

# Vehicle Renewal - Help us to keep you on the road

Need to renew your plate? Did you know we can renew your plate 1 month prior to expiry and reduce your visits to our office and your waiting time by using our new licence plate renewal services – to use this service **we need to receive your application at least three weeks prior to expiry**

## Click & Collect

Step 1 – **\*\*\*DO NOT REMOVE YOUR PLATE UNLESS IT HAS EXPIRED\*\*\***

Step 2 – Send an email to [taxi.testing@bradford.gov.uk](mailto:taxi.testing@bradford.gov.uk) with your scanned copies of the following documents and attach to your email;

Certificate of insurance covering the use for hire & reward  
/public hire (you must have cover on the date of collection)

The current MOT certificate (valid on the date of collection)

The vehicle registration document (V5C)

IVA if vehicle has been modified

Ask your Operator for help if you need it

Step 3 – You will be contacted by a member of staff (so keep your phone on and handy!) who will take your payment via debit/credit card and book your vehicle in for test. At this time you will be given a date that you can collect your licence plate.

Step 4 – **If your vehicle fails** you must follow the vehicle retest process which is - get failure items rectified and contact Workshops directly on 01274 433587 to re-book your test

Step 5 – Once your vehicle has passed its test, we will contact you again to take the re-test fee (if applicable).

Step 6 – Attend on the day, sign your application form to confirm your details are true and accurate and collect your plate. You will need to bring your old plate and produce your drivers badge.

**\*\*\*Important – if your vehicle insurance or MOT expires you must email or supply your new insurance details or new MOT certificate before the licence will be released\*\*\***

## Drop & Collect

Step 1 - **\*\*\*DO NOT REMOVE YOUR PLATE UNLESS IT HAS EXPIRED\*\*\***

Step 2 – Put the following documents in an envelope;

A valid certificate of insurance covering the use for hire & reward  
/public hire (you must have cover on the date of collection)

The current MOT certificate (valid on the date of collection)

The vehicle registration document (V5C)

IVA if vehicle has been modified

Step 3 – Place your sealed envelope in the secure drop box in HCPH office

Step 4 - You will be contacted by a member of staff (so keep your phone on and handy!) who will take your payment via debit/credit card and book your vehicle in for test. At this time you will be given a date that you can collect your licence plate.

Step 5 – **If your vehicle fails** you must follow the vehicle retest process which is - get failure items rectified and contact Workshops directly on 01274 433587 to re-book your test.

Step 6 - Once your vehicle has passed its test, we will contact you again to take the re-test fee (if applicable)

Step 7 – Attend on the day, sign and date your application form to confirm your details are true and accurate and collect your plate. You will need to bring your old plate and produce your drivers badge.

**\*\*\*Important – if your vehicle insurance or MOT expires you must email or supply your new insurance details or new MOT certificate before the licence will be released\*\*\***

**POST & POST** – We also accept licence plate renewal requests by post and will post the new plates by registered post to home address, however we would require you to provide original documents with your renewal request form. Please contact us at [taxi.testing@bradford.gov.uk](mailto:taxi.testing@bradford.gov.uk) for details