

Transfer of a Vehicle

1. Come into reception / email 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
 - Signed permission from the previous driver / owner (transfer form)
 - MOT certificate
 - Insurance documents
 - V5 (original)
 - Certificate of compliance
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

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, create new plates and issue the licence.

If there are any issues with the vehicle, an inspection will be required.

6. Bring the vehicle to the Loading Bay (if inspection is necessary) at:

Civic Centre
Riverside
Stafford
ST16 3AQ

Please note: There is one exception to a transfer being processed - if the vehicle is 6 years old or over, a transfer will not be allowed to take place between one licensed driver and another licensed driver within Stafford Borough.