Stafford
BOROUGH COUNCIL

TABLE 11 - Transfer of a 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

→ You will need:

- Completed application
- Signed permission from the previous driver/owner *(transfer form)*
- MOT certificate
- Insurance documents
- V5 (original)
- Certificate of compliance

↓

Bring in application to reception or email and pay fee of £230.00

→ Email: ehlicensing@staffordbc.gov.uk

If sending application via email call 01785 619745 to make payment

↓

Reception will photocopy all documents

↓

Licensing Team will process, create new plates & issue licence

If any issues with vehicle, an inspection will be required

↓

Bring vehicle to Loading Bay at SBC Civic Centre if inspection necessary

PLEASE NOTE:

There is one exception to a transfer being processed – if the vehicle is 8 years old or over, a transfer will not be allowed to take place between one licensed driver and another licensed driver within Stafford Borough.