

# Guidance Notes for Vehicle Licence Renewal – Online Application

## Step 1 – General Details

- Please read the information provided carefully.
- Please select not applicable to the door signs type question.
- If you require replacement door signs, please request these by contacting us on [Licensing@huntingdonshire.gov.uk](mailto:Licensing@huntingdonshire.gov.uk)
- If you are already exempt, this will be carried over with the licence, so there is no need to apply for an exemption again.
- Please provide your contact information. Please ensure you have selected the correct licence holder type as per your current licence.

## Step 2 – Vehicle Details

- Please answer the questions carefully and provide information about the vehicle, including insurance.

## Step 3 – Vehicle emission details

- The euro emission status will be recorded on the V5 Logbook along with the euro emission numbers, please provide this information.

## Step 4 – Private Hire Operator Details

- Please provide the name, trading address, and contact details for your Private Hire Operator.

## File Uploads

- Please upload the documents listed and ensure all uploads are clear and readable.

## Confirmation

- Please read carefully through your application before you submit it.
- Once you have submitted the application, it may take a few moments for the payment page to appear.