



Licensing Service  
Sheffield City Council  
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## Change of Vehicle Registration

### Information Notes

If during the currency of the licence you change the vehicle registration number you must contact the licensing service as soon as the new number has been assigned to the vehicle in order for a replacement licence and licence plate to be issued.

In changing your vehicle registration number you will need to provide, as a minimum, the following documents:

- Current vehicle licence and licence plate;
- Appropriate evidence from the DVLA that confirms the transfer has been effected (V5C document showing chassis and engine number); and
- Insurance Certificate bearing the new registration number;

If you have any problems completing the form please contact the Licensing Service for assistance. Please note that licensing officers are not permitted to complete or amend forms on behalf of applicants.

### Office Opening Times

Monday to Friday – 10am – 4pm  
Saturday and Sunday – Closed

### Details of Vehicle Proprietor

- 1. Full Name.....
- 2. Address .....
- 3. City.....
- 4. Post Code.....

### Details of Vehicle

- 1. Vehicle Licence Number.....
- 2. Vehicle Make and Model.....
- 3. Vehicle Licence Expiry.....
- 4. Previous Registration Number.....
- 5. New Registration Number.....

### Vehicle Licence Holder Declaration

I declare that all the answers to questions are true to the best of my knowledge and belief. I agree to abide by the rules of Sheffield City Council's Licensing Conditions.

Signature.....

Date.....

### Office Use Only

Date Received.....

Copy of V5C Document

Copy of Insurance Certificate

Copy of Old Licence and Licence Plate

Fee (£40)

Receipt Number.....

Officer Name.....

## Privacy Notice

### How we will use your information

The information provided to us will be used to help us process your application for a licence.

Your personal data is processed under a contract to which you are party to through your application for a license (as per Article 6(1)(b) of the General Data Protection Regulation). In terms of special category data including criminal records or health information, your information is processed as it is necessary for the performance of a task carried out in the public interest (as per Article 9(2)(g) of the General Data Protection Regulation).

Your application will be processed in line with the following pieces of legislation and guidance:

- Town Police Clauses Act 1847
- Local Government (Miscellaneous Provisions) Act 1976

### Who we will share your information with

We may share your information with the following third parties, including:

- Driving and Vehicle Licensing Agency (DVLA)
- Disclosure and Barring Service (DBS)
- Taxi Plus
- Big Change App (Online applications)
- Home Office
- NR3 National Register of Taxi Licence Refusals and Revocations
- Department for Environment, Food and Rural Affairs (DEFRA)
- Other Licensing Authorities
- Other Council services
- Any other service/organisation as referenced in the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976

We are required to maintain and publish [Public Registers](#), which includes personal data of licence holders.

We will also share data with the Cabinet Office for the purposes of a data matching exercise called the National Fraud Initiative. The purpose of the exercise is to detect fraud and error. The Council is legally required to participate in this exercise.

### How long we will keep your information

The information you provide will be kept for the duration of your licence, plus six years, after which time it will be deleted.

The information will be stored either in paper form and/or electronically on a secure council database.

In the event that your licence is revoked, or an application refused, information will be uploaded to the NR3 Register and the information kept for 25 years.

### What are your rights

You have rights under Data Protection law. For further details about your rights, the contact details of our Data Protection Officer and your rights to make a complaint please see our Data Protection web page:

<https://www.sheffield.gov.uk/privacy>

If you do not have access to the internet, please contact us and we will be able to provide paper versions of the information you require.