

For office use only:

Office of the
Traffic Commissioner

Contact centre:
0300 123 9000*

web: www.businesslink.gov.uk/transport

PSV431: Application to a Traffic Commissioner for a chargeable variation of a Public Service Vehicle Operator's Licence

About this form

You must complete this form if you wish to apply to vary a condition on your licence so as to increase the maximum number of vehicles to be authorised. If you wish to make any other changes to your licence please use form PSV431A, application for a non-chargeable variation.

Please note:

If you hold a restricted licence and wish to upgrade to a standard licence you must apply for a new licence using form PSV421.

Filling in the form

You must complete this form in full and include all supporting documentation

Guidance notes PSV431G have been provided to help you to complete this form, and to make sure you provide the correct documentation in support of your application.

Applications are refused or delayed because the required information and documentation is not received. To prevent this from happening you must read the guidance notes for each question carefully so that you complete the form correctly.

Use black ink to fill in the form. Answer yes or no questions by putting a tick in the relevant box. If you are selecting an answer from a list of options, please tick the box which applies to you.

If you have any further questions about filling in this form please telephone 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 The 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.

Particulars of licence holder

1. Name of licence holder
(BLOCK LETTERS)

2. Trading name (if any)

3. Licence number

4. Address (please give the address at which you can be contacted for business purposes)

5. Telephone number

Business	Mobile
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6. E-mail address

7. I hereby apply to increase the maximum number of vehicles authorised under the licence

From

To

Please give details of the number and type(s) of vehicle you wish to operate (note 7)

A – small vehicles, less than 9 passenger seats

B – 9 – 16 passenger seats

C – 17 or more passenger seats

How many vehicles do you have now?			How many vehicles do you require to be authorised on the licence should the variation be granted?		
A	B	C	A	B	C

If you hold a standard international licence please indicate how many **additional** Community licences you require

8. Operating Centres (Please see guidance note 8 for further information)

You must have sufficient off-street parking for all of the vehicles you intend to use under your licence, including the additional vehicles for which you are now applying. Please give details below of the place(s) where your vehicles will be parked when not in use. If you have more than two operating centres please give details on a separate sheet.

Operating centre 1

a) Parking address:			
<hr/> <hr/> <hr/> <hr/>			
Postcode			
<hr/>			
b) Number of vehicles to be kept at this address:	<input type="text"/>		
c) Total number of parking spaces available to you at this address:	<input type="text"/>		
d) 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"/>		
e) If leased or rented, please confirm that you have permission from the site owner to use the premises to park the number of vehicles shown above.			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
f) Please provide written permission from the owner of the nominated operating centre giving permission for you to park your vehicles. This must state how many spaces are available to you.			

Operating centre 2

a) Parking address:			
<hr/> <hr/> <hr/> <hr/>			
Postcode			
<hr/>			
b) Number of vehicles to be kept at this address:	<input type="text"/>		
c) Total number of parking spaces available to you at this address:	<input type="text"/>		
d) 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"/>		
e) If leased or rented, please confirm that you have permission from the site owner to use the premises to park the number of vehicles shown above.			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
f) Please provide written permission from the owner of the nominated operating centre giving permission for you to park your vehicles. This must state how many spaces are available to you.			

11. Small vehicles undertakings (Please see guidance note 11 for further information)

This question applies if either the small vehicles undertakings or an undertaking not to operate small vehicles are attached to your licence.

If these undertakings are not attached please go the declaration at section 12.

11. a) Small vehicles undertakings

If you will be increasing the number of small vehicles operated under your licence please tick the following box to confirm that you will forward the details of those vehicles to the traffic commissioner, in accordance with the terms of the undertakings.

11. b) Undertaking not to operate small vehicles

If the increase in authorisation includes the use of small vehicles you must apply to the traffic commissioner for the removal of this undertaking. Please tick the following box to confirm that form PSV431A, application for a non-chargeable variation, has been completed and is enclosed with this form.

12. Declaration

I declare that the statements of fact made in this application are true.

I enclose a non-refundable fee (see separate schedule)

Signed

Name (please print)

Date

Position in business / undertaking – sole proprietor, partner, director, transport manager, delegated officer (please state, e.g. trustee)

► **Go to Section 13 on page 7**

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