

APPLICATION FOR APPROVAL AS A WORKSHOP FOR RECORDING EQUIPMENT (Approved Tachograph Centre)

Official use only

Current Seal No: GB _____

New Seal No: _____

(if applicable) _____

Details to be completed by Applicant (Individual, Partnership, Company) in CAPITAL LETTERS using black ink

Explanatory Notes

1. *Before completing this form please read the publication "The Approved Tachograph Centre Manual" which is obtainable from VOSA, Customer Service Centre, Ellipse, Padley Road, Swansea, SA1 8AN or by phoning 0300 123 9000 (calls provided by BT are charged at a low rate. Charges from other providers may vary), or by downloading from the VOSA website at www.dft.gov.uk/vosa/manualsandguides*
2. ***If this application is made in connection with any change in ownership or control of a currently approved Centre, please attach a suitable explanatory letter.***
3. *Before purchasing any equipment for testing, consult Appendix B of the Tachograph Centre Manual to ensure that the equipment would be acceptable. The final decision on approval will rest with the Secretary of State for Transport as the Competent Authority for Great Britain.*
4. *Separate applications should be made in respect of each premises at which you wish to conduct the final installation, calibration, sealing repair of Tachograph systems.*
5. *When all sections of this form (Numbered 1 to 11) are completed it should be sent with the appropriate fee to VOSA, Testing and Support Services, Tachograph Section, Ellipse, Padley Road, Swansea, SA1 8AN*

1. * I / We : (*delete as appropriate)
 - a. Wish to apply for Approval in the following classes (*insert X as req'd*);
 - Analogue tachographs
 - Digital Tachographs
 - Both Analogue and Digital Tachographs
 - b. Wish to apply for Approval as (*insert X as req'd*);
 - Standard Centre
 - Remote Area Centre

2. Name(s) and address of applicant(s) (including full name(s), any Trading name, full postal address including postcode of registered or head office).

Name(s) of Applicant _____
 Full Address _____

 Post Town _____
 Postcode : _____ Telephone No: _____
 _____ Fax No: _____

 E-mail address: _____

3. a. Type of firm or organisation
 e.g. Private Business, Partnership or Limited Liability Company _____
 b. If Limited Company please state Company Registration No. _____
 c. Name of Designated (site) Manager _____
 d. If an approved MOT site please state MOT Station number _____

4. If sole trader or partnership please state full name of the sole trader or every partner. Name of Designated Manager (*use additional sheet if req'd*)

Full Name	Date of Birth

5. Name & address of premises at which it is proposed to carry out final installation, calibration and sealing of Tachograph systems (if different from 2 above).

Name _____
 Address _____

 Post Town _____
 Postcode : _____ Telephone No: _____
 _____ Fax No: _____

 E-mail address: _____
 Name of Designated (site) Manager _____

6. Nature of business or undertaking e.g.: Vehicle Repairer, Vehicle Operator

7. Hours during the normal working week, which the centre will be open for conducting business under the terms of the Approval sought.

Days	Hours	Days	Hours
Mon	from _____ to _____	Fri	from _____ to _____
Tues	from _____ to _____	Sat	from _____ to _____
Wed	from _____ to _____	Sun	from _____ to _____
Thur	from _____ to _____		

8. Equipment - A full description of all available equipment should be given

Equipment	Make	Type	Remarks/ Calibration Dates
a. Vehicle testing equipment, including any hand held electronic calibration programmers. (optional for Remote Area Centre)			
b. Tachograph Instrument Portable Drive Testing Unit			
c. Clock Tester			
d. Optical Record Sheet (Chart) Analyser			
e. Turns counter (only needed with linear test track)			
f. Seal markings devices - include note of number of each type of device (e.g. 2 X pliers 1 X punch)			
g. Tyre Pressure Gauge			
h. Compressor capable of supplying air at pressures up to 110 psi			
i. Special tools			
j. Adapter for electronic send units			
k. Pulse counter (for use with linear test track only)			

9. I / We enclose with this application the following supporting documents (Centres operating as an approved MOT site need not supply items c,d,e,f or g);

- (a) Fully dimensional drawings of the proposed inspection / calibration bay
- (b) Details of Sole use of site, including Site plan
- (c) References
- (d) Evidence of sound financial standing
- (e) Declaration(s) of conviction / Non-Conviction (GV207a)
- (f) A copy of the partnership agreement *(if applicable)*
- (g) A copy of the Certificate of Incorporation *(if applicable)*

10. TERMS AND CONDITIONS UPON WHICH APPROVALS ARE ISSUED

1. *The installation, repair, checking on installation and subsequent inspection of recording equipment (tachographs) shall be conducted by the Approved Tachograph Centre in accordance with the statutory provisions and procedures for the time being in force and in accordance with any other provisions and procedures laid down in this connection and notified to the workshop by the Competent Authority. In particular, the Approved Tachograph Centre shall comply with all Sections appropriate to the Class of Centre specified in the Tachograph Centre Manual issued and amended or supplemented from time to time by the Competent Authority.*
2. *The installation, repair, checking on installation and subsequent inspection of recording equipment permitted by this approval shall be undertaken by, or under the direct supervision of personnel nominated and employed by the Approved Tachograph Centre using equipment approved by the Competent Authority for that purpose and who have received appropriate training, in accordance with the conditions laid down by the Competent Authority.*
3.
 - a. *In the case of Standard and Remote Area Centres the Approved Tachograph Centre shall put up a notice board inside the reception area of the premises named on the Notice of Approval and keep exhibited on that notice board any notices required to be displayed. These notices should be maintained so as to be legible to persons submitting vehicles for service at those premises.*
 - b. *The Competent Authority shall supply a form showing a list of names of those persons designated as Nominated Technicians, and thereby authorised to conduct work on tachograph systems at that site. This form will be displayed on the required notice board mentioned above,*
 - c. *Approved Standard and Remote Area centres shall conspicuously display a sign, along with a plaque designating the class of the approval, as specified in the Tachograph Centre Manual in a position agreed by the Competent Authority.*
4. *All equipment and other facilities specified by the Competent Authority, or by the Approved Tachograph Centre in its Application for Approval, shall be maintained by the workshop in good order and, where necessary, tested in accordance with the*

conditions laid down by the Competent Authority. The Approved Tachograph Centre shall obtain proof of such testing.

5. *In the case of Approved Standard and Remote Area Centres any request for the services described in paragraph 1 above by the owner or operator of a vehicle or his representative shall be met; provided that the Approved Tachograph Centre shall be under no obligation to undertake work on any vehicle which, in its opinion, is in an unsafe or unfit condition for the service requested or which because of its construction cannot be accommodated at the premises specified in the Notice of Approval. The Approved Tachograph Centre shall, upon request, give notice in writing of any refusal to undertake any of the services sought, or of any appointment for services which cannot be undertaken immediately.*
6. *The Approved Tachograph Centre shall accept liability for a vehicle submitted for service as would a person accepting custody of the vehicle for the purpose of carrying out a similar service under a contract making no express provision for the incidence of liability and shall insure itself adequately against such liability.*
7. *The Approved Tachograph Centre shall keep at its premises a current record relating to all installation, periodic inspection or minor repair plaques issued at those premises in a form prescribed by the Competent Authority. When so directed the centre shall send to the Competent Authority copies of the said record for the period(s) and in the manner which he may specify. The record shall be preserved by the approved workshop at its premises for a period sufficient to ensure that upon the inspection at any time of that record under paragraph 8 of these terms and conditions the entries relating to any service carried out within the last preceding 6 years will be available for inspection.*
8. *An officer nominated by the Competent Authority may at any time, during the normal working week of the Approved Tachograph Centre on production, if so required, of his authority, enter the premises of the centre and upon such entry he shall be entitled:*
 - a. *to inspect the premises and the apparatus provided at the centre for the purpose of carrying out services and watch any service which may be taking place, including any part of the service which is carried out elsewhere than at the premises;*
 - b. *to satisfy himself as to the efficiency and, where appropriate, the accuracy of such apparatus;*
 - c. *to inspect all records which are required to be kept or preserved at the premises; and*
 - d. *to be furnished with such information as he may reasonably require with respect to any of the aforesaid matters.*
9. **Any** *change of circumstances affecting the ownership or control of the Approved Tachograph Centre shall be immediately notified to the Competent Authority in writing.*
10. *The Competent Authority may, at any time, give written notice to the Approved Tachograph Centre withdrawing the approval on such date as may be so specified and, subject to the provisions of paragraph 11 below, any approval to which the notice relates shall cease to have effect on the date so specified.*
11. *If within 14 days from the date of the giving of any such notice as is mentioned in paragraph 10 above, the Competent Authority receives from the Approved Tachograph Centre or Nominated Technician, or from any person acting on his behalf, an appeal that the approval to which the notice relates should not have been or should not be withdrawn. The Approved Tachograph Centre or Nominated Technician may also request an informal hearing to give evidence in person.*

The Competent Authority shall make arrangements to conduct any investigations with respect of the matters as he may think fit. The Approved Tachograph Centre or Nominated Technician will then be advised of the outcome of the appeal in writing.

12. *The Approved Tachograph Centre may at any time give notice to the Competent Authority stating that after such date as may be specified in the notice the centre does not propose to continue to act as an Approved Tachograph Centre and any approval to which the said notice relates shall cease to have effect on the date(s) specified in relation to that approval.*
13. *If at any time the approval of the centre ceases to have effect, the centre shall send to the Competent Authority for disposal as he sees fit the Notice for Approval issued to the workshop and any record or copies of records required to be kept, or preserved under paragraph 7 of these terms and conditions. The centre shall also seek the approval of the Competent Authority as to the disposal of any device for marking seals under the terms of the approval formerly having effect.*

11. Declaration and Statement *(delete or enter details as appropriate)*

I declare that the information given on this form in relation to the application for approval is true to the best of my knowledge.

I agree to be bound by and to comply with the terms and conditions for approval set out above, appropriate to the class of centre for which I have applied in accordance with Article 12 of Council Regulation (EEC) No 3821/85 if the Secretary of State for Transport as the Competent Authority for this purpose grants such approval in accordance with this application.

Signature of Applicant _____ Date _____

Please print name _____

Status _____ For and on behalf of _____

*Sole Trader (if a sole trader), Partner (if a partnership) or
Director or Company Secretary (if a corporate body)*

Payment Method

I enclose cheque/P.O. for _____ made payable to Vehicle & Operator Services Agency.

Debit my Pre-funded Account (PFA): A/C Number: _____

Delegate Name: _____ Delegate Signature: _____

Note: Delegates must be pre-authorized to use the PFA account, if you wish to add a delegate contact the PFA Team on 01792 454267

If you would like to pay by Credit/Debit card VOSA will contact you by phone for the payment details.

Contact Name: _____ Tel: _____

Data Protection

The personal information you provide on this form will be used for the purposes of VOSA's statutory functions. It will not be disclosed to other organisations unless required or permitted by law. For further information, visit our Information Charter available from VOSA's website: www.dft.gov.uk/vosa