



APPLICATION TO TRANSFER VEHICLE LICENCE

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 in order to fulfil its official functions. The data may also 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>

VEHICLE DETAILS	
1.	Regd. No.
2.	Make.
3.	Model
4.	Plate No.

CURRENT OWNER	
1.	Title. Mr Mrs Miss Ms Other <i>delete as appropriate</i>
2.	Surname.
3.	Forenames.
4.	Date of birth.
5.	Permanent Address.
6.	Post Code.
7.	Telephone Number (Home).
8.	Telephone Number (Mobile).
9.	Signature.

NEW OWNER	
1.	Title. Mr Mrs Miss Ms Other <i>delete as appropriate</i>
2.	Surname.
3.	Forenames.
4.	Date of birth.
5.	Permanent Address.
6.	Post Code.
7.	Telephone Number (Home).
8.	Telephone Number (Mobile).
9.	Signature.

Important Notes.

At the time you transfer your vehicle licence, you must produce the following documents:

1. Certificate of insurance or cover note issued in the name of the new licence holder.
2. Vehicle Registration Document.

Fax or photocopies will not be accepted. If you do not produce the original documents your transfer application will be refused.