

PSV430G: Guidance notes to help you complete your application to change the vehicles used under your Public Service Vehicle Operator's Licence

This application form must be completed if you are changing the vehicles which you use under your licence.

If by acquiring or disposing of vehicles you also wish to increase or reduce your authorisation, or remove undertakings attached to your licence, you will also need to complete and submit the appropriate application form. This is explained further at number 7 in these notes.

Further information

The guidance notes only contain the information necessary for you to complete the form. You are strongly advised to read *Public Service Vehicle Operator Licensing – A Guide for Operators* which is available at www.businesslink.gov.uk/transport.

If, after reading these notes and the guidebook you are still not sure how to complete any part of this form or what supporting evidence is required, please contact the contact centre on 0300 123 9000 for advice, **before** you submit your application.

If there is insufficient space for any answer on the printed form a plain continuation sheet should be used. It should be securely attached to the printed form and numbered to correspond to the question to which it relates.

Particulars of licence holder

1. Please enter the name in which the licence is held, as it appears on your licence.
2. If you have a trading name please enter the details here.
3. Please enter the unique licence reference number, including the two letter prefix.
4. This is the address where request for further information, if required, will be sent.
5. Please supply a telephone number on which you can be contacted during normal working hours.
6. If you are happy to be contacted by e-mail please supply an e-mail address.
7. Please enter the details of the vehicles acquired and being disposed of.

7.1 Please provide the registration mark(s) of the vehicle(s) which you have acquired and intend to use under your licence. Please also enter the vehicle type as indicated.

If you also wish to increase the number of vehicles which you may use under your licence you will also need to complete and submit form PSV431 and apply to the traffic commissioner to increase your authorisation.

7.2 If the small vehicles undertakings are attached to your licence and you wish to change the small vehicles which you operate please provide the details for **all** the small vehicles you intend to operate under your PSV operator's licence.

If the undertaking on your licence stipulates that you cannot operate small vehicles and/or limousines or novelty vehicles and you now propose to do so, you must seek the prior permission of the traffic commissioner, using form PSV 431A to apply to remove the undertaking attached to your licence.

7.3 Please provide details of the vehicle(s) which you no longer use under your licence. If you are also reducing your authorisation you also need to complete and return form PSV431A.

8. Declaration

The declaration may be signed by your nominated transport manager.

If you are the sole trader then you must sign the form yourself.

If the business is a partnership then one of the named partners must sign.

If the business is a limited company the form must be signed by one of the directors.

If the business is a LLP the firm must be signed by a member of the managing board.

If the business is another type of organisation, the form must be signed by an officer, or trustee or Chief Executive of the organisation.