

Goods Vehicle Operator Licensing

# Application for a Licence

**Guidance:**

- The booklet "Goods Vehicle Operator Licensing – A Guide for Operators" revised 12/95 (or later) will help you fill in this form. A copy can be obtained from your local Traffic Area Office which is listed at the bottom of page 8 of this form.
- If you need any further help, contact the Goods Vehicle Operator Licensing section of your Traffic Area Office on the telephone number given at the bottom of page 8 of this form.

**PLEASE COMPLETE ALL SECTIONS FULLY IN CAPITALS**

**Please note:**

- This application must be advertised within 21 days (before or after) making the application (see pages 9 and 10 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 only with this form (the scale of fee charges are attached). Failure to send the correct fee will affect the processing of your application.



**Your Details**

- 1** Give the full name of person, company, partnership or public authority who wishes to hold the licence. If a partnership, please give the full name and date of birth of each partner. Continue on a separate sheet if necessary. All individuals should give their date of birth.

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** Address for correspondence

County	Postcode

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

1.	2.
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- 5** What is your trade or business? (eg. haulier, farmer, removals etc.)

**Type of Licence**

- 6** What type of licence do you want?

- Restricted
- Standard National
- Standard International

# Only registered companies need to complete questions 7, 8 and 9

**7** Company Registration number

● Please attach a copy of your Certificate of Incorporation.

**8** Registered office address   
  
  
 County  Postcode

● Please list full names of directors and their dates of birth (continue on a separate sheet if necessary).

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

**9** Please give the names and addresses of any subsidiary companies you wish to include on the licence (continue on a separate sheet if necessary)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
County	Postcode	County	Postcode

**10** Do you hold a current operator's licence in any Traffic Area(s)? Yes  No

➤ If **Yes**, please tick which Traffic Area(s).

			Licence No.				Licence No.
Birmingham	WMTA	<input type="checkbox"/>	<input type="text" value="OD"/>	Eastbourne	SE&MTA	<input type="checkbox"/>	<input type="text" value="OK"/>
Birmingham	TWTA	<input type="checkbox"/>	<input type="text" value="OG"/>	Edinburgh	STA	<input type="checkbox"/>	<input type="text" value="OM"/>
Bristol	WTA	<input type="checkbox"/>	<input type="text" value="OH"/>	Leeds	NETA	<input type="checkbox"/>	<input type="text" value="OB"/>
Cambridge	ETA	<input type="checkbox"/>	<input type="text" value="OF"/>	Leeds	NWTA	<input type="checkbox"/>	<input type="text" value="OC"/>

**11** Will you be giving up any licences in any Traffic Area if this application is granted? Yes  No

➤ If **Yes**, please tick which Traffic Area(s).

			Licence No.				Licence No.
Birmingham	WMTA	<input type="checkbox"/>	<input type="text" value="OD"/>	Eastbourne	SE&MTA	<input type="checkbox"/>	<input type="text" value="OK"/>
Birmingham	TWTA	<input type="checkbox"/>	<input type="text" value="OG"/>	Edinburgh	STA	<input type="checkbox"/>	<input type="text" value="OM"/>
Bristol	WTA	<input type="checkbox"/>	<input type="text" value="OH"/>	Leeds	NETA	<input type="checkbox"/>	<input type="text" value="OB"/>
Cambridge	ETA	<input type="checkbox"/>	<input type="text" value="OF"/>	Leeds	NWTA	<input type="checkbox"/>	<input type="text" value="OC"/>

**12** Have you, or anyone involved with this licence application ever had an operator's licence refused or revoked in any Traffic Area? Yes  No

➤ If **Yes**, please tick which Traffic Area(s).

			Licence No.				Licence No.
Birmingham	WMTA	<input type="checkbox"/>	<input type="text" value="OD"/>	Eastbourne	SE&MTA	<input type="checkbox"/>	<input type="text" value="OK"/>
Birmingham	TWTA	<input type="checkbox"/>	<input type="text" value="OG"/>	Edinburgh	STA	<input type="checkbox"/>	<input type="text" value="OM"/>
Bristol	WTA	<input type="checkbox"/>	<input type="text" value="OH"/>	Leeds	NETA	<input type="checkbox"/>	<input type="text" value="OB"/>
Cambridge	ETA	<input type="checkbox"/>	<input type="text" value="OF"/>	Leeds	NWTA	<input type="checkbox"/>	<input type="text" value="OC"/>

**Pre June 1991: (ie Licences held in Traffic Area Offices now closed)**

	Licence No.		Licence No.		Licence No.
Newcastle	<input type="text" value="OA"/>	Nottingham	<input type="text" value="OE"/>	London	<input type="text" value="ON"/>

Please give details on a separate sheet.

## Professional Competence

### This question need only be completed by applicants for a standard (National or International) licence

- 13** Please give details of the person(s) who holds a Certificate of Professional Competence (CPC) or has an exempting qualification and who will be responsible for vehicles on the operator's licence, ie the Transport Manager.

Name		Operating centre(s) for which responsible	
Date of Birth			
Home Address		Address of place of work (if different from operating centre)	
County	Postcode	County	Postcode

Will this person be responsible for vehicles on any other licences (including those held in other Traffic Areas)?

No  Yes

➤ If **Yes**, please give licence numbers


Name		Operating centre(s) for which responsible	
Date of Birth			
Home Address		Address of place of work (if different from operating centre)	
County	Postcode	County	Postcode

Will this person be responsible for vehicles on any other licences (including those held in other Traffic Areas)?

No  Yes

➤ If **Yes**, please give licence numbers


(Continue on a separate sheet if necessary)

- **For all these people you must enclose with this form the ORIGINAL Certificates of Professional Competence (not copies) or evidence of qualifications which give exemption.** The originals will be returned to you after inspection (see Appendix 4 on Professional Competence in the "Guide for Operators").

## Operating Centres, Vehicles and Trailers

**14 FOR EACH OPERATING CENTRE** you wish to use in the Traffic Area please write below the full address and the numbers of vehicles and trailers which you will keep there and the maximum number of off-street parking spaces which are available to you. An operating centre is the place where vehicles are normally kept when not in use.

Please use a separate box for each operating centre (continue on a separate sheet if necessary).

\* Include under 'total required' the number of vehicles and trailers you have in your possession and the number of extra vehicles and trailers which you may need in the future (ie a "margin"). For more information see Part 4 of the "Guide for Operators".

NOTE: YOUR APPLICATION WILL ONLY BE CONSIDERED FOR THE NUMBERS OF VEHICLES AND TRAILERS DESCRIBED IN YOUR ADVERTISEMENT(S).

<b>① Address</b>					<b>② Address</b>				
County					County				
Postcode					Postcode				
In possession		* Total required see note above		Number of off-street parking spaces available to you at this centre	In possession		* Total required see note above		Number of off-street parking spaces available to you at this centre
Vehicles	Trailers	Vehicles	Trailers		Vehicles	Trailers	Vehicles	Trailers	
Is this operating centre used by any other goods or passenger vehicle operator? Yes <input type="checkbox"/> No <input type="checkbox"/>  If <b>Yes</b> , please list their names below					Is this operating centre used by any other goods or passenger vehicle operator? Yes <input type="checkbox"/> No <input type="checkbox"/>  If <b>Yes</b> , please list their names below				
Is this operating centre owned or leased by you? Yes <input type="checkbox"/> No <input type="checkbox"/>  IF <b>NO</b> , PLEASE SUPPLY WRITTEN CONFIRMATION FROM THE OWNER THAT YOU HAVE AUTHORITY TO USE THE LAND FOR THE NUMBER OF MOTOR VEHICLES AND TRAILERS APPLIED FOR					Is this operating centre owned or leased by you? Yes <input type="checkbox"/> No <input type="checkbox"/>				

## 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.

**15** 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	

**16** Will you/your staff usually carry out your own:

- Safety Inspections? Yes  No
- Minor Repairs? Yes  No
- Major Repairs? Yes  No

➤ If you answered **Yes** to any of these questions, please fill in A and B below.

**A.**

Address of your workshop		Facilities available there (e.g. pits/hoists)
County	Postcode	

**B.** ➤ Are you skilled at repair work? Yes  No

➤ How many skilled repair staff do you have? (if none, write 'none')

➤ If you answered **No** to any of the questions in question 16 above, please indicate in Table C who will be carrying out the safety inspections and maintenance and repair work and enclose a copy of the signed maintenance agreement you have with them. The agreement must include the inspection intervals given in answer to question 15 above.

An example of a maintenance agreement is shown in "A Guide to Maintaining Roadworthiness".

**C.**

Safety inspections		Maintenance and repair 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 this Guide can be obtained from the Traffic Area Office or the Vehicle Inspectorate.

## Finance **This question must be answered by all applicants**

PLEASE SEE PART 3 IN THE "GUIDE FOR OPERATORS".

- 17** During the last 3 years:
- Have you or your partners or directors been declared bankrupt? Yes  No
  - Are you or any of your partners or directors bankrupt now? Yes  No
  - Have you, your partners or directors been involved in a company that has gone into:
    - a) liquidation owing money? Yes  No
    - b) receivership/sequestration? Yes  No
  - Have you, your partners or directors been disqualified from acting as directors of a company or from taking part in the management of a company? Yes  No

➤ If you answered **Yes** to any of the above questions, please give details on a separate sheet of paper. Include details of any operator's licences involved.

➤ To show that you have sufficient financial resources to maintain your vehicles 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.

## Convictions **This question must be answered by all applicants**

PLEASE SEE APPENDIX 5 IN THE "GUIDE FOR OPERATORS".

- 18** Have you, your company, your directors, partners or any person named in question 13 had **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 and penalty given	No. of offences

**Only Standard International Licence applicants need to complete question 19**

- 19** If your application is granted and a licence issued, you will automatically receive a Community Authorisation with your licence documents. Please indicate the number of vehicles, engaged on international journeys, for which you will require a certified copy of the Authorisation. (Please see Appendix 12 to the "Guide for Operators" for further information).

## Checklist

Have you attached:

### ● All Applicants

- The whole page of the newspaper(s) containing your advertisement(s) (page to include full title of paper). see pages 9 and 10 Yes  No
- A signed maintenance agreement (see Q16) Yes  No
- An example of the Vehicle Safety Inspection form you will use (see Q16) Yes  No
- Separate list of vehicles (GV79A) Yes  No
- A cheque or postal order covering the application fee charge: DO NOT SEND CASH (see separate sheet for fees) Yes  No
- Finance details (see Q17) Yes  No
- If you do not own the land, confirmation from the owner that you have authority to use land for parking your motor vehicles and trailers (see Q14) Yes  No

### ● All Applicants for a Standard Licence

- Certificates of Professional Competence or evidence of qualifications giving exemption (see Q13) Yes  No

### ● Companies

- Copy of Certificate of Incorporation (see Q7) Yes  No

### **REMEMBER!**

**YOUR APPLICATION WILL NOT BE CONSIDERED UNLESS ALL QUESTIONS HAVE BEEN COMPLETED, ALL DOCUMENTS HAVE BEEN SUPPLIED, AND THE APPLICATION FEE IS 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.**

### **PLEASE READ THESE NOTES CAREFULLY BEFORE SIGNING THE DECLARATION OVERLEAF**

The declaration and undertakings overleaf 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 on page 8). In these cases an application must be accompanied by a declaration confirming the authority to sign.

**IF IN ANY DOUBT, CHECK WITH THE TRAFFIC AREA OFFICE BEFORE SUBMITTING THE APPLICATION**

**NOW READ THE DECLARATION AND SIGN AND DATE THE APPLICATION FORM.**

## Declaration

I DECLARE THAT THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE. I UNDERSTAND THAT THE LICENCE MAY BE REVOKED IF THE LICENSED OPERATOR DOES NOT COMPLY WITH THE UNDERTAKINGS MADE BELOW AND THAT IT IS AN OFFENCE TO MAKE A FALSE DECLARATION.

I, or the licensed operator, **UNDERTAKE**, to make proper arrangements so that:

- the rules on **drivers' hours and tachographs** are observed and proper records kept;
- motor vehicles and trailers are not **overloaded**;
- vehicles will operate within **speed** limits;
- motor vehicles and trailers, including hired vehicles and trailers, are **kept fit and serviceable**;
- 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 promptly recorded in writing; and
- records are kept (for 15 months) of all driver defect reports, all safety inspections, routine maintenance and repairs to vehicles and trailers, and these are made available on request; and that
- in respect of each operating centre specified, that the number of authorised motor vehicles and the number of authorised trailers kept there will not exceed the maximum numbers recorded against the operating centre in question 14.

### IF THE LICENCE IS GRANTED THESE UNDERTAKINGS MAY BE RECORDED IN THE LICENCE

I, or the licensed operator, understand that failure to comply with the 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  
CAPITALS

Position in business: (see notes a–c below)

Owner

Partner

Company Secretary

Delegated Officer of a  
Public Authority

Director

Transport Manager

### NOTES

- If the application is made by an individual it must be signed by that individual.
- If made by partnerships it may be signed by all partners or one partner with the authority of the others.
- If made by any other body or group of persons it 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

**Read these notes carefully because you may not need to use all the advertisement shown on page 10. Make sure that you cross out the sections that you do not need.**

- YOUR APPLICATION FOR AN OPERATOR'S LICENCE MUST BE ADVERTISED IN A LOCAL NEWSPAPER(S) WHICH IS CIRCULATED IN THE LOCALITY OF EACH OPERATING CENTRE INCLUDED IN THIS APPLICATION. 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.
- On page 10 is a form that you can use for your advertisement.
- If you have to include details of more than two operating centres you may need to write out your advertisement on a fresh piece of paper.
- When you have filled in the form for the advertisement, tear along the dotted line and send it to a suitable local newspaper. There is a spare form in the "Guide for Operators" if you need it. Examples of completed advertisements are shown below.
- YOU MUST SEND THE WHOLE PAGE INCLUDING THE FULL TITLE OF THE 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.

Example 1




Goods Vehicle Operator's Licence
AN Other
trading as <u>Other Haulage</u>
of <u>5 Maze Street</u>
<u>Walsall</u>
<u>WS1 3AJ</u>
is applying for a licence to use
<u>Unit 5</u>
<u>Charmwood Industrial Estate</u>
<u>Walsall WS2 2BE</u>
as an operating centre for <u>6</u> goods vehicles and
<u>24</u> trailers
and to use
<del>_____</del>
<del>_____</del>
as an operating centre for _____ goods vehicles and
<del>_____</del> trailers
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
<u>West Midland</u>
<u>Traffic Area, Cumberland House,</u>
<u>200 Broad Street,</u>
<u>Birmingham B15 1TD</u>
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.


Example 2


Goods Vehicle Operator's Licence
<u>J. Mackay</u>
trading as <u>Highland Light Transport</u>
of <u>2 Osborne Street</u>
<u>Invergarry</u>
<u>IN2 1AB</u>
is applying for a licence to use
<u>1. 26 Balfour Yard</u>
<u>Nairn Street</u>
<u>Invergarry IN2 1AB</u>
as an operating centre for <u>5</u> goods vehicles and
<u>10</u> trailers
and to use
<u>2. March Road</u>
<u>Invergarry</u>
<u>IN2 1BR</u>
as an operating centre for <u>3</u> goods vehicles and
<u>5</u> trailers
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
<u>Scottish Traffic</u>
<u>Area, J Floor, Argyle House</u>
<u>3 Lady Lawson Street,</u>
<u>Edinburgh EH3 9SE</u>
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


Your name (as stated in Question 1)   
Your trading name (if any) including  
unit number where appropriate   
Your address (including postcode)  
(As stated in Question 3) 


Full postal address of operating  
centre including postcode. 

Enter the total number of vehicles  
and trailers which will be kept there.  
(As stated in Question 14) 

If you have more than one  
operating centre, number them  
ie No.1, No.2, etc and give the  
full address with postcode, and  
the number of vehicles and  
trailers to be kept at each centre. 

 **In every case**, you must  
finish the advertisement  
with this section 

Fill in the address of the Traffic  
Area Office to which you are  
sending your application form.  
(see Appendix 1 of the "Guide for  
Operators" for addresses) 

 **Make sure you have  
deleted any parts  
which do not apply!**

## Goods Vehicle Operator's Licence

trading as \_\_\_\_\_  
\_\_\_\_\_

of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

is applying for a licence to use  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

as an operating centre for \_\_\_\_\_ goods vehicles and  
\_\_\_\_\_ trailers

and to use  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

as an operating centre for \_\_\_\_\_ goods vehicles and  
\_\_\_\_\_ trailers

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.

