



<b>FOR OFFICE USE ONLY</b>
Licence No:
Uniform Ref:
Receipt No:
Fee Paid:
Payee Name:

Updated 01.04.2020

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

**Fee: £25.00**

**Please read the guidance notes at the end of this application form.  
All fields must be completed.**

<b>DETAILS</b> (as shown on current licence )	
Name (in full)	
Address	
<b>NEW DETAILS</b> (to be shown on my reissued licence)	
New name (in full)	
New address	
Date of change	
<b>CONTACT DETAILS</b>	
Home Tel. No.	
Mobile Tel. No.	
Email address	
<b>PLEASE INDICATE WHICH LICENCES YOU HOLD THAT WILL REQUIRE UPDATING</b> <i>Please list all</i>	
Driver Licence	YES <input type="checkbox"/> NO <input type="checkbox"/>
Licence number(s)	
Vehicle Licence(s)	YES <input type="checkbox"/> NO <input type="checkbox"/>
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.

I confirm that I have read the guidance notes and provided all the necessary documents/fee(s) as listed below in the check list.

**I have read and understood the above**

**Signature:**

**Name:**

**Date:**

### **Check list**

- Application form fully completed, signed and dated
  - Evidence of your change of name/address
  - New passport sized photo with name on back
  - Replacement licence fee(s) (badge and/or paper licence as applicable)
  - Return of your original paper licence
  - Return of your original badge (if change of name) once you receive new badge
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## **Guidance notes**

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 photo card 'badge', only your name is displayed. If you change your name you will need to notify us and return your paper licence. You will need to provide **evidence** of your change of name as well as a new passport sized photo. A fee is payable for the reissue of your badge and for a replacement paper licence. A new paper licence and photo card 'badge' will be reissued. Once you have the new photo card '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 photo card 'badge', your address is not displayed. If you change your address you will need to notify us. 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. 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 photo card 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](mailto:licensing.team@threerivers.gov.uk)