

## 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

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

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

You will need:

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

Email:

[ehlicensing@staffordbc.gov.uk](mailto:ehlicensing@staffordbc.gov.uk)

If sending application via  
email call 01785 619745 to  
make payment