

Replacement of Vehicle

Come into reception/email
ehlicensing/call 01785 619745 &
ask for an application

Complete application and
ensure you have all of the
relevant documents/paperwork

Bring in application to reception
or email and pay fee of £230

Reception will photocopy all
documents

Licensing Team will process
application & issue licence and
call vehicle in for inspection

Bring vehicle to Loading Bay at
SBC Civic Offices

Plates will be given to you at
this appointment providing the
vehicle passes

You will need:

- Completed application
- MOT certificate
- Insurance documents
- V5 (original)
- Certificate of compliance
- Details of new vehicle; make and model, age and meter calibration **(if Hackney Carriage)**

Email:

ehlicensing@staffordbc.gov.uk

If sending application via
email call 01785 619745 to
make payment