

## APPLICATION TO CHANGE VEHICLES OR SURRENDER A LICENCE

### Guidance:

- If you need any help with completing this application form telephone the VOSA National Enquiry number 08706 060 440 or contact your local traffic area office (details can be found on the VOSA website at [www.vosa.gov.uk](http://www.vosa.gov.uk))
- Do not send any fees with this form.

Contact your local Traffic Area Office for advice before completing this form if there has been any change, including the addition or deletion of any partners or a change in the business to a limited company

### PLEASE COMPLETE ALL SECTIONS FULLY IN CAPITALS

### Your Details

1. Give the name in which the licence is held.	<input type="text"/>		
2. Goods Vehicle Operator Licence number (eg. number beginning OB or OH etc shown on your licence)	<input type="text"/>		
3. If the address on your licence or any other contact details have changed, give new details here.	<b>Address</b>		
	<input type="text"/>		<b>Postcode</b>
	<input type="text"/>		
	<b>Phone</b>	<b>Fax</b>	
	<b>Email</b>		
4. Do you want to surrender the whole of your licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

If YES, go to section 9 on the next page and sign the declaration

### Only holding companies need complete question 5

5. 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	<b>Name and address</b>
	<input type="text"/>
	<b>Postcode</b>
	<input type="text"/>
To be added	<b>Name and address</b>
	<input type="text"/>
	<b>Postcode</b>
	<input type="text"/>

## Vehicle Details

6. Please give details below of each vehicle that you want to delete from or add to the licence within the authorised limit.  
(continue on a separate sheet if necessary)

Registration mark of each vehicle to be deleted from the licence		Details of vehicle(s) to be added to the licence		
		Registration mark	Gross Plated Weight	Body type number (See note 6a below)

- 6a. Body type number:** 1. Flat sided or skeletal 2. Box body or van 3. Tanker  
4. Other type (eg. cement mixer, livestock carrier)

If a tipper, put a **T** after the number. If refrigerated, put an **R** after the number. If articulated, indicate the most commonly used trailer and put an **A** after the number.

If a vehicle falls into more than one class, give each letter that is relevant (eg. an articulated, refrigerated box body is 2AR).

7. Do you want to take any trailers off your licence? Yes ☐ No ☐ If 'Yes', how many? \_\_\_\_\_
8. Do you want to add any trailers to your licence within the authorised limit? Yes ☐ No ☐ If 'Yes', how many? \_\_\_\_\_

**Now, please read these notes carefully, then sign and date the Declaration below**

## 9 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.

List of documents to be returned with this application

- 9a Discs for removed vehicles are enclosed Yes ☐ No ☐
- 9b If "NO" to 9a say if the discs have been Stolen ☐ Lost ☐ Destroyed ☐
- 9c My licence and all Community Authorisations enclosed (only if licence is being surrendered) Yes ☐ No ☐
- 9d If "NO" to 9c say if the licence and/or Community Authorisations have been Stolen ☐ Lost ☐ Destroyed ☐

**I undertake to return any lost discs or licences that are found later**

Signature	Date
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Name (BLOCK CAPITALS)
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Position in business Owner ☐ Partner ☐ Director ☐ Company Secretary ☐  
Delegated Officer of a Public Authority ☐

**Now please send this form to your Traffic Area Office with the appropriate enclosures.**