

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. A copy can be obtained from your local Traffic Area Office and is available on the VOSA website www.vosa.gov.uk.
- if you need any further help, contact the licensing team at your local Traffic Area Office on the telephone number shown at Appendix 1 of the Guide (GV74).

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 Traffic Area Office on 1 June the advertisement must appear in a local newspaper(s) on a day between 11 May and 22 June.
- Please send 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

- 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.

| Surname | First name(s) | Date of birth |
|---------|---------------|---------------|
| | | |
| | | |
| | | |
| | | |
| | | |

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

- 2** Trading name (if any)
- 3** Goods Vehicle Operator Licence number
- 4** Address for correspondence

| | |
|--------|----------|
| | |
| | |
| | |
| | |
| | |
| | |
| County | Postcode |
| 1. | 2. |

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

Only registered companies need to complete questions 6 and 7.

- 6** Company Registration number

- 7** 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

| | |
|---------|----------|
| Address | |
| | |
| | |
| | |
| County | Postcode |

To be removed

| | |
|---------|----------|
| Address | |
| | |
| | |
| | |
| County | Postcode |

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

Are you applying for your licence to be changed to cover

| | | | | | |
|-----------|---|------------------------------|-----------------------------|---------------------------|----------------------|
| 8 | extra vehicles? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | ▶ If Yes, how many extra? | <input type="text"/> |
| 9 | extra trailers? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | ▶ If Yes, how many extra? | <input type="text"/> |
| 10 | changes to the number of vehicles/trailers kept at operating centres? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | | |
| 11 | new operating centres? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | | |
| 12 | 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 |
|-------------------------------|--|--|--|
| <input type="text"/> | Now Authorised | | Total you want to be Authorised |
| <input type="text"/> | Vehicles <input type="text"/> | | |
| <input type="text"/> | Trailers <input type="text"/> | | |
| County <input type="text"/> | None – this will be a new centre <input type="checkbox"/> | | |
| Postcode <input type="text"/> | | | |
| <input type="text"/> | Now Authorised | | Total you want to be Authorised |
| <input type="text"/> | Vehicles <input type="text"/> | | |
| <input type="text"/> | Trailers <input type="text"/> | | |
| County <input type="text"/> | None – this will be a new centre <input type="checkbox"/> | | |
| Postcode <input type="text"/> | | | |
| <input type="text"/> | Now Authorised | | Total you want to be Authorised |
| <input type="text"/> | Vehicles <input type="text"/> | | |
| <input type="text"/> | Trailers <input type="text"/> | | |
| County <input type="text"/> | None – this will be a new centre <input type="checkbox"/> | | |
| Postcode <input type="text"/> | | | |
| <input type="text"/> | Now Authorised | | Total you want to be Authorised |
| <input type="text"/> | Vehicles <input type="text"/> | | |
| <input type="text"/> | Trailers <input type="text"/> | | |
| County <input type="text"/> | None – this will be a new centre <input type="checkbox"/> | | |
| Postcode <input type="text"/> | | | |
| <input type="text"/> | Now Authorised | | Total you want to be Authorised |
| <input type="text"/> | Vehicles <input type="text"/> | | |
| <input type="text"/> | Trailers <input type="text"/> | | |
| County <input type="text"/> | None – this will be a new centre <input type="checkbox"/> | | |
| Postcode <input type="text"/> | | | |

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)

Address of operating centre

County Postcode

Write out in full below the existing condition(s) or undertakings on your licence which you want to change/remove. DETAILS WILL APPEAR ON YOUR LICENCE DOCUMENTS

What changes do you want made to your licence condition(s) or undertakings? Please describe in full

Now give your reasons in full

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 Traffic Area Office or Test Station and is also available on the VOSA website www.vosa.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 Yes, give licence numbers <input type="text"/> | |

| | |
|---|-----------------------------|
| 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 Yes, give licence numbers <input type="text"/> | |

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 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.

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.

To be returned to:

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

Advertisement

Your name (as stated in Question 1) ②
Your trading name (if any) and unit
number if appropriate ②
Your address (including postcode)
(As stated in Question 4) ②

● 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) ②

● 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) ②

● 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 ②

... then copy from your licence the exact
wording of the condition or undertaking
you want to change here ②

... of the condition or undertaking and
set out the wording you want to have
instead here ②

● 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 ②

... then give the full address of
the centre concerned (including
postcode) here ②

● In every case, your
advertisement must
end with this last section ②

... and the address (including
postcode) of the Traffic Area Office to
which you are sending your application
(see Appendix 1 of the "Guide for
Operators" for addresses). ②

**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 _____

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
from the Traffic Commissioner's Office.



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 TRAFFIC AREA 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 Traffic Area 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 TRAFFIC AREA OFFICE.** If you wish to send your application form to the Traffic Area 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 Traffic Area 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 West Midlands Traffic Area
Cumberland House
200 Broad Street
Birmingham B15 1TD

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 from the Traffic Commissioner's Office.

Please unfold
this flap