

Key

Licensing Service Actions: ■

Customer Actions: ■

HCPH Service Level - Vehicle Licence Renewal



Note 1: The sooner you complete and submit your vehicle renewal application the faster it will be processed. Please note that if you don't fill in the application correctly, or haven't uploaded the correct documents it could delay your application renewal time. (see Note 2)

Note 2: Common reasons for a vehicle renewal delay are:

Logbook - If the logbook (pages 2 & 3) is not uploaded, unreadable or is incorrect we will have to request this again.

Insurance Certificate - Again, If the certificate is not uploaded, unreadable or incorrect we have to request it again.

If we need to request documents again this can cause delays in your application.

Note 3: Vehicles are expected to pass a safety inspection first time - it is your responsibility to ensure that the vehicle is well maintained and prepared. Where a vehicle fails inspection then a failure notice will be issued and your vehicle will be suspended - the failure points must be rectified and the vehicle re-inspected within 10 days. Once your vehicle passes the inspection, your vehicle will then be unsuspended.