

## Replacement of Vehicle

1. Come into reception / email [ehlicensing@staffordbc.gov.uk](mailto:ehlicensing@staffordbc.gov.uk) / call 01785 619745 and ask for an application.
2. Complete application and ensure you have all of the relevant documents / paperwork.

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 Hackey Carriage**)
3. Bring in application to reception or email and pay the fee of £200 for an electric / hybrid vehicle or £245 for a petrol / diesel vehicle.

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

If you are sending the application via email, call 01785 619745 to make your payment.

4. Reception will photocopy all documents.
5. Licensing Team will process application, issue the licence and call the vehicle in for inspection.
6. Bring the vehicle to the Loading Bay at:

Civic Centre  
Riverside  
Stafford  
ST16 3AQ

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