

Office of the
Traffic Commissioner

Contact centre:
0300 123 9000*

web: www.businesslink.gov.uk/transport

GV79: Application to a Traffic Commissioner for a Goods Vehicle Operator's Licence

About this form

You must complete this form if you wish to apply for a goods vehicle operator's licence. If you have not previously held a licence you should make sure that you are familiar with the operator licensing system before submitting your application. The best place to start is by reading the Guide for Operators (GV74) available at www.businesslink.gov.uk/transport

Filling in the form

You must complete this form in full and include all supporting documents.

Guidance notes "GV79G" have been provided to help you to complete this form, and to make sure you provide the correct documentation in support of your application. **You must read these guidance notes.** Many applications are refused or delayed because the traffic commissioner does not receive the required information and documentation.

A straightforward application should normally take no more than 9 weeks. If you need to start operating at short notice you can apply for an interim licence by completing a separate INT1 form. Please note that an interim application attracts an additional fee, it is at the traffic commissioner's discretion and can only be considered if your application is complete and all supporting document have been received and accepted. **You must not assume that you will be granted an interim licence** and must not operate until an interim or full licence has been granted.

Use black ink to fill in the form. Answer yes or no questions by putting a tick in the relevant box. If you are picking an answer from a list of answers, tick the box which applies to you.

If you have any further questions about filling in this application form, or a general query regarding operator licensing, please call the contact centre on 0300 123 9000*

What to do next

Send your completed form, along with the necessary supporting documents and application fee to the traffic commissioner at: Office of the Traffic Commissioner, The Central Licensing Office, Hillcrest House, 386 Harehills Lane, Leeds, LS9 6NF

Data Protection

The personal information you provide on this form will be used for the purposes of a traffic commissioner's statutory functions. This may include sharing the information you provide with other traffic commissioners, DfT, other government departments and enforcement agencies. Standard licence/application information will also be included in a national register which is available to other member states. Further information is available from the Office of the Traffic Commissioner.

Note: it is a criminal offence to give false information in this application.

Section 1 - Your contact details (Please read Guidance Note 1)

1a) Please give full details of the person that can be contacted to discuss your application should it be necessary.

| | |
|------------------------------|--|
| Title (Mr, Mrs, Miss, Other) | |
| First name | |
| Surname or family name | |

1b) Please give the address, telephone and email contact details where you can be contacted for business purposes.

| | | |
|---|-----------|---------|
| Address (This is your correspondence address) | | |
| | | |
| | | |
| | Postcode: | |
| Address of establishment * (Please write 'as above' if it is the same address) | | |
| Contact telephone numbers | Business: | Fax: |
| | Home: | Mobile: |
| E-mail address | | |

* There is a requirement that every standard licence holder/applicant must have an establishment in Great Britain (GB) with premises in which it keeps its core business documents. These include accounting and personnel management documents and data on driving time and rest.

This cannot be a PO Box or third party address and must be an address in Great Britain. (See guidance note 1b for further information)

► Now go to Section 2

Section 2 - Your business (Please read Guidance Note 2)

2a) What is your trade or business? (e.g. haulier, farmer, removal company)

2b) What type of business do you have? (Please tick one box **only** below)

- | | | |
|---|--------------------------|-------------------|
| Limited company | <input type="checkbox"/> | ► Go to Section 3 |
| Limited Liability Partnership (LLP) | <input type="checkbox"/> | ► Go to Section 3 |
| Sole trader | <input type="checkbox"/> | ► Go to Section 4 |
| Partnership | <input type="checkbox"/> | ► Go to Section 5 |
| Other (e.g. public authority, charity, trust, university) | <input type="checkbox"/> | ► Go to Section 6 |

Section 3 - Limited company or Limited Liability Partnership (LLP) details (Please read Guidance Note 3)

3a) Please provide details of the company or LLP applying for the licence below. These must be the same as the details that are on the Companies House register.

| | |
|------------------------------|--------------------------------|
| Registered name | <input type="text"/> |
| Trading name (if applicable) | <input type="text"/> |
| Registered number: | <input type="text"/> |
| Registered office address: | <input type="text"/> |
| | <input type="text"/> |
| | <input type="text"/> |
| | <input type="text"/> |
| | Postcode: <input type="text"/> |

3b) Please provide details of the company directors, partners or members if it is an LLP below. These must be the same as the details that are on the Companies House register.

| Title (Mr/Mrs/ Ms/Other) | First name(s) | Surname or family name | Date of birth | Other names by which you have been known since the age of 18 |
|--------------------------------|---------------|---------------------------|---------------|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Continue on a separate sheet if necessary

3c) Please read Guidance Note 3 before answering this question.

Do you have any subsidiary companies that you wish to be included on the licence?

No

☐

► **Go to Section 7**

Yes

☐

Give details below

Registered company name

Registered company number

Continue on a separate sheet if there is more than one subsidiary

► **Now go to Section 7**

Section 4 - Sole trader details (Please read Guidance Note 4)

4a) Please give your full details below.

| Title (Mr/Mrs/ Ms/Other) | First name(s) | Surname or family name | Date of birth | Other names by which you have been known since the age of 18 |
|--------------------------------|---------------|---------------------------|---------------|--|
| | | | | |

4b) Please give your trading
name, if applicable

► **Now go to Section 7**

Section 5 - Partnership details (Please read Guidance Note 5)

5a) Please give details below of the partners in the business. You must include details of all partners, even if they are not primarily responsible for the operation of goods vehicles.

| Title (Mr/Mrs/ Ms/Other) | First name(s) | Surname or family name | Date of birth | Other names by which you have been known since the age of 18 |
|--------------------------------|---------------|---------------------------|---------------|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Continue on a separate sheet if necessary

5b) Please give your trading
name, if applicable

► **Now go to Section 7**

Section 6 - Other organisation details (Please read Guidance Note 6)

6a) Please provide the details requested below.

Name of organisation

Type of organisation (e.g. public authority, charity, trust, university)

6b) Please provide details of the persons responsible for your organisation below.

| Title | First name(s) | Surname or family name | Date of birth | Other names by which you have been known since the age of 18 | Position within organisation |
|-------|---------------|------------------------|---------------|--|------------------------------|
| | | | | | |
| | | | | | |
| | | | | | |

Continue on a separate sheet if necessary

► **Now go to Section 7**

Section 7 - Type of licence (Please read Guidance Note 7)

7a) Please tick one box below to show what type of licence you want.

Standard National

☐

► Go to Section 8

Standard International

☐

► Go to Section 8

Restricted

☐

► Go to Section 9

Section 8 - Standard Licence applicants – professional competence (Please read Guidance Note 8 and complete form TM1)

You must have a qualified Transport Manager (TM) to hold a Standard National or Standard International licence. The TM must hold a Certificate of Professional Competence (CPC) in Road Haulage Operations, equivalent qualification or exemption (see Guidance Note 8).

For each TM, form TM1 (at Annex E) must be completed and sent in with this application, there are guidance notes to help you complete this at Annex F. You must also provide their **original** Certificates of Professional Competence (CPC) or evidence of qualification(s) giving exemption.

8a) Please tick to confirm that you have completed form TM1 for **all** transport managers and provided their original CPC or proof of other acceptable qualification.

☐

► Now go to Section 9

Section 9 – Total vehicle and trailer authorisation required on this licence (Please read Guidance Note 9)

9a) Please state below the number of vehicles and trailers **in total** you want to have authorised on this licence.

Number of vehicles

Number of trailers

9b) Only answer this question if you are applying for a **Standard International** licence.

Please state, in the box provided, the number of vehicles you intend to operate on international journeys within the European Community.

► Now go to Section 10

Section 10 - Operating Centre details (Please read Guidance Note 10 and Annex A)

You must have one or more operating centres where your vehicles and trailers will normally be kept. You must ensure that you have enough off-street parking spaces at your operating centre(s) for all of your vehicles and trailers.

(Continues on next page)

Please give details below of the place(s) where your vehicles will be parked when not in use. If you have more than two operating centres please provide details on a separate sheet.

Operating centre 1

| | |
|---|--|
| a) Parking address: | |
| | |
| | |
| | |
| | |
| Postcode | |
| b) Number of vehicles to be kept at this address: | <input style="width: 80%;" type="text"/> |
| c) Number of trailers to be kept at this address: | <input style="width: 80%;" type="text"/> |
| d) Total number of parking spaces at this address: | <input style="width: 80%;" type="text"/> |
| e) Please tick one box below to confirm whether the premises are: | |
| Owned by you | <input type="checkbox"/> |
| Leased | <input type="checkbox"/> |
| Rented | <input type="checkbox"/> |
| f) If leased or rented, please confirm that you have permission from the site owner to use the premises to park the number of vehicles and trailers shown above. | |
| Yes | <input type="checkbox"/> |
| No | <input type="checkbox"/> |
| g) Please tick below to confirm that you have read Guidance Note 10g) and have met the advertising requirements for this operating centre | |
| <input type="checkbox"/> | |

Operating centre 2

| | |
|---|--|
| a) Parking address: | |
| | |
| | |
| | |
| | |
| Postcode | |
| b) Number of vehicles to be kept at this address: | <input style="width: 80%;" type="text"/> |
| c) Number of trailers to be kept at this address: | <input style="width: 80%;" type="text"/> |
| d) Total number of parking spaces at this address: | <input style="width: 80%;" type="text"/> |
| e) Please tick one box below to confirm whether the premises are: | |
| Owned by you | <input type="checkbox"/> |
| Leased | <input type="checkbox"/> |
| Rented | <input type="checkbox"/> |
| f) If leased or rented, please confirm that you have permission from the site owner to use the premises to park the number of vehicles and trailers shown above. | |
| Yes | <input type="checkbox"/> |
| No | <input type="checkbox"/> |
| g) Please tick below to confirm that you have read Guidance Note 10g) and have met the advertising requirements for this operating centre | |
| <input type="checkbox"/> | |

► Now go to Section 11

Section 11 - Vehicle details (Please read Guidance Note 11)

11a) Please give details below of the vehicles you wish to operate, should your licence be granted:

| Registration Number | Gross plated weight | Body type |
|---------------------|---------------------|-----------|
| | | |
| | | |
| | | |

| Registration Number | Gross plated weight | Body type |
|---------------------|---------------------|-----------|
| | | |
| | | |
| | | |

Continue on a separate sheet if necessary

If you are not submitting vehicle details at this time, please tick here. ☐

If the vehicle details are not available at this time you must inform the central licensing office when the details are available.

► Now go to Section 12

Section 12 - Safety Inspections (Please read Guidance Note 12)

12a) Please give the proposed maximum number of weeks between safety inspections for the vehicles and trailers you intend to operate under your licence.

| | |
|----------|----------------------------|
| Vehicles | <input type="text"/> weeks |
| Trailers | <input type="text"/> weeks |

12b) Who will carry out the safety inspections on the vehicles and trailers you intend to operate under your licence?

Yourself or another employee of the business holding the operator's licence
An external contractor

☐

Give details below

☐

Give details below

Company name or person's full name

Workshop address

| |
|----------------------|
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |

Telephone number

12c) Please tick to confirm that you have read Guidance Note 12 and you have suitable arrangements in place to keep the vehicles you wish to use in a fit and serviceable condition at all times, and you have provided a copy of the maintenance contract if you are using an external contractor. (See Annex D)

☐

► Now go to Section 13

Section 13 - Financial evidence (Please read Guidance Note 13)

13a) To help satisfy the traffic commissioner that you have sufficient financial resources to maintain your vehicles and run your business, all applicants must provide original evidence of financial standing as detailed at Guidance Note 13 and Annex B.

Please tick to confirm that you have read Guidance Note 13 and included the relevant evidence.

☐

13b) i. Has any person named in this application (including partners, directors or transport managers) ever been declared bankrupt or had their estate seized or confiscated?

No

☐

Yes

☐

ii. Has any person named in this application (including partners, directors or transport managers) ever been involved with a company, or business, that has gone into (or is going into) liquidation, owing money?

No

☐

Yes

☐

iii. Has any person named in this application (including partners, directors or transport managers) ever been involved with a company, or business, that has gone into (or is going into) receivership?

No

☐

Yes

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iv. Has any person named in this application (including partners, directors or transport managers) ever been involved with a company, or business, that has gone into (or is going into) administration?

No

☐

Yes

☐

v. Have you, or have any of your partners, directors, majority shareholders or your transport manager ever been disqualified from acting as a director of a company or from taking part in the management of a company?

No

☐

Yes

☐

► If you answered No to **all** five parts of Question 13b, please go to Question 13c.

If you answered Yes to **any** part of Question 13b, you must provide additional information with your application. Details of what to provide are given in Guidance Note 13b)

Please tick to confirm you have read Guidance Note 13b and provided the relevant information.

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13c) New insolvency

Please tick to confirm that you are aware that you must tell the traffic commissioner immediately of any insolvency proceedings that occur between the submission of your application and a decision being made on the application

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► **Now go to Section 14**

Section 14 - Previous licence history (Please read Guidance Note 14)

14a) Does any person named in this application (including partners, directors and transport managers) currently hold a goods or public service vehicle operator's licence in **any** traffic area?

You should also include details of any licences held by any companies which any named person acted as director for.

No ☐ ► **Go to 14b** Yes ☐ **Give details below**

| Licence number | Name of licence holder | Will this licence be surrendered if this application is granted? | |
|----------------|------------------------|--|-----------------------------|
| | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

14b) Has any person named in this application (including partners, directors and transport managers) previously held or applied for a goods or public service vehicle operator's licence in **any** traffic area?

You should also include details of any licences held by any companies which any named person acted as director for.

No ☐ ► **Go to 14c** Yes ☐ **Give details below**

| Licence number | Name of licence holder | Licence number | Name of licence holder |
|----------------|------------------------|----------------|------------------------|
| | | | |
| | | | |

14c) Has any person named in this application (including partners, directors and transport managers) ever had an application for a goods or public service vehicle operator's licence refused by any EU licensing authority?

You should also include details of any licences held by any companies which any named person acted as director for.

No ☐ ► **Go to 14d** Yes ☐ **Give details below**

| Licence number | Name of licence holder | Licence number | Name of licence holder |
|----------------|------------------------|----------------|------------------------|
| | | | |
| | | | |

► **Section 14 continues on next page**

14d) Has any person named in this application (including partners, directors and transport managers) ever had a goods or public service vehicle operator's licence revoked, suspended or curtailed by any EU licensing authority?

You should also include details of any licences held by any companies which any named person acted as director for.

No ☐ ► **Go to 14e**

Yes ☐ **Give details below**

| Licence number | Name of licence holder |
|----------------|------------------------|
| | |
| | |

| Licence number | Name of licence holder |
|----------------|------------------------|
| | |
| | |

14e) Has any person named in this application (including partners, directors and transport managers) ever attended a Public Inquiry before a traffic commissioner?

You should also include details of any licences held by any companies which any named person acted as director for.

No ☐ ► **Go to 14f**

Yes ☐ **Give details below**

| Licence number | Name of licence holder |
|----------------|------------------------|
| | |
| | |

| Licence number | Name of licence holder |
|----------------|------------------------|
| | |
| | |

14f) Has any person named in this application (including partners, directors and transport managers) been disqualified from holding or obtaining an operators licence by any traffic commissioner?

You should also include details of any licences held by any companies which any named person acted as director for.

No ☐ ► **Go to 14g**

Yes ☐ **Give details below**

| Licence number | Name of licence holder | Date and length of disqualification |
|----------------|------------------------|-------------------------------------|
| | | |
| | | |

► **Section 14 continues on next page**

14g) Within the last twelve months, have you, your company or organisation or your partners or directors purchased the assets or shareholding of any company that, to your knowledge, currently holds or has previously held an operator's licence in any traffic area?

No ☐ ► **Go to Section 15**

Yes ☐ **Give details below**

| Licence number | Name of licence holder |
|----------------|------------------------|
| | |
| | |

| Licence number | Name of licence holder |
|----------------|------------------------|
| | |
| | |

► **Now go to Section 15**

Section 15 - Convictions and Penalties (Please read Guidance Note 15)

You should read Guidance Note 15 carefully before answering the questions in this section.

You must declare all relevant convictions and penalties on this form.

You are reminded that it is a criminal offence to make a false declaration on this application.

15a) Has any person named in this application (including partners, directors and transport managers); any company of which a person named on this application is or has been a director; any parent company if you are a limited company; or any of your employees or agents been convicted of any relevant offence which must be declared to the traffic commissioner?

No ☐ ► **Go to 15b**

Yes ☐ **Give details below**

| Name (in full) | Date of conviction | Offence | Name of court | Penalty |
|----------------|--------------------|---------|---------------|---------|
| | | | | |
| | | | | |
| | | | | |

Continue on a separate sheet if necessary

You should also provide full details of the background circumstances of any convictions declared on a separate piece of paper.

15b) New convictions

Please tick to confirm that you are aware that you must tell the traffic commissioner immediately of any relevant convictions that occur between the submission of your application and a decision being made on the application

☐

► **Now go to Section 16**

Section 16 - Undertakings and Declaration (Please read Guidance Note 16)

I understand that by signing the application I am accepting the undertakings below; that they will be recorded on the licence; that failure to comply with the conditions or undertakings recorded on the licence may result in the licence being revoked, suspended or curtailed; and that failure to comply with these conditions is also a criminal offence.

- The laws relating to the driving and operation of vehicles used under this licence are observed;
- The rules on drivers' hours and tachographs are observed, proper records are kept and that these are made available on request;
- Vehicles and trailers are not overloaded;
- Vehicles operate within speed limits;
- Vehicles and trailers, including hired vehicles and trailers, are kept in a fit and serviceable condition;
- Drivers report promptly any defects or symptoms of defects that could prevent the safe operation of vehicles and/or trailers, and that any defects are recorded in writing;
- Records are kept (for 15 months) of all driver reports which record defects, all safety inspections, routine maintenance and repairs to vehicles, and that these are made available on request;
- In respect of each operating centre specified, that the number of vehicles and the number of trailers kept there will not exceed the maximum numbers authorised at each operating centre (which will be noted on the licence);
- An unauthorised operating centre is not used in any traffic area;
- Furthermore, I will notify the traffic commissioner of any convictions against myself, or the company, business partner(s), the company directors, nominated transport manager(s) named in this application, or employees or agents of the applicant for this licence and, if the licence is issued, convictions against the licence holder or employees or agents of the licence holder;
- I will ensure that the traffic commissioner is notified within 28 days of any other changes, for example a change to the proposed maintenance arrangements; a change in the financial status of the licence holder (e.g. if placed in liquidation or receivership), or a change to Limited Company status or partnership, that might affect the licence, if issued.

Standard Licence holders only-

- I must be able to prove that I have a formal arrangement for access at all times to at least one vehicle registered or in circulation in GB. This could be by specifying a vehicle for use under an O-licence or by demonstrating on request that I (the licence holder) has a vehicle available – so vehicles may be either wholly owned or held under a hire-purchase, hire/leasing arrangement or other type of formal arrangement.
- I have an establishment in Great Britain (GB) with premises in which I keep core business documents. These include (as a minimum) accounting and personnel management documents and data on driving time and rest. I understand that the use of a PO Box or third party address is not permitted.

(Continues on next page)

I declare that the statements made in this application are true and that all supporting evidence supplied with regard to my application is correct. I understand that it is an offence to make a false declaration.

Your full name in block capitals

Signed

Dated

Position in business – please tick **one** below. Make sure you have read Guidance Note 16.

Owner

☐

Partner

☐

Director

☐

Delegated officer of any other organisation
(as detailed in Section 6 of the application)

☐

► **Now go to Section 17**

► **Go to Section 17 on next page**

Section 17 - Payment details (Please read Guidance Note 17)

You can pay the application fee by **credit/debit card** or **cheque/postal order**. Cheques should be made payable to "Vehicle and Operator Services Agency". **Please do not send cash.**

The application fee is non refundable and is payable in full when you send in your application. Your application will be returned and not considered at this time if this fee is not included. If you are sending your credit/debit card details by post you should consider using a secure method.

Do not send any fee other than the application fee at this stage. You will be notified if additional fees become payable.

Details of the current fees may be found on our website at www.businesslink.gov.uk/transport or at Annex C.

17a) How are you paying the fee required for this application? (Please tick one)

Cheque/postal order ☐ **► Go to Section 18**
Credit/debit card ☐ **► Give details below**

I hereby authorise VOSA to take the sum of £ from my account, the details of which are listed below, in respect of my application for a Goods Vehicle Operator Licence.

Type of card (please tick one)

Mastercard ☐ Visa ☐ Visa Debit / Delta ☐ Maestro ☐

Name of cardholder (exactly as it appears on the card)

Full Card Number

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Expiry date

Month:

Year:

Issue number (Maestro only)

| | | |
|--|--|--|
| | | |
|--|--|--|

Start date (Maestro only)

Month:

Year:

Card security number*

| | | |
|--|--|--|
| | | |
|--|--|--|

*Your card security number is displayed at the end of the signature strip on the back of the card. Please enter the last three digits.

Signature of cardholder

Your payment details will not be held for any longer than required for the purpose of paying the application fee.

► Now go to Section 18

► **Go to Section 18 on next page**

Section 18 – Checklist (Please read Guidance Note 18)

Before you return this form you must make sure that your application is complete and contains all relevant documentary evidence. You must use the following checklist to confirm that you have provided all the necessary evidence.

If you do not send all the information needed this will lead to a significant delay in the application, or your application may be refused.

All applicants must supply the following information

Please tick to confirm the following:

- I have completed all applicable questions on this form. ☐
- I have checked that the declaration is signed and dated by an authorised person. ☐
- I have provided the whole page of the newspaper for each advertisement I have placed. The date and the full title of the newspaper are shown on the page holding my advertisement. (See guidance note 10 and Annex A) ☐
- I have provided **original** financial evidence in accordance with Section 13 and Guidance Note 13. I understand that photocopies are not acceptable. ☐
- I have enclosed a cheque or provided payment details to cover the application fee and I understand that this fee will not be returned to me even if my application is withdrawn or refused. ☐

All applicants for **Standard National or International** licences must supply the following information

Please tick to confirm the following:

- I have enclosed **original** Certificate(s) of Professional Competence in Road Haulage Operations or evidence of qualification(s) giving exemption, for **all** Transport Managers listed on my application. ☐
- I have enclosed completed and signed TM1 forms for **all** Transport Managers listed on my application. ☐

You **may** need to supply the following information depending on your answers to questions 12b), 13b) and 15a)

Depending on your answers to these questions further information may be required for some applicants. Please read carefully.

Please tick to confirm the following:

- I answered Question 12b) by stating that an external contractor would carry out the safety inspections for this licence and I have enclosed a copy of the maintenance contract with that contractor. (See Annex D) ☐
- I answered 'Yes' to part of Question 13b) and I have enclosed the relevant documentary evidence of the relevant insolvency history. ☐
- I answered 'Yes' to Question 15a) and I have enclosed full details of the background circumstances of all convictions declared. ☐