

Application for a Transfer of Vehicle Ownership

Local Government (Miscellaneous Provisions) Act 1976

Borough Council of
**King's Lynn &
West Norfolk**



Environmental Health - Licensing
King's Court
Chapel Street
King's Lynn
Norfolk PE30 1EX
Tel: (01553) 616200

1. Name (s) _____

2. Address _____

_____ Post Code _____

Contact Tel No _____

3. I wish to have transferred the HC / PH (delete as appropriate) Vehicle Licence No _____ to myself from the person(s) named at section 7 of this form.

4. Make _____ Model _____

5. Registration of Vehicle _____

6. Vehicle Signage:

Only complete if you require new signage in accordance with conditions 5.2.

We order the signs on your behalf:

Company Name: _____

Telephone Number: _____

7. With effect from the ____/____/____ (date) and I enclose the current vehicle licence held from the previous owner.

Transferred from:

8. Previous Name(s) of Vehicle Owner

9. Address

_____ Post Code _____

Contact Tel No _____

Signed _____ Date ____/____/____

10. i) The full name and address of every person to whom the vehicle is let or rented to:

* Fee for Transfer Vehicle Licence £27.50, Stickers £19.00.

Tick if same as new owner as in Section 1.

ii) The full name and address of every person who will be driving the vehicle is:

Tick if same as new owner in Section 1

iii) The address of every place where the vehicle is kept when not in use:

Tick if same as new owner in Section 1

Note: Your transfer will not be accepted without ALL of the following enclosures:

Checklist of enclosures:

- | | |
|---|--------------------------|
| Insurance Document attached | <input type="checkbox"/> |
| Hackney Carriage / Private Hire Vehicle Licence from previous owner | <input type="checkbox"/> |
| V5 transfer slip | <input type="checkbox"/> |
| Fee for new Vehicle Licence* | <input type="checkbox"/> |
| Fee for new Private Hire Vehicle Stickers if applicable* | <input type="checkbox"/> |

Signature of New Vehicle Owner(s) _____

2nd Owner Signature if app. _____

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.

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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 may be shared between Council departments and other agencies where there is lawful authority to do so.

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 may see copies of the data held about you and ask for it to be corrected or deleted.

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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