



**South  
Derbyshire  
District Council**

**CHANGE OF DETAILS NOTIFICATION FORM**

- **Please read our terms & conditions before completing this notification.**
- **It is an offence to give false information - all relevant questions must be answered.**
- **The following documents need to accompany this application, in addition to the relevant fee:**

In the case of a change of name:

- 1) Marriage certificate, or deed poll certificate

In the case of a change of limited company name:

- 1) Proof of name change from Companies House

In the case of a change of address:

- 1) Updated DVLA licence and/or V5C logbook (to be supplied within 4 weeks)

In the case of a change of vehicle registration number:

- 1) DVLA paperwork showing proof of the right to use the new number plate
- 2) Updated V5C logbook (to be supplied within 4 weeks)

- **This notification form is to be used to notify the Licensing Authority of any change in name, address of the licence holder(s), and any change in the registration number of any vehicle licensed as a Private Hire vehicle.**
- **This notification should not be used to notify the Licensing Authority of any change in location of the booking office on a Private Hire operator’s licence, any change to a limited company number or any other changes to the ownership of an operator or licensed vehicle. For changes of this nature please complete either a new, variation or transfer application form.**
- **The fee for this notification is £10.50 per licence. (No fee is required for change of operator notifications)**

Please provide the licence numbers you wish to update the details on:

Private Hire driver’s licence:	
Private Hire vehicle licence(s):	
Private Hire operator’s licence:	
Private Hire trailer licence:	

**NEW CONTACT DETAILS**

1. Surname:	2. Forenames:
3. Current registered address:  Post Code:	
4. Date of Birth:	5. National Insurance number:
6. Telephone:	7. Mobile:
8. Email:	
9(a). Are you permitted to work in the UK?: Yes <input type="checkbox"/>	
9(b). Are there any restrictions?: Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please detail them below)	

**CHANGE OF PRIVATE HIRE VEHICLE REGISTRATION NUMBER**

10(a). Plate number:	10(b). New registration number:
11(a). Plate number:	11(b). New registration number:
12(a). Plate number:	12(b). New registration number:

**CHANGE OF PRIVATE HIRE TRADING NAME**

13(a). Existing name:	
13(b). Proposed name:	
13(c). Proposed name:	
13(d). Proposed name:	

**CHANGE OF LIMITED COMPANY NAME**

14(a). Existing name:	
14(b). Proposed name:	

**CHANGE OF REGISTERED OPERATOR**

15(a). Existing operator(s):	
15(b). Proposed operator(s):	

**DECLARATION**

**Fraud Act 2006**

I hereby declare that I fully understand, have read and checked the details and questions on this notification form and that the foregoing statements are true. I understand that it is a criminal offence if I or anyone else gives false information, or makes a false representation, or fails to disclose information.

**Signed by or on behalf of the licence holder\*:**

Signed .....Applicant    Date.....

Print Name.....Capacity.....

Signed .....Applicant    Date.....

Print Name.....Capacity.....

\* If signing for a Ltd Company or LLP only one signatory is required, otherwise all licence holders detailed on the licence being amended must sign above.

We will treat all information provided in confidence and in accordance with Data Protection Act 1998. However, this authority is under a duty to protect public funds, and therefore the information may be shared with other departments of the Council for the purpose of preventing fraud, misuse of public funds and any legal or statutory requirements. It may also be shared with other public bodies such as the Audit Commission for similar purposes.