

# Office of the Traffic Commissioner

Contact centre: 0300 123 9000\*  
web: [www.gov.uk/government/organisations/  
/traffic-commissioners](http://www.gov.uk/government/organisations/traffic-commissioners)

## GV81: Chargeable and non-chargeable variations to a Goods Vehicle Operator's Licence

### About this form

You must complete this form if you wish to vary your operator licence affecting your total number of authorised vehicles and/or trailers, your operating centres or any conditions or undertakings recorded on your licence. An application fee is payable where you wish to use this application to add a new operating centre(s), increase your vehicle and/or trailer authority or apply to alter or remove conditions or undertakings.

A straightforward variation application should normally take no more than 9 weeks. If you need to increase your licence authorisation or make changes to the operating centres on your licence at short notice you can apply for an interim direction 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 direction and must operate under the existing terms of your licence until an interim direction or the variation to your licence has been granted.

### Filling in the form

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.**

\*Calls provided by BT are charged at a low rate.  
Charges from other providers may vary.

## Your contact details

Please give the name of the operator, licence number, address, telephone and email contact details where you can be contacted for business purposes.

**1) Name**

**2) Trading Name (if any)**

**3) Licence Number**

**4) Address**

(This is your correspondence address.)

Postcode:

**5) Address of establishment\***

(Please write 'as above' if it is the same address)

Postcode:

**5) Contact telephone numbers**

Business:	Fax:
Home:	Mobile:

**6) E-mail address**

\*Operators/licence applicants. This cannot be a PO Box or third party address and must be an address in Great Britain. You must supply us with an address of the physical premises of your business in GB where core business documents are kept.

## Only registered companies need to complete questions 7 and 8

**7) Company registration number**

**8) 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).**

A company is a "subsidiary" of another company, (its "holding company"), if that other company—

- holds a majority of the voting rights in it, or
- is a member of it and has the right to appoint or remove a majority of its board of directors, or
- is a member of it and controls alone, pursuant to an agreement with other members, a majority of the voting rights in it,

or if it is a subsidiary of a company that is itself a subsidiary of that other company.

A company is a “wholly-owned subsidiary” of another company if it has no members except that other and that other's wholly-owned subsidiaries or persons acting on behalf of that other or its wholly-owned subsidiaries.

“Company” includes any body corporate.

If you wish to operate vehicles owned by your subsidiary companies under your company's operator's licence you must give details of the subsidiaries.

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.

You should note that if the subsidiary operates the vehicles they own themselves, then they should hold the licence. You should only apply to add subsidiaries to your licence if your company will be controlling the use of the vehicles.

To be added

Registered name	
Registered number:	
Registered office address:	
Postcode:	

To be removed

Registered name	
Registered number:	
Registered office address:	
Postcode:	

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

Are you applying for your licence to be changed to cover

**9) extra vehicles?** Yes  No  ► if Yes, how many extra?

**9a) extra trailers?** Yes  No  ► if Yes, how many extra?

**9b) changes to the numbers of vehicles/trailers kept at operating centres?** Yes  No

**9c) new operating centres?** Yes  No

**9d) closure of existing operating centres?** Yes  No

► If you have answered Yes to any of these questions, please give details in the boxes below of **ALL** the operating centres that are to be changed or are 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).

#### **10) Details of operating centres**

Address of operating centre	Total number of vehicles/trailers kept there (give numbers or tick box as appropriate)				Parking Spaces
	Now authorised		Total you want to be authorised		Number of off-street parking spaces you have at this operating centre
	Vehicles	<input type="checkbox"/>	Vehicles	<input type="checkbox"/>	
	Trailers	<input type="checkbox"/>	Trailers	<input type="checkbox"/>	
Postcode:	None – this will be a new centre	<input type="checkbox"/>	None – this centre will be closed	<input type="checkbox"/>	<input type="checkbox"/>
Address of operating centre	Total number of vehicles/trailers kept there (give numbers or tick box as appropriate)				Parking Spaces
	Now authorised		Total you want to be authorised		Number of off-street parking spaces you have at this operating centre
	Vehicles	<input type="checkbox"/>	Vehicles	<input type="checkbox"/>	
	Trailers	<input type="checkbox"/>	Trailers	<input type="checkbox"/>	
Postcode:	None – this will be a new centre	<input type="checkbox"/>	None – this centre will be closed	<input type="checkbox"/>	<input type="checkbox"/>
Address of operating centre	Total number of vehicles/trailers kept there (give numbers or tick box as appropriate)				Parking Spaces
	Now authorised		Total you want to be authorised		Number of off-street parking spaces you have at this operating centre
	Vehicles	<input type="checkbox"/>	Vehicles	<input type="checkbox"/>	
	Trailers	<input type="checkbox"/>	Trailers	<input type="checkbox"/>	
Postcode:	None – this will be a new centre	<input type="checkbox"/>	None – this centre will be closed	<input type="checkbox"/>	<input type="checkbox"/>

**11)** Where you have applied to add a new operating centre or increase the numbers of authorised vehicles and/or trailers at an existing operating centre, please confirm the following

**11a)** 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"/> |

**11b)** If leased or rented, please confirm that you have permission from the site owner(s) to use the premises to park the number of vehicles and trailers shown in question 10 above.

Do you have permission? Yes  No

**12)** Are any of the operating centres listed at question 10 used by any other goods or passenger vehicle operator?

Yes  ► If Yes go to question 13 No

**13)** Please list the name(s) and operating centre(s) they used by any other goods or passenger vehicle operator (continue on a separate sheet if necessary).

Name
Address:
Postcode:

Name
Address:
Postcode:

## Finance

**13a)** 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 you need to provide financial evidence to support this application. Please see section 22 for further details on acceptable evidence.

## 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
Postcode:

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

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

## Maintenance and Safety Inspections

**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  ► Go to question 15a No  ► Go to question 16

**15a) Please give the proposed maximum number of weeks between safety inspections for the vehicles and trailers you intend to operate under your licence.**

## Vehicles weeks

weeks

Trailers weeks

**weeks**

**15b) 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

1

#### **Give details below**

## An external contractor

1

**Give details below**

Company name or person's full name

**ANSWER** The answer is 1000.

## Workshop address

Postcode

### Telephone number

For more information about the study, please contact Dr. [REDACTED] at [REDACTED].

**15c)** Please tick to confirm that you have suitable arrangements in place to keep the vehicles and trailers 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 or will now provide a copy with this application.

### **Standard licence holders need to complete questions 16 and 17**

**16)** Are any of the professionally competent people (i.e. transport managers) already on your licence going to take over responsibility for any new or different operating centres?

Yes  No

If yes which operating centre(s) will they be responsible for?

Postcode:	Postcode:

Continue on a separate sheet if necessary

**17)** Are any professionally competent people (i.e. transport managers) to be added to your licence?

Yes  No

**18)** If you have answered Yes to question 17 please complete form TM1

## 19) 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. Please see the licence undertakings below as a reminder of your obligations.

Your full name in block capitals

Signed



Dated

Position in business - please tick **one** below:

Owner

Partner

Director

Delegated officer if any other organisation  
(please state, e.g. trustee)

- 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 defect, 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, including changes in the named directors or partners, 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.

## Section 20 - Payment Details

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.gov.uk/government/publications/annex-c-scale-of-fees-gv79](http://www.gov.uk/government/publications/annex-c-scale-of-fees-gv79)**

20a) How are you paying the fee required for this application? (Please tick one)

Cheque/postal order  ► Go to Section 21

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 21

► Go to Section 21 on next page

## 21) Checklist

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.**

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.
- I have provided original financial evidence in accordance with section 13a and 22. I understand that photocopies are not acceptable.
- I have enclosed a cheque or provided payment details to cover the application fee if payable. I understand that where a fee is payable it will not be returned to me even if my application is withdrawn or refused.

### Applicants for Standard National or Standard International licences

Please tick to confirm the following:

- I have enclosed completed and signed TM1 forms for all transport managers to be added with this application.

### You may need to supply the following information depending on your answer to question 15

Please tick to confirm the following:

- I answered Yes to Question 15 and stated that an external contractor would carry out the safety inspections for this licence. I have enclosed a copy of the maintenance contract with that contractor as this has not been previously supplied.

## 22) Financial Standing requirements

The traffic commissioner must be satisfied that you have sufficient financial resources to maintain your vehicles and run your business. This requirement is not reduced in the case of contract or lease hire vehicles whose maintenance is included in the hire charge.

**If you want to increase the number of vehicles in your fleet applicants must provide financial evidence so the traffic commissioner can assess this requirement, as follows:**

(Continues on next page)

## **Availability**

The key test in demonstrating financial resources is whether the applicant or operator has available capital and reserves of an amount equal to the sum specified. "Available" is defined as: "capable of being used, at one's disposal, within one's reach, obtainable or easy to get". The three questions an operator needs be able to answer are:

- how much money can the operator find if the need arises?
- how quickly can they find it?
- and where will it come from?

## **Name(s) on financial evidence supplied**

All financial documents should be in the same name as the applicant or licence holder. In the case of partnerships be in the same name(s) as one or both of the applicants or licence holders. In the case of a Limited Company and Limited Liability Partnerships (LLPs) the funds must be held within the company.

The traffic commissioner may allow documents in a different name, but in the case of an individual applicant/operator this must be supported by a statutory declaration signed by the natural person.

For companies, group and cross guarantees will be referred to the traffic commissioner to consider the merits and will require evidence of the financial standing of the guarantor.

**The types of evidence listed below are not exhaustive.**

### **Bank statements**

You should provide **original** bank or building society statements covering the last 28 days, the last date of which must not be more than 2 months from the date of receipt of the application. If original bank statements are not available, for instance if you have an online only account, then you may provide printouts that have been signed and stamped by the bank as verification that they show a true reflection of your account. Any such printouts must contain the account holder's name and account number, the name of the bank, and all transactions taking place within the 28 day period.

Building society accounts will only be acceptable if funds can be drawn down within one month.

Unusually large deposits/withdrawals which have influenced the average balance might lead to further enquiries and a request for an explanation from the applicant/operator. The traffic commissioner might ultimately decide to discount these deposits/withdrawals from the average balance. If there is any doubt as to the source of funds this will be referred to the traffic commissioner.

Credit card accounts (in the same name as the application or licence holder) must be supported by original documents, as with bank statements, to show that over the same 28 day period the funds available meet the criteria. Where a credit card account is the sole source of evidence to prove the availability of finance traffic commissioners are entitled to ask why there is no other evidence of banking facilities available.

## **Overdraft facility**

The applicant or operator can supplement the original or certified copies of any bank or building society accounts statements by the use of an overdraft or credit facility. That is an overdraft at their disposal in the sense that there is a balance undrawn before the limit is reached. The facility must be demonstrated by a formal written commitment by the bank, etc. (An offer of such a facility will not suffice.)

The average balance shown in the statements will be calculated, and added to any overdraft or credit facility to show the amount of credit that can be used as proof of financial standing. If the average balance is negative, this will be subtracted from the overdraft limit to find the available finance.

## **Invoice Finance Agreement**

An invoice finance agreement is acceptable, but only if accompanied by:

- confirmation of available balances not drawn down averaged over a 3 month period.
- a copy of the signed agreement from the finance company in which they agree to retain the amount of money needed to meet the definition of financial standing.
- a completed schedule signed on behalf of the finance company.

If you are supplying an invoice finance agreement you must still provide bank statements as detailed above.

## **Audited accounts – limited companies and Limited Liability Partnerships**

These must be certified by a properly qualified person be drawn up clearly and give a true and fair view of the company's assets, liabilities, financial provision and profit or loss.

The items that must comprise the annual accounts are:

- a balance sheet
- that the company is trading profitably (on the profit and loss sheet)
- notes on the account
- a positive ratio of more than 1.0 (when dividing total assets by total liabilities)
- a positive ratio of more than 0.5 (when dividing current assets by current liabilities)

The latest audited annual accounts (in respect of the financial year end, to a date not more than 18 months prior to the date of application) can be used as a substitute for bank statements, generally only where the entity is an established and substantial limited company/plc with a turnover of more than £6.6m (subject to statutory uprating). Smaller businesses have historically produced annual accounts as additional evidence to establish financial standing. However under Regulation (EC) 1071/2009 traffic commissioners will accept annual profit and loss accounts and balance sheets or a statement of an opening balance if they are certified by a properly accredited person. Draft annual accounts to a date not more than 12 months prior to the date of application/licence check may be sufficient but will be referred to the traffic commissioner who may require further evidence.

Annual financial accounts can be a very useful cross check on an operator's financial health. If audited, they should give an accurate (though historic) 'snapshot'. Businesses with a turnover of less than £5.6m are not required to have their accounts audited Operators, however, with a turnover of more than £1m are advised that your accounts should be prepared by a chartered or certified accountant. Company law allows unaudited financial accounts for businesses with a turnover below £5.6m but the traffic commissioner may not place as much weight on unaudited

accounts as those which are independently certified. Where any accounts are relied upon it is open to the traffic commissioner to seek a further check of finances either by way of a condition upon grant or an undertaking.

It is open to the traffic commissioner to consider financial accounts for all other types of business (i.e. not companies) whether audited or not. This might highlight any insolvent trading positions or unpaid taxes such as PAYE/NI/VAT etc. and may indicate cash flow problems. Where accounts contradict the impression given by the bank statements the traffic commissioner might ask for further enquiries to be made. Applicants and operators are to be reminded of the need to reply to these further enquiries in a timely manner.

In addition to the types of financial evidence shown earlier, the traffic commissioner may agree that an operator can demonstrate its financial standing by means of a certificate such as a bank guarantee or insurance, including professional liability insurance from one or more banks or other financial institutions, including insurance companies, providing a joint and several guarantee for the operator in respect of the amounts specified above.

The evidence must be those of the economic entity (applicant/operator) established in Great Britain (where an authorisation has been applied for) and not those of any other entity established in any other country or European Member State.

## Advertisement

It is your responsibility to advertise your application for major changes to your operator's licence in one or more local newspapers which circulate in the locality of each operating centre included in your application. If you do not do this correctly you may face the extra cost and the delay of having to re-advertise, or your application may be refused. Please read the following advice carefully and call the contact centre on 0300 123 9000 if you have any queries.

- You need to place an advertisement if your application is to add an operating centre, increase the vehicles and/or trailers authorised at an operating centre or for changes to, or removal of conditions or undertakings affecting an existing operating centre.
- When you have filled in the form for the advertisement, tear along the dotted line and send it to a suitable local newspaper. You can download a spare form from [www.gov.uk/government/publications/variations-to-a-goods-vehicle-operators-licence-gv81](http://www.gov.uk/government/publications/variations-to-a-goods-vehicle-operators-licence-gv81) if you need it.
- An example of a completed advertisement is shown opposite.
- You must send the whole page including the full title and date of the newspaper, which contains your advertisement to the central licensing office (CLO). Photocopies are not acceptable. If you wish to send your application form to the CLO 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) of the receipt of your application by the CLO.** For example, if the application is received on 1 June, the advertisement must appear in a newspaper on a day between 11 May and 22 June.

## 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 applied at the operating centre at Unit 3

Charnwood Industrial Estate  
Walsall  
WS2 2BE

from No operation of authorised vehicles between 10pm and 7am

b No operation of authorised vehicles between 11pm and 6am

- To remove the following conditions or undertakings which relate

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

Hillcrest House  
386 Harehills Lane  
Leeds, LS9 6NF

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

## Goods Vehicle Operator's Licence

Your name (as stated in Section 1)

Your trading name (if any)

Your full correspondence address (as stated in Section 1)

Only use this part if you want to keep more vehicles and/or trailers at an existing centre. Give the number of vehicles and trailers applied for at the full address including postcode. If there is a unit number you must also include this.

Use this part if you want to add or change a centre

Only use this part if you want to change any conditions or undertakings on your licence

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

Of the condition or undertaking, set out the wording you want to have instead here

Only use this part if you want to remove any conditions or undertakings on your licence, copy the exact wording of the conditions or undertakings here

Then give the full address of the centre concerned (including postcode) here

All advertisements must finish with this section and you must not amend any of the wording otherwise you will have to place a fresh advertisement.

► 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 Hillcrest House, 386 Harehills Lane, Leeds, LS9 6NF, 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.