

## **How to complete your application for a goods vehicle operator's licence**

**We want to get a decision on your application for a goods vehicles operator's licence to you as quickly as possible. Help us to do that by completing the application form correctly and by sending the right supporting documentation.**

**These notes tell you:**

- how to apply for the correct licence:
- what details you need to fill in as you work your way through the form:
- what additional information you need to supply
- any other action you need to take to complete your application

You can find more detailed information in "The Goods Vehicle Operator Licensing – Guide for Operators" (GV74) and if you need further help, phone 0300 123 9000 or visit our website at [www.businesslink.gov.uk](http://www.businesslink.gov.uk)

### **Completing the GV79 form**

Please answer all the questions. If you tick "No", go to the next question. If you tick "Yes", fill in the boxes that apply to you.

- Write clearly using black ink and only in the spaces provided
- If you make a mistake, cross out the error and re-write if necessary.
- If you need help refer to the guidance notes indicated in the form
- For more detailed information refer to the Operator Guide (GV74)

### **Note 1: Types of Licence**

#### **Question 1**

There are three types of operator's licence:

- **Standard National**

Is required to carry other peoples' goods for hire or reward, as well as your own goods within the United Kingdom even if only occasionally.

**(Note: Although the statutory provisions of operator licensing apply only to Great Britain, Northern Ireland falls within the scope of national licence journeys, whereas the Irish Republic does not).**

- **Standard International**

Is required to operate for hire or reward outside the United Kingdom

- **Restricted**

If you only want to carry your own goods in connection with your trade or business you will need a Restricted licence.

## Note 2: Applicant Details

### Questions 2 – 5

The **applicant** should be the **"user"** of the vehicles to be authorised under the licence. The **"user"** for operator licensing purposes is the owner of the vehicle, including hired or leased vehicles in his or her possession or the person who controls the use of the vehicles if this is not the owner.

#### Partnerships

Include details of all business partners (including those not involved in the road haulage business). Also include dates of birth for all those named in the application.

#### Limited Companies

Include details of all company directors at question 4b. You can find the company registration number asked for at question 4a on the Certificate of Incorporation issued by Companies House. You must submit the certificate or a copy of it with this application.

#### Holding companies

You may wish vehicles operated by your subsidiary companies to be authorised under your company's operator's licence. If so, include details of these companies at question 4(c). If granted, the licence will authorise any relevant vehicles of the subsidiary companies. Any statutory requirements that apply to the holding company and any undertakings given in the application for the operator's licence will apply equally to the subsidiary companies.

## Note 3: Main Trade or Business

### Question 6

Please enter your main trade or business at question 6 from this list:

- skip hire/waste transfer/refuse
- general haulage/distribution
- farmers/livestock carriers
- removals/construction/plant hire
- utilities
- dangerous goods/hazchem carriers
- refrigerated transport
- logistics; or
- other

If "other" please give details in the box provided.

## Note 4: Vehicle/Trailer Authority

### Question 9

Enter the **total** number of vehicles and trailers you want to be authorised under your operator's licence. This can be more than the number you plan to operate straight away if you would like a margin for future expansion.

#### International journeys

If you plan to carry out hire or reward operations to, from and through other European Community countries you will need special permits referred to as Community Authorisations. A copy must be carried on each vehicle. You will be issued with these permits if you are applying for a standard international licence. At question 9a give the number of authorised vehicles you plan to use for international operations. For more information on Community Authorisations see Appendix 12 to the Operator Guide (GV74).

## Note 5: Operating Centre/Advertising requirements

### Question 10

You **must** advertise your application in a newspaper that circulates in the vicinity of the operating centre(s) listed in the application. The Traffic Commissioner will refuse your application if he or she decides that you have not advertised it properly. You are advised to choose a newspaper in which other public notices regularly appear (such as notice of planning applications placed by local authorities) – the Central Licensing Unit (CLU) can advise on suitable newspapers. If you are applying to use more than one operating centre you must place a separate advertisement for each one. If they are in different locations, you must advertise in the local newspapers for each operating centre. If they are in the same location, one advertisement will do but it must include the address (including the unit number where a business park or industrial estate is nominated) of each operating centre and the total number of vehicles and trailers to be kept at each.

**Publication in a "freesheet" newspaper that only carries advertisements is not acceptable. If you use such a publication you will have to re-advertise at your own expense or your application may be refused.**

**Notice of your application must appear in a local newspaper during the period beginning 21 days before the Traffic Commissioner receives your application and ending 21 days after that date.** However we advise you to advertise notice of the application **before** submitting it to the Traffic Commissioner. If you do, you must make sure the Traffic Commissioner receives your application within 21 days of the publication date of the newspaper containing your advertisement. This will give you time to re-advertise notice of your application if the original advertisement is wrong. If there are any objections to your proposed operating center it may also allow you to consider alternative premises at which to base your vehicle(s) before sending in your application.

Applicant details in the advertisement must be the same as those given at question 2(a) or (b) on the form. If applicable, they should also include any trading name given at 2(c). A sample advertisement is enclosed with the application form. Delete any parts that do not apply.

If available, send the full page of the newspaper(s) containing your advertisement(s) with your application. Alternatively, submit them to the Central Licensing Unit (CLU) as soon as possible after the date of publication. **The Traffic Commissioner will refuse your application if you do not advertise properly or send a copy of the advertisement(s) as proof.**

### **Transfer of Operating Centres – Provisions of Schedule 4 to the Goods Vehicles (Licensing of Operators) Act 1995**

If you are taking over an operating centre from the existing holder of an operator's licence you may be able to take advantage of the "Schedule 4" procedures. **You would then not need to advertise your application in the local press.** There are strict limitations on the use of these provisions. There must be no increase in the existing number of vehicle/trailer authority at the operating centre. Also, the existing licence holder must be giving up the premises before the Traffic Commissioner grants your application. If you think that this may apply to you, check with the Central Licensing Unit (CLU) before advertising your application.

### **Authority to use operating centre(s) - is the operating centre owned or leased by you?**

Note: If you answer "No" to this question you must supply written, and signed and dated authority from the owner of the premises that you have permission to use the land as an operating centre for the number of vehicles and trailers you are applying for.

## Note 6: Vehicle Details

### Question 11:

Please print the information requested at question 11 clearly so the correct details are printed on the vehicle identity discs. If the vehicle details are not available at the time of application tell the Central Licensing Unit (CLU) when they are. You can find the gross plated weight on the Department for Transport plate or on the manufacturer's plate. These are usually inside the cab of a motor vehicle or on the nearside headboard of a trailer. Choose the body type from the following list:

1. flat sided or skeletal
  2. box body or van or curtainside
  3. tanker
  4. other type (such as, cement mixer, livestock carrier).
- If a tipper, put a **T** after the number;
  - If refrigerated, put an **R** after the number
  - If articulated, state the most commonly used trailer and put an **A** after the number
  - If a vehicle falls into more than one class, give each relevant letter.

The numbers of these vehicles will be listed (specified) on your operator's licence if the Traffic Commissioner grants your application and you pay the fee for each vehicle. **(See Note 13 for current fees).**

If the Traffic Commissioner grants your licence and you intend operating hired vehicles for short periods only you do not have to answer question 11. However if the hire contract should extend beyond one month, the vehicle must be specified in the operator's licence. The vehicle will cease to be authorised for use under the licence unless you give its particulars to the Traffic Commissioner within the one month period [beginning with the date of hire] and pay the fee. If vehicle details are not known when your licence is granted, notify the Central Licensing Unit (CLU) Office when they are available.

## Note 7: Professional Competence

### Question 12:

You can demonstrate professional competence by:

- holding grandfather rights (pre 1975) certified by a Traffic Commissioner
- holding the Certificate of Professional Competence (CPC)
- holding a qualification recognised by the Department for Transport as equivalent to the CPC such as membership by examination of the Institute of Logistics or
- employing a transport manager (TM) who holds one of these qualifications.

If you intend employing a TM give details at question 12. If you employ a TM to meet the professional competence requirement, he/she will be the TM for the licence. If you have applied to use more than one operating centre and named more than one TM, please say who will be responsible for each operating centre. Each TM you have named will need to complete a separate form (TM1) giving details of the nature and terms of their employment. **As the applicant, you must sign this form and so should the nominated TM. Submit the form with your application.**

You must send the original certificate(s) of professional competence or evidence of qualifications, that give exemption with your application.

Please ensure that any TM you employ is suitably qualified for the type of licence you are applying for. (He/she must hold an international certificate of professional competence if you require a standard international licence). For further details see Appendix 4 of the Guide for Operators (GV74).

## Note 8: Maintaining Roadworthiness of Vehicles and Trailers

### Question 13

The Traffic Commissioner must be satisfied with your arrangements for keeping vehicles and trailers authorised under the licence in a fit and serviceable condition. This includes your proposed arrangement for safety inspections and the intervals between inspections, and details of who will carry out this work on your behalf. If you are going to employ an external agent to maintain and inspect your vehicles give details at questions 13(a) and (b). You must enclose a copy of the:

- maintenance contract, signed and dated by you and the contractor; and
- safety inspection schedule.

The Department for Transport booklet "Guide to Maintaining Roadworthiness" gives guidance. It also contains examples of the type of maintenance agreement and safety inspection records that you should submit in support of your application. You can get a copy from any Central Licensing Unit (CLU) or Test Station or from the VOSA website [www.transportoffice.gov.uk](http://www.transportoffice.gov.uk).

## Note 9: Financial Evidence

### Question 14

The Traffic Commissioner must be satisfied that you have sufficient financial resources to maintain your vehicles properly and, in the case of applicants for a standard licence, to run your business. You have to provide one or more of the following with this application:

- original bank or building society statements covering the last three months, including evidence of any overdraft facility and/or;
- audited accounts (acceptable as the sole financial evidence only from limited companies or PLCs) provided they show an annual turnover of at least £5.6m. They must additionally show that the company is trading profitably (on the profit and loss sheet) and positive ratios of more than 1.0 (when dividing total assets by total liabilities) and 0.5 (when dividing current assets by current liabilities)
- an Invoice Finance Agreement if accompanied by a signed agreement from the finance firm in which they agree to retain the amount of money needed to meet the definition of financial standing. If this evidence is to be accepted, you must obtain from the CLU a Finance Factoring proforma, which must then be completed by the finance firm and returned to the CLU

The above evidence must be in the name of the applicant for the operator's licence.

The Traffic Commissioner will measure the evidence against the current financial levels required for a licence. These are:

The financial levels from 1 January 2005 will be:

	First authorised vehicle	Each additional
<b>Restricted</b>	£3100	£1700
<b>Standard National</b>	£6200	£3400
<b>Standard International</b>	£6200	£3400

If you answer "Yes" to any of the questions at 14 you must give full details on a separate sheet of paper. You must provide copies of the liquidator's or receiver's report and disqualification orders. You should also give details of any operator's licence affected (including the licence holder, licence number and so on). This information will not necessarily debar you from being granted an operator's licence but the Traffic Commissioner will take it into account in considering whether you meet the financial standing requirement (and if appropriate, the good repute requirement).

## **Note 10: Convictions**

### **Question 15**

You should provide details of **all** unspent convictions incurred by **the applicant, directors, partners or transport managers named in your application. In general, a conviction resulting in a fine becomes spent after five years unless, in certain circumstances, the offender is convicted of a further offence during that period.** You should submit a full explanation of the background circumstances of all convictions. Failure to provide information that may influence a decision to grant your licence could subsequently lead to disciplinary action.

You must tell the Traffic Commissioner immediately of ANY convictions that occur between the date of you applying for a licence and a decision being made on your application. The Traffic Commissioner will decide whether the convictions are relevant to your application.

## **Note 11: Interim Authority**

### **Question 17**

We aim to decide on your application within nine weeks of the Traffic Commissioner receiving it, subject to all necessary information having been received. If you want to operate your vehicle(s) before the Traffic Commissioner determines your full application he or she may grant you an interim licence.

**You cannot legally operate any vehicles subject to operator licensing until you have been issued with either an interim licence or a full licence. If, during the processing of your application, the Traffic Commissioner receives information that indicates you have been, or are operating vehicles without lawful authority to do so, he or she may question your good repute or fitness to hold a licence and it may result in the refusal of your application. Your vehicles will also be open to impounding action by VOSA.**

## **Note 12: Supporting Documents**

### **Question 18**

When you have completed your application form you must enclose supporting documents.

These are:

- application fee (Note 13)
- the whole page of the newspaper(s) containing your advertisement(s) (showing the name and date of the newspaper) (Note 5)
- original certificates of professional competence or evidence of qualification giving exemption (Note 7)
- completed form TM1 for any transport managers and a contract of employment between both parties
- a signed maintenance agreement if you are going to contract this work out. (Note 8)
- documents to show access to funds including three months of bank statements and where appropriate a copy of any liquidator's or receiver's report and disqualification order (Note 9); and
- Certificate of Incorporation (registered companies only)
- Authority to park vehicles at operating centre
- Safety inspection sheets.



**Note 13: Fees**  
**Question 19**

Please see separate fee schedule or our website: [www.businesslink.gov.uk](http://www.businesslink.gov.uk)

The application fee is non-refundable and is payable in full when you send in your application.

The fee payable for the issue of a licence is also non-refundable and is payable in full after the Traffic Commissioner has granted an application for a licence. The fee covers a five year period.

Vehicle fees are charged for each vehicle specified by registration mark when the Traffic Commissioner first grants an application. You can choose at time of grant to pay the vehicle fees either five years in advance or annually.

Interim fees are non-refundable and are payable after the decision to grant an interim licence.

