

## Goods Vehicle Operator Licensing

**Application for  
Major Changes**

For Office use only

Please use this form to apply for any changes to your licence which affect:

- your **total** number of authorised vehicles and/or trailers
- your operating centres
- any conditions or undertakings recorded on your licence

## Guidance:

- the booklet "Goods Vehicle Operator Licensing – A Guide for Operators" (GV74) will help you fill in this form. This guide is available on the VOSA web site ([www.businesslink.gov.uk](http://www.businesslink.gov.uk)) or by telephoning 0300 123 9000 (Calls provided by BT are charged at a low rate. Charges from other providers may vary).
- if you need any further help, contact the VOSA Contact Centre on 0300 123 9000.

**PLEASE COMPLETE ALL RELEVANT SECTIONS FULLY IN CAPITALS**

Please note:

- This application must be advertised within 21 days (before or after) making the application (see pages 8 and 9 of this form). For example, if the application is received in the Central Licensing Office on 1 June the advertisement must appear in a local newspaper(s) on a day between 11 May and 22 June.
- Please send the application fee with this form (the scale of fee charges are attached). Failure to send the correct fee will affect the processing of your application. ☒ the boxes

**Your Details**

Surname	First name(s)	Date of birth

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

Note: Your date(s) of birth is (are) required for the Police's copy of "Applications and Decisions".

<b>2</b> Trading name (if any)		
<b>3</b> Goods Vehicle Operator Licence number		
<b>4</b> Address for correspondence		
	County	Postcode
<b>5</b> 1. Telephone No./2. Fax No.	1.	2.

**Only registered companies need to complete questions 6 and 7.**

<b>6</b> Company Registration number		
<b>7</b> If you are a holding company, please give the names and addresses of any subsidiary companies to be added or removed from the licence as a result of this application (continue on a separate sheet if necessary).		
To be added	To be removed	
Address	Address	
County	County	Postcode
Postcode		

## Your vehicles, trailers and the operating centres where they are kept

Are you applying for your licence to be changed to cover

<b>8</b>	extra vehicles?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	▶ If Yes, how many extra?	<input type="text"/>
<b>9</b>	extra trailers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	▶ If Yes, how many extra?	<input type="text"/>
<b>10</b>	changes to the number of vehicles/trailers kept at operating centres?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
<b>11</b>	new operating centres?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
<b>12</b>	closure of existing operating centres?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		

▶ If you have answered Yes to any of these questions, please give details in the boxes below FOR ALL THE OPERATING CENTRES TO BE CHANGED OR WHICH WILL BE AFFECTED BY THE CHANGES.

Write the FULL addresses and postcodes for each additional operating centre you wish to use in the Traffic Area and for existing operating centres where changes are to be made.

Give the number of VEHICLES AND TRAILERS you wish to keep at a NEW operating centre, AND the number of EXTRA, OR FEWER, vehicles and trailers you wish to keep at EXISTING operating centres

(Continue on a separate sheet if necessary)

Address of operating centre	Total number of vehicles/trailers kept there (give numbers or tick box as appropriate)		Parking spaces
	<b>Now Authorised</b>	<b>Total you want to be Authorised</b>	Number of off-street parking spaces you have at this operating centre <input type="text"/>
	Vehicles <input type="text"/>	Vehicles <input type="text"/>	
	Trailers <input type="text"/>	Trailers <input type="text"/>	
County	None – this will be a new centre <input type="checkbox"/>	None – this centre will be closed <input type="checkbox"/>	
Postcode			
	<b>Now Authorised</b>	<b>Total you want to be Authorised</b>	Number of off-street parking spaces you have at this operating centre <input type="text"/>
	Vehicles <input type="text"/>	Vehicles <input type="text"/>	
	Trailers <input type="text"/>	Trailers <input type="text"/>	
County	None – this will be a new centre <input type="checkbox"/>	None – this centre will be closed <input type="checkbox"/>	
Postcode			
	<b>Now Authorised</b>	<b>Total you want to be Authorised</b>	Number of off-street parking spaces you have at this operating centre <input type="text"/>
	Vehicles <input type="text"/>	Vehicles <input type="text"/>	
	Trailers <input type="text"/>	Trailers <input type="text"/>	
County	None – this will be a new centre <input type="checkbox"/>	None – this centre will be closed <input type="checkbox"/>	
Postcode			
	<b>Now Authorised</b>	<b>Total you want to be Authorised</b>	Number of off-street parking spaces you have at this operating centre <input type="text"/>
	Vehicles <input type="text"/>	Vehicles <input type="text"/>	
	Trailers <input type="text"/>	Trailers <input type="text"/>	
County	None – this will be a new centre <input type="checkbox"/>	None – this centre will be closed <input type="checkbox"/>	
Postcode			
	<b>Now Authorised</b>	<b>Total you want to be Authorised</b>	Number of off-street parking spaces you have at this operating centre <input type="text"/>
	Vehicles <input type="text"/>	Vehicles <input type="text"/>	
	Trailers <input type="text"/>	Trailers <input type="text"/>	
County	None – this will be a new centre <input type="checkbox"/>	None – this centre will be closed <input type="checkbox"/>	
Postcode			

### Your vehicles, trailers and the operating centres where they are kept (cont)

**13** Are any of the operating centres listed at question 12 used by any other goods or passenger vehicle haulier?

Yes ☐ No ☐

► If Yes, please list their name(s) below and the operating centre(s) they use (continue on a separate sheet if necessary).

1. Name & address	
County	Postcode

2. Name & address	
County	Postcode

If you are **adding** an operating centre(s) is the operating centre(s) owned or leased by you?      Yes ☐      No ☐

► If **No**, please supply written confirmation from the owner that you have authority to use the land for the number of motor vehicles and trailers required if this application is granted.

## FINANCE

If you want to increase the number of vehicles in your fleet you need to show that you have sufficient resources to maintain your vehicles. To help the Traffic Commissioner to assess your resources please provide:

- BANK STATEMENTS COVERING THE LAST 3 MONTHS INCLUDING EVIDENCE OF ANY OVERDRAFT FACILITY; AND/OR
- ACCOUNTS (AUDITED AND SIGNED AS APPROVED IF APPROPRIATE); OR
- STATEMENT OF ASSETS.

### Conditions and/or undertakings at existing operating centre(s)

**14** Complete this section if you want any conditions or undertakings which are attached to your licence changed or removed (continue on a separate sheet if necessary)

[illegible][illegible]

## Maintenance arrangements

- 15** Will there be any change in the arrangements for maintenance and safety inspections for your vehicles and/or trailers as a result of this application?

Yes ☐

No ☐

► If **Yes**, please complete questions 16 and 17.

## Maintenance

PLEASE SEE APPENDIX 6 CALLED "SUMMARY OF THE GUIDE TO MAINTAINING ROADWORTHINESS" IN "A GUIDE FOR OPERATORS" FOR FURTHER INFORMATION

REMEMBER – THE VEHICLES WHICH WILL BE ON YOUR LICENCE (WHETHER OR NOT THEY ARE OWNED BY YOU) MUST BE GIVEN **SAFETY INSPECTIONS** AT REGULAR INTERVALS OF TIME.

- 16** Please give the maximum time intervals at which your vehicles will be given Safety Inspections

Vehicles	Maximum time in weeks
Long haul	
Short haul	
Local delivery/low mileage	
Tippers and site vehicles	
Trailers	

- 17** Will you/your staff usually carry out your own:

● Safety Inspections?

Yes ☐

No ☐

● Minor Repairs?

Yes ☐

No ☐

● Major Repairs?

Yes ☐

No ☐

► If you have answered Yes to any of these questions, please fill in the table below.

Address of your workshop		Facilities available there (eg pits, hoists)
County	Postcode	
Number of skilled repair staff at that workshop (if none, write 'none')		

► If you answered **No** to any of the questions in question 17 above, please say who will be doing the following work and enclose the signed maintenance agreement you have with them. The agreement must include the inspection intervals given in answer to question 16 above. An example of a maintenance agreement is shown in "A Guide to Maintaining Roadworthiness".

Safety inspections		Maintenance and repairs work	
Name		Name	
Address		Address	
County	Postcode	County	Postcode

► Please attach a copy of the form or check sheet that will be used when carrying out motor vehicle and trailer safety inspections.

► **Remember**, an operator is still responsible for the condition of vehicles inspected and/or maintained for him by agents or contractors. Information on this and on drawing up a contract can be found in the section on "Safety Inspection and Repair Facilities" in the Guide to Maintaining Roadworthiness. A copy of the guide can be obtained from any VOSA Contact Centre or Area Test Station and is also available on the VOSA website [www.businesslink.gov.uk](http://www.businesslink.gov.uk)

## Only Standard Licence Holders Need to Complete questions 18 to 20.

**18** Are any of the professionally competent people (ie transport managers) already on your licence going to take over responsibility for any new or different operating centres?

Yes ☐

No ☐

► If Yes, please list below all the operating centres for which those people are going to be responsible (continue on a separate sheet if necessary).

Name
Updated list of ALL operating centres for which responsible

Name
Updated list of ALL operating centres for which responsible

**19** 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	
Date of birth	
Home address	
County	Postcode
Operating centre(s) for which responsible	
Address of place of work (if different from operating centre)	
County	Postcode
Will this person be responsible for vehicles on any other licences (including those held in other Traffic Areas?)	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If <b>Yes</b> , give licence numbers	

Name	
Date of birth	
Home address	
County	Postcode
Operating centre(s) for which responsible	
Address of place of work (if different from operating centre)	
County	Postcode
Will this person be responsible for vehicles on any other licences (including those held in other Traffic Areas?)	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If <b>Yes</b> , give licence numbers	

► For all new transport managers added you **must** enclose **ORIGINAL** Certificates of Professional Competence (**not copies**) or evidence of qualifications which give exemption. The originals will be returned after inspection (see Appendix 4 on Professional Competence in the "Guide for Operators").

**20** Are any professionally competent people (ie transport managers) to be **deleted** from your licence?

Yes ☐

No ☐

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

Name
------

Name
------

**21 THIS QUESTION MUST BE ANSWERED** (PLEASE SEE APPENDIX 5 IN THE “GUIDE FOR OPERATORS”)

Do any of the people mentioned in answer to questions 18 & 19 above have **any** convictions which must be notified to the Traffic Commissioner?

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

**Checklist**

Have you attached:

● **All Applicants**

- The whole page of the newspaper(s) containing your advertisement(s) (page to include full title of paper). You may not need to publish details of your application so check pages 8 and 9 before you insert an advertisement; Yes ☐ No ☐
- a signed maintenance contract (see question 17); Yes ☐ No ☐
- example of the vehicle safety inspection form you will use (see question 17); Yes ☐ No ☐
- Finance Details (see question 13); Yes ☐ No ☐
- a cheque or postal order covering the application fee charge. DO NOT SEND CASH (see separate sheet for fees); Yes ☐ No ☐
- if you do not own the land, confirmation from the owner that you have authority to use the land for parking your motor vehicles and trailers (see question 13). Yes ☐ No ☐

● **All Applicants for a standard licence seeking a new Transport Manager**

- Certificate of Professional Competence or evidence of qualifications giving exemption (see question 19). Yes ☐ No ☐

**REMEMBER!**

**YOUR APPLICATION WILL NOT BE CONSIDERED UNLESS ALL RELEVANT QUESTIONS HAVE BEEN COMPLETED AND ALL DOCUMENTS HAVE BEEN SUPPLIED, AND THE APPLICATION FEE HAS BEEN PAID.**

**YOU SHOULD ENSURE SEPARATELY THAT YOUR PROPOSED OPERATING CENTRE USE MEETS THE REQUIREMENTS OF PLANNING LAW. AUTHORISATION TO USE AN OPERATING CENTRE UNDER AN OPERATOR'S LICENCE DOES NOT CONVEY ANY APPROVAL UNDER PLANNING LAW. IF YOU ARE UNSURE, CONTACT YOUR LOCAL PLANNING AUTHORITY.**

**NOW SIGN AND DATE THE APPLICATION FORM.**

**PLEASE READ THESE NOTES CAREFULLY BEFORE SIGNING THE DECLARATION BELOW**

The declaration and undertakings must be made by the person who will be 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 CENTRAL LICENSING 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.**

**I, OR THE LICENSED OPERATOR, UNDERSTAND THAT FAILURE TO COMPLY WITH CONDITIONS OR UNDERTAKINGS RECORDED ON A LICENCE CAN RESULT IN DISCIPLINARY ACTION BEING TAKEN AGAINST THE LICENCE HOLDER AND THAT FAILURE TO COMPLY WITH CONDITIONS IS A CRIMINAL OFFENCE.**

Signed

Dated

Name in  
CAPITAL

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.

**Data Protection**

The personal information you provide on this form will be used for the purposes of VOSA's statutory functions. It will not be disclosed to other organisations unless required or permitted by law. For further information, visit our Information Charter available from VOSA's website: [www.vosa.gov.uk](http://www.vosa.gov.uk)



**Please now send this form to the Central Licensing Office at Hillcrest House, 386 Harehills Lane, Leeds LS9 6NF with the appropriate enclosures.**

## Advertisement

Your name (as stated in Question 1)  
Your trading name (if any) and unit  
number if appropriate  
Your address (including postcode)  
(As stated in Question 4)

● Only use this part if you want to keep more vehicles and/or trailers at an existing centre (see Questions 8, 9 and/or 10). Give the number of vehicles and trailers applied for and the full address and unit number if appropriate of the centre (including postcode)

● Use this part if you want to add or change a centre (see Questions 8, 9 and/or 11). Give the numbers to be kept there and the full address and unit number if appropriate of the centre (including postcode)

● Only use this part if you want to change any conditions or undertakings on your licence (see Question 14). Give the full address and unit number if appropriate of the centre (including postcode) here

... then copy from your licence the exact wording of the condition or undertaking you want to change here

... of the condition or undertaking and set out the wording you want to have instead here

● Only use this part if you want to remove any conditions or undertakings on your licence (see Question 14), copy the exact wording of the conditions or undertakings here

... then give the full address of the centre concerned (including postcode) here

● In every case, your advertisement must end with this last section

**X Make sure you have deleted any parts which do not apply!**

## Goods Vehicle Operator's Licence

trading as \_\_\_\_\_  
of \_\_\_\_\_  
\_\_\_\_\_

is applying to change an existing licence as follows

● To keep an extra \_\_\_\_\_ goods vehicles and \_\_\_\_\_ trailers at the operating centre at \_\_\_\_\_

● To add an operating centre to keep \_\_\_\_\_ goods vehicles and \_\_\_\_\_ trailers at \_\_\_\_\_

● To change existing conditions or undertakings applying at the operating centre at \_\_\_\_\_

from \_\_\_\_\_

to \_\_\_\_\_

● To remove the following conditions or undertakings which reads \_\_\_\_\_

\_\_\_\_\_ and which applies at the operating centre at \_\_\_\_\_

Owners or occupiers of land (including buildings) near the operating centre(s) who believe that their use or enjoyment of that land would be affected, should make written representations to the Traffic Commissioner

at **Hillcrest House, 386 Harehills Lane**  
**Leeds, LS9 6NF**

stating their reasons, within 21 days of this notice. Representors must at the same time send a copy of their representations to the applicant at the address given at the top of this notice. A Guide to Making Representations is available at [www.dft.gov.uk/vosa](http://www.dft.gov.uk/vosa)



## Advertisement

Read these notes carefully because you may not need to use all the advertisement shown on the opposite page. Make sure that you cross out the sections that you do not need.

- This application for major change to your Operator's Licence must be advertised in a local newspaper(s) which is circulated in the locality of each Operating Centre affected by the changes in this application if it proposes the addition of:
  - a new operating centre;
  - more or heavier vehicles than the licence authorises;
  - changes to, or removal of conditions or undertakings affecting an existing operating centre.
- IF YOU ARE IN DOUBT ABOUT THE NEED TO ADVERTISE, PLEASE CONTACT YOUR CENTRAL LICENSING OFFICE.
- It is your responsibility to advertise. If you do not do this correctly you may face the extra cost and delay of having to re-advertise. You are advised to read the following advice carefully and consult your local Central Licensing Office if you have any queries.
- Certain details must be included in your advertisement. Use the tear-off form opposite but read the notes at the side carefully to make sure yours is correct – you may need to delete some parts which do not apply.
- YOU MUST SEND THE WHOLE PAGE INCLUDING FULL TITLE OF NEWSPAPER, NOT A COPY, OF THE NEWSPAPER WHICH CONTAINS YOUR ADVERTISEMENT TO THE CENTRAL LICENSING OFFICE.  
 If you wish to send your application form to the Central Licensing Office before you insert your advertisement you must send in the whole page containing the advertisement as soon as possible.
- **REMEMBER:** An application must be advertised within 21 days (before or after) making the application. For example if the application is received in the Central Licensing Office on 1 June, the advertisement must appear in a newspaper on a day between 11 May and 22 June.
- If your application covers more than one operating centre, you may need to write out more than one advertisement. If so, there is a spare advertisement form in the "Guide For Operators" (alternatively, you can use a photocopy or write out the advertisement in full).
- On this page is an example of how to fill in the form. When you have filled in yours, tear it off and send it (with any others you have written out separately) to a suitable local newspaper for publication.

## Example

**Goods Vehicle Operator's Licence**

A N Other

trading as Midland Haulage  
 of 5 Maze Street  
Walsall  
WS1 3AJ

is applying to change an existing licence as follows

☐ To keep an extra 2 goods vehicles and 2 trailers at the operating centre at Unit 3  
Charnwood Industrial Estate  
Walsall  
WS2 2BE

☐ To add an operating centre to keep \_\_\_ goods vehicles and \_\_\_ trailers at \_\_\_\_\_

☐ To change existing conditions or undertakings applying at the operating centre at Unit 3  
Charnwood Industrial Estate  
Walsall  
WS2 2BE

from No operation of authorised vehicles between 10pm and 7am  
 to No operation of authorised vehicles between 11pm and 8am

☐ To remove the following conditions or undertakings which reads \_\_\_\_\_ and which applies at the operating centre at \_\_\_\_\_

Owners or occupiers of land (including buildings) near the operating centre(s) who believe that their use or enjoyment of that land would be affected, should make written representations to the Traffic Commissioner at \_\_\_\_\_

Hillcrest House  
386 Harehills Lane  
Leeds, LS9 6NF

stating their reasons, within 21 days of this notice. Representors must at the same time send a copy of their representations to the applicant at the address given at the top of this notice. A Guide to Making Representations is available at [www.dft.gov.uk/vosa](http://www.dft.gov.uk/vosa)

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