

UPDATE 24 March 2020

The licensing office is now closed to **ALL** callers unless prearranged to collect your plate or badge. All paperwork is to be emailed to us at licensing@eastleigh.gov.uk. **DO NOT attend the office to submit ANY paperwork.**

Driver Renewals.

Once the paperwork has been received via email, a member of the team will call you to take the payment over the telephone by card. We will then email you back a declaration form to be signed. A DBS form will not be completed on this occasion until the health crisis is over.

Once your badges are ready, you will be called to arrange collection. When you arrive at the depot you are to call 023 8068 8109 and state your badge number and that you are in the car park. Please park as close to reception as possible. **DO NOT** get out of your vehicle for any reason. We will put the badges on the front passenger seat through the open window.

Vehicle Renewals.

Once the paperwork has been received via email, a member of the team will call you to take the payment over the telephone by card. Please note, we understand the depot workshop have suspended all mechanical inspections until further notice. Please use other testing stations within the borough.

Once your plate is ready, you will be called to arrange collection. When you arrive at the depot you are to call 023 8068 8109 and state your plate number and that you are in the car park. Please park as close to reception as possible. **DO NOT** get out of your vehicle for any reason. A member of the team will come out to the car fix the new plate to the vehicle, we will then come to the front passenger door, please have the window down so the window plate can be changed and the paper licence will be put on the front passenger seat. **DO NOT** get out of your vehicle for any reason.

For any new vehicle to be licensed or temporary insurance vehicles, please contact a member of the team to discuss a way forward.

Please note we will not be in a position to accept any transfer of ownership of vehicles until further notice.

We will try and assist as much as we can.

Andy Jeffery

Senior Licensing Officer