



HACKNEY CARRIAGE AND PRIVATE HIRE LICENCE HOLDERS NOTICE OF CHANGE OF NAME/ADDRESS

PLEASE FIND THE APPLICATION FORM ON LAST PAGE – you must read the below guidance first before completing the form

This guidance document outlines the procedure that must be followed to notify us of your change of name or address.

A change in name may be due to a change in your marital status or by deed poll.

A change in address may be due to you moving your place of residence.

How you will need to notify us of such a change will depend on what licence(s) you hold.

I have a driver's licence and I have changed my name. What do I do next?

The paper part of your driver's licence displays your name and address. On the photocard 'badge', only your name is displayed. If you change your name you will need to notify us and return your paper licence for us to update. You will need to provide evidence of your change of name. A form is found below. A fee is payable for the reissue of your badge and for a replacement paper licence. A new paper licence and photocard 'badge' will be reissued. Once you have the new photocard 'badge', you must return your old one to the Licensing Team.

I have a driver's licence and I have changed my address. What do I do next?

The paper part of your driver's licence displays your name and address. On the photocard 'badge', your address is not displayed. If you change your address you will need to notify us; a form is found below. You will need to provide evidence of your change of address. Once we receive the completed form and supporting proof we will update our records. A new paper licence will be reissued on receipt of the fee and return of your paper licence for us to update. Without payment, no paper licence will be reissued although your records will be updated. Please be aware if your paper licence is not reissued and you are required to produce your licence by an authorised person such as the Police or for insurance purposes, your details will be out of date.

I have vehicle licence(s) and I have changed my name and/or address. What do I do next?

A vehicle licence displays the name and address of the proprietor and any co-proprietors or persons who have an interest in the vehicle. If you change your name or address you will need to notify us; a form is found below. You will need to provide evidence of your change of name/address. Once we receive the completed form and supporting proof we will update our records. A new paper licence will be reissued on receipt of the fee and return of your paper licence for us to update. Without payment, no paper licence will be reissued although your records will be updated. Please be aware if your paper licence is not reissued and you are required to produce your licence by an authorised person such as the Police or for insurance purposes, your details will be out of date. There is no change to the licence plates on the vehicle.

I hold more than one licence. Do I need to complete a Notice of Change form for each licence?

No, but you need to include all the licences you hold on the form so we can ensure all your records are updated. You can list them on an additional sheet if you need more space

I hold more than one licence. Do I need to pay a fee for each one?

Yes. There is a fee for each licence that requires amending and reprinting.

What happens next?

We will update our records and you will be reissued with a new paper licence(s) for each licence you have notified us about where there is a change. All new licence(s) will be left in reception for you to collect. Driver licence holders who change their name will also be issued with a new photocard badge. In this case, both the paper licence and badge will be left at Reception for collection and you will be notified when they are ready. The old badge must be returned to the Licensing Team on collection of your new badge.

How long will it take to re-issue my new licence?

The Licensing Team estimates that the application process for a change of details will take up to 10 working days as long as we have received all required documents and payments.

If you have any queries about notifying us of the change of your details, please speak to a member of the Licensing Team on 01923 776611 or email licensing.team@threerivers.gov.uk

Your application MUST be complete. The following documents must be submitted:

1. Application form fully completed, signed and dated	<input type="checkbox"/>
2. Evidence of your change of name/address	<input type="checkbox"/>
3. Replacement licence fee(s) (badge and/or paper licence as applicable)	<input type="checkbox"/>
4. Return of your original paper licence	<input type="checkbox"/>
5. Return of your original badge (if change of name)	<input type="checkbox"/>

PLEASE FIND THE APPLICATION FORM ON NEXT PAGE



FOR OFFICE USE ONLY
Licence No:
Uniform Ref:
Receipt No:
Fee Paid:
Payee Name:

**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976
LICENSING - NOTICE OF CHANGE OF NAME/ADDRESS OF MY HACKNEY CARRIAGE/PRIVATE
HIRE LICENCE(S)**

I hereby give notification of my change of name and/or change of address as follows. Please update all my licences held with Three Rivers District Council.

FEES – to be paid by card payment only	
Replacement driver/vehicle licence (paper part)	£10.00 for each licence document
Replacement badge	£19.00

DETAILS (as shown on my current licence)	
1. NAME (in full)	
2. ADDRESS	

NEW DETAILS (to be shown on my reissued licence) - Complete as applicable:	
3. NEW NAME (in full)	
4. NEW ADDRESS	
5. DATE OF CHANGE:	

Please also provide your contact details so we can ensure our records are up to date:	
6. HOME TEL. NO.	
7. MOBILE TEL. NO.	
8. EMAIL ADDRESS	

PLEASE LIST ALL LICENCES YOU HOLD WHICH REQUIRE UPDATING (PLEASE USE AN ADDITIONAL SHEET IF NECESSARY:		
Driver Licence	Licence Number:	
Vehicle Licence(s)	Licence Number(s):	

DECLARATION

I hereby declare that the information and particulars given by me in this application are true and correct to the best of my knowledge and belief and I make it knowing that if it is tendered inaccurately, any licence determined and issued in connection with it may be suspended, modified and /or revoked.

Signature:	Name (please print):	Date:

