

GV 79 Application Form Guidance

Subject Matter	GV79 Q'n No.	Guide Book Page No.
Names – you must provide <u>full</u> names (including <u>all</u> forenames) of the applicant(s), including partners and directors.	1 & 8	
Ltd Company – you must provide the certificate of incorporation or the last change of name certificate to confirm your company name and registration number.	7	
Licences already held – we require details of <u>any</u> licences held by <u>any</u> person or body named on the form (in <u>any</u> Traffic Area). For example, if a director named on a Ltd Co or PLC application holds a licence in his own name, this should be declared.	10	
Refused applications/Revoked licences - the same advice applies as explained under 'licences already held' above.	12	
Professional Competence – you must send the <u>ORIGINAL</u> CPC certificate(s) of qualification (or other qualifying certificates) with the application. If somebody other than the applicant is nominated as transport manager, the enclosed contract of employment must be fully completed, signed and dated by both parties, and the <u>ORIGINAL</u> copy of this contract sent with this application. Details must also be provided of a nominated transport manager's similar association with any other licences or ongoing applications (in <u>any</u> Traffic Area) – or <u>any</u> other type of employment held (including non transport related).	13	Page 10 (paras 3.9 to 3.12) <u>Also</u> Pages 32-34 (Appendix 4)
Operating centres – if you do not either own or lease your proposed operating centre, you must provide a letter from the owner giving you permission to use the premises. This letter must be signed and dated and give the full operating centre address (including, if appropriate, a unit or plot number), the number of vehicles and (if appropriate) trailers.	14	Pages 11-12 (part 4)
Maintenance – you must provide an example of the vehicle/trailer safety inspection form to be used. If you have indicated that you are going to employ an external contractor, you must also provide a maintenance contract, which is signed and dated by you and the contractor, and includes the time intervals between safety inspections.	15	Page 9 (para 3.6) <u>Also</u> Pages 38-39 (Appendix 6)
Finance – we receive a great deal of information from other agencies and you are advised therefore to correctly answer all issues raised under this section. If involvement has been mentioned with a company now in receivership or liquidation, you must obtain and supply a copy of the receiver or liquidator's report with your application form, together with a written explanation of the background circumstances leading to that situation. Please also see the enclosed advice note regarding financial evidence required to support this application.	17	Pages 9-10 (paras 3.7-3.8) <u>Also</u> Guidance note
Convictions – again, we receive a great deal of information from other agencies, so you are advised to provide full and correct information. For convictions incurred other than for speeding offences, we require a full explanation of the background circumstances. For Standard licence applications, ALL convictions (whether transport related or not), which are not "spent", must be notified.	18	Pages 8-9 (paras 3.3 to 3.5) <u>Also</u> Pages 36-37 (Appendix 5)
Other important issues:		
Application fee – you must provide with your application the statutory application fee of £190. <u>This fee is non refundable, even in the event that your application is subsequently withdrawn or refused;</u>		Page 17 (paras 6.6 to 6.8)
Advertisement - please read the enclosed advice note on placing advertisements. Legislation allows you to publish your advertisement during the period 21 days before and 21 days after your application is submitted. You are strongly advised to do so in advance of submitting your application. If it is incorrect in any way, you will then have sufficient time to publish a correct advertisement before this period expires. Failure to be able to do so <u>will</u> result in the application being refused. You must provide the full page of the newspaper containing the advertisement with your application form.		Pages 5-6 (paras 2.3 to 2.6) <u>Also</u> Guidance note