

# Application for a non-chargeable variation of a Public Service Vehicle Operator's Licence

**Public Passenger Vehicles Act 1981  
Public Service Vehicle Operator Licensing**

*Department for*  
**Transport**

For Official use only

## A Particulars of licence holder (see notes 1 and 2)

1. Full name (BLOCK LETTERS)

2. Trading name, if any

3. Business address to which all correspondence relating to this application should be sent

	Postcode

Telephone No. (inc STD Code)

Fax No.

4. PSV Operator Licence No.

Company Registration No.

## B Change of Operating Centre(s) (see note 3)

5. Have you changed your operating centre(s) since your last application or are you adding an additional centre (please tick relevant box).

Change ☐

Additional ☐

Please give new address(es) including Postcode(s)


## C Change of Inspection/maintenance arrangements (see note 3)

6. If you have recently changed or propose to change your inspection/maintenance arrangements, please give names and addresses of garages and enclose a copy of the maintenance contract and examples of safety inspection forms.


## D Proposed changes to licence (see notes 4, 5 and 6)

7. Indicate the type(s) of change(s) for which you are applying by ticking the appropriate box(es) below

- (a) reduce the number of vehicles authorised by your licence ☐
- (b) operate additional vehicles of a type which has been restricted under any conditions attached to your licence (you will also need to complete form PSV 430) ☐
- (c) Vary or remove undertakings attached to your licence ☐
- (d) Upgrade from standard national to standard international (without increasing vehicle authorisation) ☐

8. If you have ticked box 7(a) above, show the proposed changes below

- (a) Total number of vehicles authorised at present
- (b) Total number of vehicles you wish to have authorised

9. If you have ticked box 7(b) or (c) above, describe in full the changes you want to make to your licence conditions or undertakings and the reasons why you are applying to have the conditions or undertakings attached to your original licence removed or varied.


## E Changes to Transport Manager (see note 7)

10. If you have changed your transport manager, please give the full name and date of birth of the new transport manager.

First Name(s)	Surname	Date of Birth

## Declaration

I declare that the statements of fact made in this application are true.

Signature  Date

Position in applicant's business  
*eg owner, company secretary, director*

# Explanatory Notes - PSV 431A

## General

- A All applicants are strongly advised to read the booklet "A Guide to Public Service Vehicle Operator Licensing" (PSV 437) particularly Part VII, which deals with maintenance **before** filling in their forms. This is available from any Traffic Area Office or from the VOSA website [www.vosa.gov.uk](http://www.vosa.gov.uk)
- B If you wish to change the type of licence held, from restricted to standard national or standard international, a fresh application must be made on form PSV 421.
- C If there is insufficient space for any answer on the printed form, a plain continuation sheet should be used. It should be attached securely to the printed form. Entries on the continuation sheet must be numbered to correspond with the sections of the printed form to which they relate.
- D Except where you are applying to reduce the number of vehicles authorised (question 7(a)) you should not submit the licence documents (PSV 422) until asked to do so.
- E If you wish to increase the maximum number of vehicles to be authorised at any time please use form PSV 431.

## Notes on Individual Questions

### 1. Question 1

Where the application is made by an individual, the full name should be given. If there is a partnership, the full names of each partner are required. In the case of a company, authority or corporate body, give its full name.

### 2. Question 3

You may have a number of business addresses. Give here the one to which you wish the Traffic Commissioners to direct all correspondence relating to your licence. (You should notify the Traffic Commissioners in writing within 28 days of any change to this address).

### 3. Questions 5 and 6

- (a) You should give details of any proposed changes to your premises or operating centre(s).
- (b) If the inspection/maintenance is to be carried out by an agent at the operator's premises or elsewhere (or if the agent has changed) please send the new maintenance inspection forms.
- (c) Operators should ensure that their maintenance arrangements are such that a positive check is made to determine the condition of such items as wheels, tyres, brakes, steering, suspension, chassis and lighting etc. Such preventative maintenance inspections should be carried out at regular predetermined intervals of time, even if the performance or handling of the vehicles at the time does not indicate that any of these items is defective. It is stressed that daily running checks (on such items as engine oil, tyre pressures etc) or periodic greasing, do not constitute a maintenance inspection.

### 4. Questions 7(b) and (c) and Question 9

In answering this question you should give details of any changed circumstances which you consider may be relevant in support of your application

### 5. Question 7(d)

Applications which increase vehicle authorisation must be made on form PSV 431

- 6. If the total number of vehicles is less than previously authorised, you may be entitled to a refund and should return the licence documents (PSV 422) and the identity discs with this form.
- 7. If you have a new transport manager please enclose their original certificate of professional competence or details of their 'grandfather rights'. Also include details of any relevant convictions (see form PSV 442)

## Please Note

If there has been a change in the ownership, a partnership has been formed, a limited company has been formed or the constitution of the partnership has been changed you should inform your Traffic Area Office as this may constitute a change in legal entity and render your existing operator's licence invalid.

## Declaration

Under Part II of the Public Passenger Vehicles Act 1981 the Traffic Commissioners have the power to revoke, suspend or vary the conditions of any licence they have granted you if it comes to their notice that any statement of fact you have made here is false or that any undertaking has not been fulfilled.