

**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 10) 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 Installer (*INSTALLATION, ACTIVATION, CALIBRATION*)

Limited Action Installer (*INSTALLATION AND ACTIVATION **ONLY***)

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: _____

Name of Designated Manager _____

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. _____

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

Full Name	Position	Date of Birth

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

Address _____

Post Town _____

Postcode _____ Telephone No: _____

Fax No: _____

Name of Designated Manager _____

6. Nature of business or undertaking e.g.: Vehicle Builder / Assembler / Vehicle Importer / Vehicle Manufacturer _____

7. 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)			

8. I/We enclose with this application the following supporting documents ;

- Fully dimensional drawings of the proposed inspection / calibration bay
- Details of use of site, including Site plan
- Evidence of sound financial standing / annual report / audited accounts
- Declaration(s) of conviction / Non-Conviction of sole trader, partners, directors, and in all cases, the entity. (form GV207a)
- A copy of the partnership agreement (*if applicable*)
- A copy of the Certificate of Incorporation (*if applicable*)

9. TERMS AND CONDITIONS UPON WHICH APPROVALS ARE ISSUED

1. The installation, checking on installation and subsequent inspection of recording equipment (tachographs) shall be conducted by the Approved Installer 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 Installer 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, 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 Installer 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 Installers the Approved Installer 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.
 - 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 installers 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 Installer in its Application for Approval, shall be maintained by the Installer in good order and, where necessary, tested in accordance with the conditions laid down by the Competent Authority. The Approved Installer shall obtain proof of such testing.
5. The Approved Installer shall keep at its premises a current record relating to all installation plaques issued at those premises in a form prescribed by the Competent Authority. When so directed the Installer 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 Installer at its premises for a period sufficient to ensure that upon the inspection at any time of that record relating to any service carried out within the last preceding 2 years will be available for inspection.
6. An officer nominated by the Competent Authority may at any time, during the normal working week of the Approved Installer on production, if so required, of his authority, enter the premises of the centre and upon such entry he shall be entitled to:
 - a. inspect the premises and the apparatus provided at the centre for the purpose of carrying out installations and watch any installation which may be taking place, including any part of the installation which is carried out elsewhere than at the premises;
 - b. satisfy himself as to the efficiency and, where appropriate, the accuracy of such apparatus;

- c. inspect all records which are required to be kept or preserved at the premises; and
- d. be furnished with such information as he may reasonably require with respect to any of the aforesaid matters.

- 7. **Any** change of circumstances affecting the ownership or control of the Approved Installer shall be immediately notified to the Competent Authority in writing.
- 8. The Competent Authority may, at any time, give written notice to the Approved Installer withdrawing the approval on such date as may be so specified and any approval to which the notice relates shall cease to have effect on the date so specified.
- 9. If within 14 days from the date of the giving of any such notice the Competent Authority receives from the Approved Installer 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 will be considered. The Approved Installer 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 Installer or Nominated Technician will then be advised of the outcome of the appeal in writing.

- 10. The Approved Installer 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 Installer and any approval to which the said notice relates shall cease to have effect on the date(s) specified in relation to that approval.
- 11. If at any time the approval of the Installer ceases to have effect, the Installer shall send to the Competent Authority for disposal as he sees fit the Notice of Approval issued to the workshop and any records or copies of records required to be kept, or preserved. The Installer 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.

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10. 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 installation 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.

If applicable, I enclose Cheque/Postal Order No: _____ **OR:**

Please debit Prepaid Account No: _____

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