

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 the details requested on this form.

NAME:

EMPLOYEE NUMBER:

DEPARTMENT:

VEHICLE REGISTRATION NUMBER:

ENGINE SIZE – CC (As specified on vehicle registration document):

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

EFFECTIVE FROM DATE:

Please confirm you have undertaken the following before you submit any compensation for travel reimbursement claim and tick to confirm:

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 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 correct and up to date.

SIGNATURE OF EMPLOYEE:

DATE:

TELEPHONE NUMBER / EMAIL ADDRESS:

Please return form to HR Services, County Hall, Smedley Street, Matlock, DE4 3AG, or email to your relevant departmental payroll team:

CST.AdultCarePayroll@derbyshire.gov.uk, or CST.Childrens Services Payroll@derbyshire.gov.uk, or CST.PlacePayroll@derbyshire.gov.uk

For office use only

Actioned by (initials):

Date: