



# Application for a Transfer of Vehicle Ownership

Section 49 - Local Government (Miscellaneous Provisions) Act 1976

## 1. Existing licence holder details -

<b>Surname:</b>		<b>Full Forename(s):</b>	
<b>Full Address:</b> (where ordinarily resident) – including postcode			
<b>Telephone Number(s)</b>	<b>Home:</b>		<b>Mobile:</b>

## 2. Vehicle details –

<b>Hackney Carriage or Private Hire?</b>		<b>Licence Number:</b>	
<b>Vehicle Make:</b>		<b>Model:</b>	
<b>Vehicle registration number:</b>			

## 3. New licence holder details -

<b>Surname:</b>		<b>Full Forename(s):</b>	
<b>Full Address:</b> (where ordinarily resident) – including postcode			
<b>Telephone Number(s)</b>	<b>Home:</b>		<b>Mobile:</b>

## 4. If private hire only -

<b>Is new signage required? Yes or No?</b>	
<b>Company name:</b>	
<b>Telephone number:</b>	

## 5. Transfer details -

<b>I would like the vehicle transfer to be effective from (insert date):</b>	
<b>The full name and address of every person to whom the vehicle is to be let or rented to:</b>	
<b>The full name and address of every person who will be driving the vehicle is:</b>	
<b>The address of every place where the vehicle is kept when not in use:</b>	

\* Fee for Transfer Vehicle Licence £27.50, Door signage £19.00.

**6. Checklist - Your transfer application will not be accepted without the following documentation:** Please tick as enclosed/attached.

<b>Insurance certificate and schedule covering PH or HC use for this vehicle</b>		<b>Private Hire door signage fee, if required</b>	
<b>Previous vehicle licence from existing licence holder</b>		<b>V5 Transfer slip</b>	
<b>Transfer Fee</b>			

**7. I hereby give notice, in accordance with the Provisions of the above Act, of the transfer of vehicle ownership.**

<b>Signature(s) of existing licence holder(s):</b>		<b>Date:</b>	
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**8. I hereby give notice that I will be the new licence holder of this vehicle from the date specified at section 5 of this application.**

<b>Signature(s) of new licence holder(s):</b>		<b>Date:</b>	
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Data Protection

The Council has a duty to process and store your personal information safely and securely in line with data protection legislation, which here means the General Data Protection Regulations (Regulation (EC) 2016/679 which is in force from 25 May 2018) (GDPR) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then any successor legislation to the GDPR.

The Borough Council of King's Lynn and West Norfolk (the Council), of Kings Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX is the data controller for the purposes of the GDPR and associated domestic law.

We will use your personal information for the purposes of the provision of the licensing services. The processing of this information is necessary for the Council to undertake a public task, i.e. the processing is necessary for the Council to perform a task in the public interest or for its official functions, and the task or function has a clear basis in law, in this case the Local Government (Miscellaneous Provisions) Act 1976 / Town Police Clauses Act 1847.

Your data will be used for this specific purpose and may be passed to such third parties, including Council departments and other agencies where there is lawful authority to do so, including for the purposes of preventing or detecting fraud or other crimes. Your information will be kept strictly confidential. It will be stored separately from other information in a secure, password-protected database on the Council's computer system.

Your personal information will be kept for as long as you require a licence and for a period after the service is terminated. You can find more information about our retention policy on the [privacy notice](https://www.west-norfolk.gov.uk/privacy) page which can be found at the following link <https://www.west-norfolk.gov.uk/privacy>. We will only use your data within the terms of data protection laws, will delete your data securely and only keep it for as long as necessary. We will review dates for keeping personal data in the future and if necessary update these privacy notices.

You have a number of rights available to you, including the right to see copies of all the data held about you by the Council, to ask for it to be corrected, updated or deleted, to request the Council to restrict what it does with your data in certain circumstances, to object to what the Council may do with your data, and to data portability.

Please note that these rights are not absolute and that there are circumstances where they do not apply or the Council's obligations may override these rights. If this is the case, you will be informed of this.

You can find more information about Data Protection and the Council's Data Protection Officer, on our [Data Protection](https://www.west-norfolk.gov.uk/dataprotection) page which can be found at the following link <https://www.west-norfolk.gov.uk/dataprotection>

If you are unhappy with the way your personal information is being handled you can contact the [Independent Information Commissioner, website: https://ico.org.uk/](https://ico.org.uk/) .

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