

For office use only:

Office of the
Traffic Commissioner

Contact centre:
0300 123 9000*

web: www.businesslink.gov.uk/transport

COA: Change of correspondence address or change of address of establishment notification for an operator's licence.

About this form

You must complete this form if you wish to change your correspondence address and/or your address of establishment.

It is a requirement under EU regulation EC 1071/2009 for standard licence operators to have an address of establishment. Should this address change you are required to notify the traffic commissioner.

This is a non-chargeable change.

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 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.

Please confirm your new contact details

Please give the name of the operator, licence number, correspondence 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 new correspondence address) | | |
| | | |
| | | |
| | Postcode: | |
| 5) Address of establishment * (Please write 'as above' if it is the same address) | | |
| | Postcode: | |
| 6) Contact telephone numbers | Business: | Fax: |
| | Home: | Mobile: |
| 7) E-mail address | | |

* There is a requirement that every standard licence holder/applicant must have an establishment in Great Britain (GB) with premises in which it keeps its core business documents. These include accounting and personnel management documents and data on driving time and rest.

This cannot be a PO Box or third party address and must be an address in GB. You must supply us with an address of the physical premises of your business in GB where these core documents are kept.

8) 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.

Your full name in block capitals

Signed

Dated

Position in business – please tick **one** below.

Owner Partner Director

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