

Goods Vehicle Operator Licensing

Application to change Type of Licence

Notification of change of Transport Manager

For Traffic Area Office use only

Guidance:

- The booklet "Goods Vehicle Operator Licensing – A Guide for Operators" [GV74] will help you fill in this form. A copy can be obtained from your local Traffic Area and is also available on the Vehicle & Operator Services website www.vosa.gov.uk
- If you need any further help, contact the Licensing team of your Traffic Area Office on the telephone number given at Appendix 1 to the Guide [GV74].

PLEASE COMPLETE ALL SECTIONS FULLY IN CAPITALS

- Do not send any fees with this form

☒ the
boxes

Your Details

- 1** Give the full name of person, company, partnership or public authority who holds the licence. If a partnership, please give the full name of each partner. If a company, please give full name of each director. Continue on a separate sheet if necessary.

Surname	First name(s)	Date of birth

- 2** Trading name (if any)

- 3** Goods Vehicle Operator Licence number

- 4** Address for correspondence

County	Postcode
E-mail	

- 5** 1. Telephone No./2. Fax No.

1.	2.
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Transport Manager

Only complete questions 6, 7, 8 and 9 if you are notifying the Traffic Commissioner of the removal or appointment of a transport manager (of some other professionally competent person who is responsible for vehicles on the operator's licence).

- 6** Are any professionally competent people (ie transport managers) to be **removed** from your licence?

Yes ☐

No ☐

If **Yes**, please give details below.

Name	Operating centre(s) for which responsible

- 7** Are any professionally competent people (ie transport managers) to be **added** to your licence?

Yes ☐

No ☐

If **Yes**, please give details below (Continue on a separate sheet if necessary).

Name	Name
Date of birth	Date of birth
Home address	Home address
County	County
Postcode	Postcode
Operating centre(s) for which responsible	Operating centre(s) for which responsible
Address of place of work	Address of place of work
County	County
Postcode	Postcode

For all these people you must enclose with this form the ORIGINAL Certificate(s) of Professional Competence (not copies) or evidence of qualifications which give exemption. The originals will be returned to you after inspection (please see Part 3 'What are the professional competence requirements' of the "Guide for Operators").

- 8** Are any of the people named in answer to question 7 responsible for vehicles on any other current licences?

Yes ☐

No ☐

If **Yes**, please give names and other licence numbers. (Continue on a separate sheet if necessary).

Name
Licence number

- 9** Have any of the professionally competent people named in answer to question 7 had any convictions which must be notified to the Traffic Commissioner? (Please see Appendix 5 in the "Guide for Operators").

Yes ☐

No ☐

If **Yes**, please give details below (Continue on a separate sheet if necessary).

Name of Limited Company, or if not a Limited Company, full name and position of person convicted	Name of court	Date of conviction	Offence & Penalty given	No. of offences

If no change in the type of licence is being applied for, go straight to page 4 of this form and read and sign the declaration.

Change of Licence Type

Only complete questions 10, 11, 12 and 13 if you are applying to change the type of operator's licence.

10 What type of licence do you want?

● Restricted ☐

● Standard National ☐

● Standard International ☐

If you are applying to **change to a Standard National or Standard International licence**, please complete the rest of this section and then read and sign the declaration.

If you are applying to **change to a Restricted licence** go straight to page 4 of this form and read and sign the declaration.

11 Have you, your company, your directors or your partners had **any** convictions? (Please see Appendix 5 in the "Guide for Operators").

Yes ☐

No ☐

If **Yes**, please give details below.

Name of Limited Company, or if not a Limited Company, full name and position of person convicted	Name of court	Date of conviction	Offence & Penalty given	No. of offences

12 During the last 3 years:

● Have you or your partners or directors been declared bankrupt or had your/their estate sequestrated?

Yes ☐

No ☐

● Are you or any of your partners or directors bankrupt now?

Yes ☐

No ☐

● Have you, your partners or directors been involved in a company that has gone into:

a) liquidation owing money?

Yes ☐

No ☐

b) receivership/sequestration?

Yes ☐

No ☐

● Have you, your partners or directors ever been disqualified from acting as directors of a company or from taking part in the management of a company?

Yes ☐

No ☐

If you answered **Yes** to any of the above questions, please give details on a separate sheet of paper. Include details of any operator's licences involved.

13 To show that you have sufficient financial resources to maintain your vehicles and provide a suitable operating centre, please provide:

● BANK STATEMENTS COVERING THE LAST 3 MONTHS INCLUDING EVIDENCE OF ANY OVERDRAFT FACILITY; AND/OR

● MOST RECENT ACCOUNTS (AUDITED AND SIGNED AS APPROVED IF APPROPRIATE); OR

● STATEMENT OF ASSETS.

PLEASE READ THESE NOTES CAREFULLY BEFORE SIGNING THE DECLARATION BELOW

The following declaration and undertakings must be made by the person who is the licensed operator. In the case of applications made by bodies or group of persons (other than partnerships or individuals) it may be signed by one or more individuals authorised for the purpose by the body or group (see notes below). In these cases an application must be accompanied by a declaration confirming the authority to sign unless it has been previously supplied.

IF IN ANY DOUBT, CHECK WITH THE TRAFFIC AREA OFFICE BEFORE SUBMITTING THE APPLICATION

Declaration

**I DECLARE THAT THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE
AND THAT THERE HAVE BEEN NO OTHER CHANGES THAT AFFECT THE LICENCE.
I UNDERSTAND THAT IT IS AN OFFENCE TO MAKE A FALSE DECLARATION.**

Signed

Dated

Name in
CAPITALS

Position in business: (see notes a–c below)

Owner

☐

Partner

☐

Company Secretary

☐

Delegated Officer of a
Public Authority

☐

Director

☐

Transport Manager

☐

NOTES

- a. If the licence is held by an individual the application must be signed by that individual.
- b. If the licence is held by a partnership the application may be signed by all partners or one partner with the authority of the others.
- c. If the licence is held by any other body or group of persons the application may be signed by one or more individuals authorised for the purpose by the body or group and could be the Transport Manager. In the latter case the application must be accompanied by a declaration confirming the authority to sign.

To be returned to:



Please now send this form to your Traffic Area Office with the appropriate enclosures.