

December 2021

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## Christmas Opening Times

Over the Christmas period the Service will be closed:

- \* Monday 27th December
- \* Tuesday 28th December
- \* Monday 3rd January

Please remember that the depot remains closed to the public, if you require an appointment for anything please email [taxi.testing@bradford.gov.uk](mailto:taxi.testing@bradford.gov.uk) and a member of the Licensing Service will respond to your email.

## Christmas Post

Please note there will be nothing posted out from the Service between 24th December 2021 and 4th January 2022.

## New vehicle licences

To book in a new vehicle please follow the link below that will take you to our website. [Apply for a new vehicle licence](#)

Before you complete the online application please ensure you have read the vehicle specification, this can be located using the same link above, to ensure your vehicle meets the CAZ and Hackney Carriage and Private Hire vehicle criteria.

When completing your new vehicle application you will be required to upload a copy of your V5C or new keepers slip if you have not yet received your full logbook.

**IMPORTANT NOTICE:** Once you have received your inspection date, we will require a copy of your insurance certificate 72 hours before the test.

If you already have a licenced vehicle and you are needing to transfer your insurance over to your new vehicle please contact your insurance provider for further information on pre-dating insurance.

If we do not receive your insurance certificate 72 hours before your vehicle inspection date we will not be able to prepare your plates in time for your vehicle test. This means you will not get your plates the same day – they will be posted out to your registered address and you will be unable to work until they have been received

## How to change your Operator or Address

### Change of Operator

We have made it easier for you to be able to change your operator. Now rather than emailing the service you are able to follow the link below and complete the online request. When submitting the request you will be asked to upload a letter from the operator you are joining, if you are going to be working for more than one operator please attach letters from all operators. [Change of Operator Request](#)

### Change of Address

When you wish to update your home address with the service you can do so by completing an online request rather than emailing the service. Once you have completed the online request you will be required to upload a copy of your driving licence (V5c for proprietors only) that shows your new address. Once we have received your application and supporting documents we will update our system and email you a copy of your updated licence. Please use the following link to complete the request. [Change of Address Request](#)

## Updating Logbook

Quick reminder to all drivers that if you make any modifications to your vehicle e.g. fuel capacity (changing from petrol to LPG) or colour change, you need to remember to update the DVLA and your logbook with the correct information.

To update your logbook you must complete Section 1 on your V5C if you have the new style or Section 7 if you have the old style logbook and send this to: DVLA, Swansea, SA99 1DZ.

## COVID 19 Update

As everyone is aware new coronavirus restrictions have been introduced, for example it is now mandatory to wear a face mask/covering in all Hackney Carriage and Private Hire vehicles. Please follow all guidance and restrictions and stay safe.

If you would like to read up on all new restrictions please use the following link: [Coronavirus Update](#)