

For office use only:

Office of the
Traffic Commissioner

Contact centre:
0300 123 9000*

web: www.businesslink.gov.uk/transport

GV81: Chargeable and non-chargeable variations to a Goods Vehicle Operator's Licence

About this form

You must complete this form if you wish to vary your operator licence affecting your total number of authorised vehicles and/or trailers, your operating centres or any conditions or undertakings recorded on your licence. An application fee is payable where you wish to use this application to add a new operating centre(s), increase your vehicle and/or trailer authority or apply to alter or remove conditions or undertakings.

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 are picking an answer from a list of answers, tick the box which applies to you.

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.

Your contact details

Please give the name of the operator, licence number, address, telephone and email contact details where you can be contacted for business purposes.

1) Name	<input type="text"/>	
2) Trading Name (if any)	<input type="text"/>	
3) Licence Number	<input type="text"/>	
4) Address (This is your correspondence address.)	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	Postcode:	
5) Address of establishment* (Please write 'as above' if it is the same address)	<input type="text"/>	
	Postcode:	
5) Contact telephone numbers	Business:	Fax:
	Home:	Mobile:
6) E-mail address	<input type="text"/>	

*Operators/licence applicants. This cannot be a PO Box or third party address and must be an address in Great Britain. You must supply us with an address of the physical premises of your business in GB where core business documents are kept.

Only registered companies need to complete questions 7 and 8

7) Company registration number

8) If you are a holding company, please give the names and addresses of any subsidiary companies to be added or removed from the licence as a result of this application (continue on a separate sheet if necessary).

A company is a “subsidiary” of another company, (its “holding company”), if that other company—

- holds a majority of the voting rights in it, or
- is a member of it and has the right to appoint or remove a majority of its board of directors, or
- is a member of it and controls alone, pursuant to an agreement with other members, a majority of the voting rights in it,

or if it is a subsidiary of a company that is itself a subsidiary of that other company.

A company is a “wholly-owned subsidiary” of another company if it has no members except that other and that other's wholly-owned subsidiaries or persons acting on behalf of that other or its wholly-owned subsidiaries.

“Company” includes any body corporate.

If you wish to operate vehicles owned by your subsidiary companies under your company’s operator’s licence you must give details of the subsidiaries.

Any statutory requirements that apply to the holding company and any undertakings given in the application for the operator’s licence will apply equally to the subsidiary companies.

You should note that if the subsidiary operates the vehicles they own themselves, then they should hold the licence. You should only apply to add subsidiaries to your licence if your company will be controlling the use of the vehicles.

To be added

Registered name	
Registered number:	
Registered office address:	
Postcode:	

To be removed

Registered name	
Registered number:	
Registered office address:	
Postcode:	

Your vehicles, trailers and the operating centres where they are kept

Are you applying for your licence to be changed to cover

9) extra vehicles? Yes No ► if Yes, how many extra?

9a) extra trailers? Yes No ► if Yes, how many extra?

9b) changes to the numbers of vehicles/trailers kept at operating centres? Yes No

9c) new operating centres? Yes No

9d) closure of existing operating centres? Yes No

► If you have answered Yes to any of these questions, please give details in the boxes below of **ALL** the operating centres that are to be changed or are affected by the changes.

Write the FULL addresses and postcodes for each additional operating centre you wish to use in the Traffic Area and for existing operating centres where changes are to be made.

Give the number of VEHICLES AND TRAILERS you wish to keep at a NEW operating centre, AND

the number of EXTRA, OR FEWER, vehicles and trailers you wish to keep at EXISTING operating centres

(continue on a separate sheet if necessary).

10) Details of operating centres

Address of operating centre	Total number of vehicles/trailers kept there (give numbers or tick box as appropriate)				Parking Spaces
	Now authorised		Total you want to be authorised		Number of off-street parking spaces you have at this operating centre
	Vehicles	<input type="text"/>	Vehicles	<input type="text"/>	
	Trailers	<input type="text"/>	Trailers	<input type="text"/>	
Postcode:	None – this will be a new centre	<input type="checkbox"/>	None – this centre will be closed	<input type="checkbox"/>	<input type="text"/>
Address of operating centre	Total number of vehicles/trailers kept there (give numbers or tick box as appropriate)				Parking Spaces
	Now authorised		Total you want to be authorised		Number of off-street parking spaces you have at this operating centre
	Vehicles	<input type="text"/>	Vehicles	<input type="text"/>	
	Trailers	<input type="text"/>	Trailers	<input type="text"/>	
Postcode:	None – this will be a new centre	<input type="checkbox"/>	None – this centre will be closed	<input type="checkbox"/>	<input type="text"/>
Address of operating centre	Total number of vehicles/trailers kept there (give numbers or tick box as appropriate)				Parking Spaces
	Now authorised		Total you want to be authorised		Number of off-street parking spaces you have at this operating centre
	Vehicles	<input type="text"/>	Vehicles	<input type="text"/>	
	Trailers	<input type="text"/>	Trailers	<input type="text"/>	
Postcode:	None – this will be a new centre	<input type="checkbox"/>	None – this centre will be closed	<input type="checkbox"/>	<input type="text"/>

11) Where you have applied to add a new operating centre or increase the numbers of authorised vehicles and/or trailers at an existing operating centre, please confirm the following

11a) Please tick one box below to confirm whether the premises are:	Owned by you <input type="checkbox"/>
	Leased <input type="checkbox"/>
	Rented <input type="checkbox"/>
11b) If leased or rented, please confirm that you have permission from the site owner(s) to use the premises to park the number of vehicles and trailers shown in question 10 above.	
Do you have permission?	Yes <input type="checkbox"/> No <input type="checkbox"/>

12) Are any of the operating centres listed at question 10 used by any other goods or passenger vehicle operator?

Yes **► If Yes go to question 13** No

13) Please list the name(s) and operating centre(s) they used by any other goods or passenger vehicle operator (continue on a separate sheet if necessary).

Name
Address:
Postcode:

Name
Address:
Postcode:

Finance

13a) If you want to increase the number of vehicles in your fleet you need to show that you have sufficient resources to maintain your vehicles. To help the traffic commissioner to assess your resources you need to provide financial evidence to support this application. Please see section 22 for further details on acceptable evidence.

Conditions and/or undertakings at existing operating centre(s)

14) Complete this section if you want any conditions or undertakings which are attached to your licence changed or removed (Continue on a separate sheet if necessary).

Address of operating centre
Postcode:

What changes do you want made to your licence condition(s) or undertakings? Please describe in full

Write out in full the existing condition(s) or undertakings on your licence which you want to change/remove. DETAILS WILL APPEAR ON YOUR LICENCE DOCUMENTS

Now give your reasons <u>in full</u>

Maintenance and Safety Inspections

15) Will there be any change in the arrangements for maintenance and safety inspections for your vehicles and/or trailers as a result of this application?

Yes ► **Go to question 15a** No ► **Go to question 16**

15a) Please give the proposed maximum number of weeks between safety inspections for the vehicles and trailers you intend to operate under your licence.

Vehicles weeks

Trailers weeks

15b) Who will carry out the safety inspections on the vehicles and trailers you intend to operate under your licence?

Yourself or another employee of the business **Give details below**

An external contractor **Give details below**

Company name or person's full name

Workshop address

Postcode

Telephone number

15c) Please tick to confirm that you have suitable arrangements in place to keep the vehicles and trailers you wish to use in a fit and serviceable condition at all times, and you have provided a copy of the maintenance contract if you are using an external contractor or will now provide a copy with this application.

Standard licence holders need to complete questions 16 and 17

16) Are any of the professionally competent people (i.e. transport managers) already on your licence going to take over responsibility for any new or different operating centres?

Yes No

If yes which operating centre(s) will they be responsible for?

Postcode:	Postcode:

Continue on a separate sheet if necessary

17) Are any professionally competent people (i.e. transport managers) to be added to your licence?

Yes No

18) If you have answered **Yes** to question 17 please complete form TM1

19) 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)

Section 20 - Payment details

You can pay the application fee by **credit/debit card** or **cheque/postal order**. Cheques should be made payable to "Vehicle and Operator Services Agency". **Please do not send cash.**

The application fee is non refundable and is payable in full when you send in your application. Your application will be returned and not considered at this time if this fee is not included. If you are sending your credit/debit card details by post you should consider using a secure method.

Do not send any fee other than the application fee at this stage. You will be notified if additional fees become payable.

Details of the current fees may be found on our website at www.businesslink.gov.uk/transport

20a) How are you paying the fee required for this application? (Please tick one)

Cheque/postal order **► Go to Section 21**

Credit/debit card **► Give details below**

I hereby authorise VOSA to take the sum of £ from my account, the details of which are listed below, in respect of my application for a Goods Vehicle Operator Licence.

Type of card (please tick one)

Mastercard

Visa

Visa Debit / Delta

Maestro

Name of cardholder (exactly as it appears on the card)

Full Card Number

Expiry date

Month:

Year:

Issue number (Maestro only)

Start date (Maestro only)

Month:

Year:

Card security number*

*Your card security number is displayed at the end of the signature strip on the back of the card. Please enter the last three digits.

Signature of cardholder

Your payment details will not be held for any longer than required for the purpose of paying the application fee.

► Now go to Section 21

▶ **Go to Section 21 on next page**

21) Checklist

Before you return this form you must make sure that your application is complete and contains all relevant documentary evidence. You must use the following checklist to confirm that you have provided all the necessary evidence.

If you do not send all the information needed this will lead to a significant delay in the application, or your application may be refused.

Please tick to confirm the following:

- I have completed all applicable questions on this form.
- I have checked that the declaration is signed and dated by an authorised person.
- I have provided the whole page of the newspaper for each advertisement I have placed. The date and the full title of the newspaper are shown on the page holding my advertisement.
- I have provided **original** financial evidence in accordance with section 13a and 22. I understand that photocopies are not acceptable.
- I have enclosed a cheque or provided payment details to cover the application fee if payable. I understand that where a fee is payable it will not be returned to me even if my application is withdrawn or refused.

Applicants for **Standard National or Standard International** licences

Please tick to confirm the following:

- I have enclosed completed and signed TM1 forms for **all** transport managers to be added with this application.

You **may** need to supply the following information depending on your answers to questions 11b and 15

Please tick to confirm the following:

- If you have answered yes to 11b and do not own the land, written permission from the owner to confirm your authority to use and park at the centre is required.
- I answered Yes to Question 15 and stated that an external contractor would carry out the safety inspections for this licence. I have enclosed a copy of the maintenance contract with that contractor as this has not been previously supplied.

22) Financial Standing requirements

The traffic commissioner must be satisfied that you have sufficient financial resources to maintain your vehicles and run your business. This requirement is **not** reduced in the case of contract or lease hire vehicles whose maintenance is included in the hire charge.

If you want to increase the number of vehicles in your fleet applicants must provide financial evidence so the traffic commissioner can assess this requirement, as follows:

(Continues on next page)

Availability

The key test in demonstrating financial resources is whether the applicant or operator has available capital and reserves of an amount equal to the sum specified. "Available" is defined as: "capable of being used, at one's disposal, within one's reach, obtainable or easy to get". The three questions an operator needs be able to answer are:

- how much money can the operator find if the need arises?
- how quickly can they find it?
- and where will it come from?

Name(s) on financial evidence supplied

All financial documents should be in the same name as the applicant or licence holder. In the case of partnerships be in the same name(s) as one or both of the applicants or licence holders. In the case of a Limited Company and Limited Liability Partnerships (LLPs) the funds must be held within the company.

The traffic commissioner may allow documents in a different name, but in the case of an individual applicant/operator this must be supported by a statutory declaration signed by the natural person.

For companies, group and cross guarantees will be referred to the traffic commissioner to consider the merits and will require evidence of the financial standing of the guarantor.

The types of evidence listed below are not exhaustive.

Bank statements

You should provide **original** bank or building society statements covering the last 28 days, the last date of which must not be more than 2 months from the date of receipt of the application. If original bank statements are not available, for instance if you have an online only account, then you may provide printouts that have been signed and stamped by the bank as verification that they show a true reflection of your account. Any such printouts must contain the account holder's name and account number, the name of the bank, and all transactions taking place within the 28 day period.

Building society accounts will only be acceptable if funds can be drawn down within one month.

Unusually large deposits/withdrawals which have influenced the average balance might lead to further enquiries and a request for an explanation from the applicant/operator. The traffic commissioner might ultimately decide to discount these deposits/withdrawals from the average balance. If there is any doubt as to the source of funds this will be referred to the traffic commissioner.

Credit card accounts (in the same name as the application or licence holder) must be supported by original documents, as with bank statements, to show that over the same 28 day period the funds available meet the criteria. Where a credit card account is the sole source of evidence to prove the availability of finance traffic commissioners are entitled to ask why there is no other evidence of banking facilities available.

Overdraft facility

The applicant or operator can supplement the original or certified copies of any bank or building society accounts statements by the use of an overdraft or credit facility. That is an overdraft at their disposal in the sense that there is a balance undrawn before the limit is reached. The facility must be demonstrated by a formal written commitment by the bank, etc. (An offer of such a facility will not suffice.)

The average balance shown in the statements will be calculated, and added to any overdraft or credit facility to show the amount of credit that can be used as proof of financial standing. If the average balance is negative, this will be subtracted from the overdraft limit to find the available finance.

Invoice Finance Agreement

An invoice finance agreement is acceptable, but only if accompanied by:

- confirmation of available balances not drawn down averaged over a 3 month period.
- a copy of the signed agreement from the finance company in which they agree to retain the amount of money needed to meet the definition of financial standing.
- a completed schedule signed on behalf of the finance company.

If you are supplying an invoice finance agreement you must still provide bank statements as detailed above.

Audited accounts – limited companies and Limited Liability Partnerships

These must be certified by a properly qualified person be drawn up clearly and give a true and fair view of the company's assets, liabilities, financial provision and profit or loss.

The items that must comprise the annual accounts are:

- a balance sheet
- that the company is trading profitably (on the profit and loss sheet)
- notes on the account
- a positive ratio of more than 1.0 (when dividing total assets by total liabilities)
- a positive ratio of more than 0.5 (when dividing current assets by current liabilities)

The latest audited annual accounts (in respect of the financial year end, to a date not more than 18 months prior to the date of application) can be used as a substitute for bank statements, generally only where the entity is an established and substantial limited company/plc with a turnover of more than £5.6m (subject to statutory uprating). Smaller businesses have historically produced annual accounts as additional evidence to establish financial standing. However under Regulation (EC) 1071/2009 traffic commissioners will accept annual profit and loss accounts and balance sheets or a statement of an opening balance if they are certified by a properly accredited person. Draft annual accounts to a date not more than 12 months prior to the date of application/licence check may be sufficient but will be referred to the traffic commissioner who may require further evidence.

Annual financial accounts can be a very useful cross check on an operator's financial health. If audited, they should give an accurate (though historic) 'snapshot'. Businesses with a turnover of less than £5.6m are not required to have their accounts audited Operators, however, with a turnover of more than £1m are advised that your accounts should be prepared by a chartered or certified accountant. Company law allows unaudited financial accounts for businesses with a turnover below £5.6m but the traffic commissioner may not place as much weight on unaudited

accounts as those which are independently certified. Where any accounts are relied upon it is open to the traffic commissioner to seek a further check of finances either by way of a condition upon grant or an undertaking.

It is open to the traffic commissioner to consider financial accounts for all other types of business (i.e. not companies) whether audited or not. This might highlight any insolvent trading positions or unpaid taxes such as PAYE/NI/VAT etc. and may indicate cash flow problems. Where accounts contradict the impression given by the bank statements the traffic commissioner might ask for further enquiries to be made. Applicants and operators are to be reminded of the need to reply to these further enquiries in a timely manner.

In addition to the types of financial evidence shown earlier, the traffic commissioner may agree that an operator can demonstrate its financial standing by means of a certificate such as a bank guarantee or insurance, including professional liability insurance from one or more banks or other financial institutions, including insurance companies, providing a joint and several guarantee for the operator in respect of the amounts specified above.

The evidence must be those of the economic entity (applicant/operator) established in Great Britain (where an authorisation has been applied for) and not those of any other entity established in any other country or European Member State.

Advertisement

It is your responsibility to advertise your application for major changes to your operator's licence in one or more local newspapers which circulate in the locality of each operating centre included in your application. If you do not do this correctly you may face the extra cost and the delay of having to re-advertise, or your application may be refused. Please read the following advice carefully and call the contact centre on 0300 123 9000 if you have any queries.

- You need to place an advertisement if your application is to add an operating centre, increase the vehicles and/or trailers authorised at an operating centre or for changes to, or removal of conditions or undertakings affecting an existing operating centre.
- When you have filled in the form for the advertisement, tear along the dotted line and send it to a suitable local newspaper. You can download a spare form from www.dft.gov.uk/vosa if you need it.
- An example of a completed advertisement is shown opposite.
- You must send the whole page including the full title and date of the newspaper, which contains your advertisement to the central licensing office (CLO). Photocopies are not acceptable. If you wish to send your application form to the CLO before you insert your advertisement you must send in the whole page containing the advertisement as soon as possible.
- Remember: An application must be advertised within 21 days (before or after) of the receipt of your application by the CLO.** For example, if the application is received on 1 June, the advertisement must appear in a newspaper on a day between 11 May and 22 June.

Goods Vehicle Operator's Licence

A N Other

trading as Midland Haulage
of 5 Maze Street
Walsall
WS1 3AJ

is applying to change an existing licence as follows

- To keep an extra 2 goods vehicles and 2 trailers at the operating centre

at Unit 3
Charwood Industrial Estate
Walsall
WS2 2BE

- To add an operating centre to keep _____ goods vehicles and _____ trailers at _____

- To change existing conditions or undertakings applying at the operating centre at Unit 3

Charwood Industrial Estate
Walsall
WS2 2BE

from No operation of authorised vehicles between 10pm and 7am

to No operation of authorised vehicles between 11pm and 8am

- To remove the following conditions or undertakings which reside _____

and which applies at the operating centre at _____

Owners or occupiers of land (including buildings) near the operating centre(s) who believe that their use or enjoyment of that land would be affected, should make written representations to the Traffic Commissioner at

_____ Hillcrest House
_____ 386 Harehills Lane
_____ Leeds, LS9 6NF

stating their reasons, within 21 days of this notice. Representatives must at the same time send a copy of their representations to the applicant at the address given at the top of this notice. A Guide to making representations is available from the Traffic Commissioner's Office.

Advertisement

Your name (as stated in Section 1)

Your trading name (if any)

Your full correspondence address (as stated in Section 1)

Only use this part if you want to keep more vehicles and/or trailers at an existing centre. Give the number of vehicles and trailers applied for at the full address including postcode. If there is a unit number you must also include this.

Use this part if you want to add or change a centre

Only use this part if you want to change any conditions or undertakings on your licence

Then copy from your licence the exact wording of the condition or undertaking you want to change here

Of the condition or undertaking, set out the wording you want to have instead here

Only use this part if you want to remove any conditions or undertakings on your licence, copy the exact wording of the conditions or undertakings here

Then give the full address of the centre concerned (including postcode) here

All advertisements must finish with this section and you must not amend any of the wording otherwise you will have to place a fresh advertisement.

Goods Vehicle Operator's Licence

_____ trading as _____

_____ of _____

is applying to change an existing licence as follows

To keep an extra ___ goods vehicles and ___ trailers at the operating centre at _____

To add an operating centre to keep ___ goods vehicles and ___ trailers at _____

To change existing conditions or undertakings applying at the operating centre at _____

From _____

To _____

To remove the following conditions or undertakings which reads _____

and which applies at the operating centre at _____

Owners or occupiers of land (including buildings) near the operating centre(s) who believe that their use or enjoyment of that land would be affected, should make written representations to the Traffic Commissioner at Hillcrest House, 386 Harehills Lane, Leeds, LS9 6NF, stating their reasons, within 21 days of this notice. Representors must at the same time send a copy of their representations to the applicant at the address given at the top of this notice. A Guide to Making Representations is available from the Traffic Commissioner's office.