - 10) BELOW:-

- | | | | |
|----|--|----------------------|----|
| 1 | H/CARRIAGE OR P/HIRE PLATE NUMBER | <input type="text"/> | 1 |
| 2 | NEW VEHICLE REGISTRATION | <input type="text"/> | 2 |
| 3 | OLD VEHICLE REGISTRATION | _____ | 3 |
| 4 | MAKE OF VEHICLE | _____ | 4 |
| 5 | MODEL OF VEHICLE | _____ | 5 |
| 6 | COLOUR | _____ | 6 |
| 7 | SEATING CAPACITY (EXCLUDING DRIVER) | _____ | 7 |
| 8 | NAME OF INSURANCE COMPANY | _____ | 8 |
| 9 | INSURANCE RUN OUT DATE | _____ | 9 |
| 10 | VEHICLE LICENCE EXPIRY DATE | _____ | 10 |

Surname _____ Forenames _____

Address _____

Postcode _____ Operating office _____
(if you work for yourself write "self")

Telephone no _____ Mobile No. _____

I hereby give permission for the Licensing Enforcement Officer or Assistant Inspector on behalf of Harrogate Borough Council to contact my Insurance Broker or Agent with regards the Insurance Policy for the above vehicle.

I understand there should be no signs, notices, advertisements, plates, letters, figures, symbols, emblems or devices whatsoever (collectively referred to as a "sign") displayed on, in or from this vehicle, other than those permitted on page 11 of the rules & regulations book. Any signs not permitted or approved will need to be removed.

Signature _____ Date _____

Please turn over

You will need to produce the following before a new plate & Licence will be issued:

- 1. OLD REAR LICENCE PLATE** (NO NEW PLATE WILL BE GIVEN OUT WITHOUT RECEIPT OF THE OLD ONE)
- 2. CURRENT INSURANCE CERTIFICATE SHOWING THE NEW REGISTRATION**
- 3. VEHICLE REGISTRATION DOCUMENT (V5 FORM) AS ISSUED BY THE DVLA SHOWING NEW REGISTRATION** (note a change of registration cannot be done unless the documents have been issued by the DVLA)
- 4. COMPLIANCE TEST CERTIFICATE** (as this will need to be amended)
- 5. PAYMENT OF £53.00** (Credit/ debit card or Cheque made payable to “Harrogate Borough Council”). If the plate is an **EXECUTIVE PLATE** the cost will be more.

How we use your Information

Any information you give to us will be held securely and in accordance with the rules on data protection. We will treat personal details as private and confidential and safeguard them. We will not disclose them to anyone unconnected with the Council unless you have consented to their release or in certain circumstances where:

- we are legally obliged to do so;
- disclosure is necessary for the proper discharge of our statutory functions;
- disclosure is necessary to enable us to provide you with a requested service or deal with your enquiry;
- Where “*legitimate interests*” are relied on in relation to specific processing operations.
- We are under a duty to protect public funds. We may use the information you have provided for the prevention and detection of fraud. We may also share this information with other bodies responsible for public funds or for auditing them for these purposes.

For more information on privacy and how we use your data please take a look at our privacy notice at www.harrogate.gov.uk/privacynotice

For office use only (Check list)

1. Old plate returned
2. Insurance Certificate seen
3. Proof of change of registration from the DVLA
4. Compliance Certificate amended
5. Payment received Receipt no. _____
6. Licence issued Date: _____
7. Name of Taxi Licensing Officer: _____

Comments _____
