



# Application to Transfer a Vehicle Licence (2023)

This application will not be accepted unless ALL sections are completed. Original documents must be brought to your appointment.

1.	Vehicle Details:		
Registration Number:		Plate Number:	
Make:		Model:	
Colour:		Engine Capacity:	

2.	Current Owner Details:	
Title:	Mr Mrs Miss Ms (please delete as appropriate) Other:	
Surname:		
All Forenames:		
Date of Birth:		
Permanent Home Address including Postcode:		
Home Telephone Number:		
Mobile Telephone Number:		
Personal Email Address:		

Any personal or special information you provide will be held by the Council on computerised and manual files (data may be made available on a public register as required by relevant legislation). Processing of the data will be necessary to fulfil its official functions. The data may be disclosed to other departments within the Council or other organisations, but only to ensure compliance with relevant legislation or for identification purposes or to prevent and detect fraud or a crime. Burnley Borough Council is a Data Controller in accordance with Data Protection legislation. The data may also be processed by third parties who provide services on behalf of the Council. More details may be found in the Privacy Notice on the Council's website or clicking here at <https://www.burnley.gov.uk/about-council/other-information/privacy-notice-formally-fair-processing-notice>

**BY SIGNING THIS DOCUMENT, YOU ARE AGREEING TO THE TERMS AND CONDITIONS OUTLINED AND THAT THE INFORMATION YOU HAVE PROVIDED IS ACCURATE AND TRUE.**

Signature:		Date:	
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3.	New Owner Details:	
Title:	Mr Mrs Miss Ms (please delete as appropriate) Other:	
Surname:		
All Forenames:		
Any previous names or aliases:		
Date of Birth:		
Permanent Home Address including Postcode:		
Home Telephone Number:		
Mobile Telephone Number:		
Personal Email Address:		

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Signature:		Date:	
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4.	Declaration. Please tick each box where appropriate	
I have included the insurance / cover note in the name of the new licence holder		
I have enclosed the vehicle registration document (V5)		