

# Application for a trade licence

- Please read 'Trade licences – guidance notes' (VTL301/1) carefully before filling in all sections of this form.
- Write in CAPITAL LETTERS or tick the appropriate box.
- To renew a licence use 'Trade licence expiry reminder and renewal application form' (VTL305).



**1. Please give the name and address of the business where the trade licence and trade plates will be kept.**

Business name: \_\_\_\_\_

Business address: \_\_\_\_\_

Company registration number (if applicable): \_\_\_\_\_

Business phone number: \_\_\_\_\_

**2. Has the business ever traded under any other names?**

Yes  No

If yes, please provide all previous details i.e names, addresses

Previous trading names: \_\_\_\_\_

(a) Do you already hold a trade licence for the business(s) listed above?

Yes  No

If you have answered **yes** to question 2 (a) please list the trade plate numbers you hold, the date each was issued and the DVLA local office that issued the trade plates on **Appendix A** attached.

**3. Type of business** (see notes 1 and 3 on the VTL 301/1)

Motor trader  Manufacturer  Repairer  Dealer  Valeting   
 Accessory fitter  Vehicle tester  Finance company  Lease hire company

**4. Please give details of any other business(s) you have previously ran in the motor trade.**

Previous business name(s): \_\_\_\_\_

Address(s): \_\_\_\_\_

Trading dates: From:   /   /   To:   /   /

**5. Your name and address**

(If the business is a partnership, give names of all partners)

Your name: \_\_\_\_\_

Your home address: \_\_\_\_\_

Home phone number: \_\_\_\_\_

Mobile phone number: \_\_\_\_\_

Partner name: \_\_\_\_\_

Partner home address: \_\_\_\_\_

Home phone number: \_\_\_\_\_

Mobile phone number: \_\_\_\_\_

**6. Previous trade plates**

(a) Have you ever held trade plates at your current place of business?

Yes  No

(b) Have you ever held trade plates at any other place of business?

Yes  No

If you have answered **yes** to any of the questions in **section 6** please list the trade plate numbers you have held, the date each was issued and the DVLA local office that issued the trade plates on **Appendix A** attached.

7. **Have you ever been refused a trade licence?** Yes  No

If yes, give the following details.

(a) The date it was refused:   /   /

(b) The name of the DVLA local office that refused the application:

DVLA local office: \_\_\_\_\_

8. **Do you have any convictions relating to any vehicle registration, taxing or driving offences excluding speeding/parking fines?** Yes  No

**Please note: Failure to provide full and accurate information may result in the refusal of your application**

(a) If yes, what was the date of the conviction?   /   /

(b) Do you have convictions for any other offence under the Vehicle Excise and Registration Act 1994? Yes  No

If yes, please provide full details.

Conviction	Date

9. **Is the trade licence for use on:** all types of vehicle? Yes  No

If yes, do you also need cycle plates? Yes  No

cycle class only? Yes  No

**Please state the dates that you want the licence to start.**

From:   /   /

10. **Why are you applying for a trade licence? Please provide reason below** Yes  No

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You will be asked to provide supporting documentation to support your application. A list of acceptable documentation is included in the 'Trade licences – guidance notes' (VTL301/1).

**Questions 11-14, you must answer at least one.**

11. **If you repair motor vehicles please provide the following information:**

(a) On average, how many vehicles do you repair each month?

(b) If applicable, how many of these vehicles are registered in your company name?

(c) How many mechanics do you employ?

(d) Do you have a fully equipped workshop on the premises where the trade licence will be held?

12. **Do you buy and sell motor vehicles?** Yes  No

If yes, give the following information.

(a) On average how many vehicles do you deal with each month that require a trade licence?

(b) Excluding yourself, how many staff are employed in this work?

13. **Do you valet or fit accessories to vehicles?** Yes  No

If yes, give the following information.

(a) On average how many vehicles do you deal with each month that require a trade licence?

(b) How many staff are employed on this work?

14. Do you distribute or collect and deliver motor vehicles on behalf of other companies?

Yes  No

If yes, give the following information.

(a) On average, how many vehicles pass through your business each month?

(b) How many staff are employed on this work?

15. If there is any more information that may be appropriate to your application, please provide below.

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(Continue on a separate sheet of paper if necessary)

16. As part of the application process, it may be necessary that your business premises are inspected. If necessary we will contact you to arrange a convenient time for the inspection.

Do you have a preferred date and time for inspection?

Date:   /   /

Time:   /   am/pm

17. During the interview process a business identity check will be required and you will be asked to provide a form of business identity (please refer to the VTL301/1 Guidance Notes for a list of acceptable documents).

18. Please note that the answers provided on this application may be used as part of the interview process.

Please keep the 'Trade licences – guidance notes' (VTL301/1) so you can refer to them in the future. Send this form to the DVLA local office nearest to the business premises where the trade plates will be kept.

You can find the address of your nearest DVLA local office:

- by phoning 0300 123 1277
- on the website at [www.direct.gov.uk/dvla/local](http://www.direct.gov.uk/dvla/local)

DVLA local offices are open between 9am and 5pm Monday to Friday, and between 9.30am and 5pm on the second Wednesday of each month.

If you have never previously applied for a trade licence, **DO NOT** include payment with this application form.

If you are applying for additional trade plates, please **INCLUDE PAYMENT** with this application form.

### Declaration

This declaration must be signed by the motor trader, partner or director. Making a false declaration is a criminal offence for which you could be fined and sent to prison.

I declare that the information given on this form is correct.

Signature:

Date:

Name (in CAPITAL LETTERS):

If you are signing for a partnership, limited company or other company, give your position in the business (for example, motor trader, partner or director) \_\_\_\_\_

**List of trade licences held**

**Current/previous licences**

Name: \_\_\_\_\_ Holder number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Probationary Yes  No

Trade Plate number and date issued	All classes of vehicle or cycle only		Amount paid	Trade licence serial number	LO where issued
	All	Cycle			
<b>Current:</b>					
<b>Previous:</b>					

Signature of person who received the trade licence and trade plates:

Signature:

Date:

Name: (in CAPITAL LETTERS)

**Official use**

Rejected       Refused       Interview required       Probationary       Full