

DERBYSHIRE COUNTY COUNCIL

NOTIFICATION OF A CHANGE OF VEHICLE DETAILS

If you wish to change your vehicle details you can do this by completing all of the details requested on this form.

NAME _____

EMPLOYEE NUMBER _____

DEPARTMENT _____

NEW VEHICLE DETAILS:
REGISTRATION _____

ENGINE SIZE - CC _____
(As specified on vehicle registration document)

FUEL TYPE _____
(Petrol/Diesel/LPG/Electric/Petrol-Hybrid/Diesel-Hybrid)

EFFECTIVE DATE _____

Please confirm you have undertaken the following before you submit any compensation for travel reimbursement

	Please tick as confirmation
I have a current full driving licence or relevant motorcycle licence	
I have a valid insurance which covers me for business use (Please see Travel claim guide for exceptions and tick here <input type="checkbox"/> if your circumstances meet the criteria)	
I have a valid MOT certificate (if applicable)	
My car is in a roadworthy condition	

I declare the information on this form to be accurate and up to date

SIGNATURE OF EMPLOYEE _____ DATE _____

DAYTIME TELEPHONE NO _____

Please return form to
FAO: Time Team
Shared Services Centre
John Hadfield House
Dale Road
MATLOCK, Derbyshire
DE4 3RD

Or scan and email to pay@derbyshire.gov.uk FAO Time Team

For office use only

Actioned (initials) _____

Date _____