

Change of Address Notification Form

(Please note this form is for a change of address only and is not to be used for a transfer of any licence)

Office use:

Please print clearly in black ink and delete as applicable. Where any answer box is not applicable please write N/A in the box/column to show you have read and considered the question. If you require this document in an alternative format, please contact us.

Data Protection and anti-fraud statement

The information that you have provided will be held by South Gloucestershire Council (Authority) and will be used to process your application. It will be held securely at all times in accordance with current Data Protection legislation. This Authority has a duty to protect public funds, so may use the information you have provided on this form to prevent and detect fraud. This Authority may also share this information with other organisations that handle public funds. Information you provide may also be used to check the accuracy of records held elsewhere in the Authority. If you wish to obtain a copy of the personal data that the Council holds about you please complete a [Subject Access form](#) available via our website or contact the Council in person via one of our [One Stop Shops](#).

SECTION 1 – Name details

Title	Mr	Mrs	Miss/Ms	Other (Please state)
First name				
Surname/family name				
Date of birth (DD/MM/YYYY)				

SECTION 2 – Licence details

Please tick the relevant licences that you hold and provide licence numbers and vehicle registration numbers if appropriate.

Dual hackney carriage & private hire driver's licence	Licence number:
Private hire driver's licence	Licence number:

<p>Hackney carriage vehicle licence</p>	<p>Please provide vehicle registration(s) and licence number(s) below:</p> <p>1. Vehicle registration:</p> <p style="padding-left: 40px;">1. Licence number:</p> <p>2. Vehicle registration:</p> <p style="padding-left: 40px;">2. Licence number:</p> <p>3. Vehicle registration:</p> <p style="padding-left: 40px;">3. Licence number:</p>
<p>Private hire vehicle licence</p>	<p>Please provide vehicle registration(s) and licence number(s) below:</p> <p>1. Vehicle registration:</p> <p style="padding-left: 40px;">1. Licence number:</p> <p>2. Vehicle registration:</p> <p style="padding-left: 40px;">2. Licence number:</p> <p>3. Vehicle registration:</p> <p style="padding-left: 40px;">3. Licence number:</p>
<p>Private hire operator's licence</p>	<p>Licence number:</p>

SECTION 3 – Address details

<p>Full PREVIOUS address</p>	<p> </p> <p> </p> <p style="text-align: right;">Postcode:</p>
<p>Full NEW address</p>	<p> </p> <p> </p> <p style="text-align: right;">Postcode:</p>

Date of move to new address	
Mobile tel no	
Land line no	
Email address	

Where an e-mail address has been provided the Licensing Service may send licence renewal reminders through this communication method, it is therefore important that if you change your e-mail address that you must inform the Licensing Service at the earliest opportunity.

SECTION 4 – Checklist

The following will need to be provided when you submit this form to the Licensing Authority, please tick each statement to indicate agreement.

- | | |
|---|--|
| <ul style="list-style-type: none"> I confirm that I will pay the current fee for “change of details on a licence” (I am aware that the fee is payable for each licence held) | |
| <ul style="list-style-type: none"> I confirm I will provide documents to evidence my new address as detailed at the end of this form | |
| <ul style="list-style-type: none"> If I hold a Dual Hackney Carriage and Private Hire Driver’s Licence or a Private Hire Driver’s Licence I will provide an updated copy of my DVLA driving licence stating my new address | |
| <ul style="list-style-type: none"> If I hold a Dual Hackney Carriage and Private Hire Driver’s Licence or a Private Hire Driver’s Licence I can confirm that I have completed the D906 form provided to me in order to update my details with Licensing Bureau | |
| <ul style="list-style-type: none"> If I hold a Hackney Carriage Vehicle Licence or a Private Hire Vehicle Licence I will provide an updated copy of the vehicle log book (V5C) for all vehicles licensed stating my new address | |
| <ul style="list-style-type: none"> I am aware that if I have signed up to the Disclosure and Barring Update Service I must contact them to amend my record to reflect my new address | |
| <ul style="list-style-type: none"> I have returned my existing paper licence to the Licensing team | |

SECTION 5 – Declaration and consent

I hereby certify that all statements made in this application are true and correct and that I have not withheld any relevant information. Furthermore, I understand and consent that my information may be shared as described in the Data Protection and Antifraud Statement above.

Signed

Date
(DD/MM/YYYY)

List of Documents acceptable for proof of address

Please provide ONE from the following list. These must be originals, no photocopies or printed from the internet.

Document	Notes	Issue of date and validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Credit card statement	UK or EEA	UK or EEA
Financial statement, for example pension or endowment	UK	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, for example Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months