

Goods Vehicle Operator Licensing
Transfer of Operating Centres: SCH.4
 Supplementary Application Form



PLEASE COMPLETE BOTH SECTIONS FULLY IN CAPITALS

Notes

1. Please read these notes carefully before you complete this form. If you have any queries please contact your local Traffic Area Office.
2. Schedule 4 to the Goods Vehicles (Licensing of Operators) Act 1995 provides a simplified procedure for the transfer of an operating centre(s) from one operator's licence to the licence of another operator or potential operator.
3. It can be used at the time of a licence application or at the time of an application to vary an existing licence.
4. Where this procedure is used no advertisement is required in connection with such an application. No fee is charged in connection with a Schedule 4 variation application but full fees are payable where Schedule 4 is used in connection with an application for a licence.
5. The operating centre(s) being transferred must be specified in a licence (but not more than one) on the date the application is made, and it must have been removed from that licence by the time the application is determined.
6. Any conditions that apply to the operating centre(s) concerned are transferred with it, and any undertakings must be repeated by the new operator. Conditions and undertakings cannot however be amended at the time of transfer.
7. Use of the Schedule 4 transfer procedure is at the discretion of the Traffic Commissioner.
8. This form should be completed in full and submitted with a GV79 form (in the case of a new licence application) or a GV81 form (in the case of an application to vary a licence) completed by the applicant.
9. Section A of this form must be completed by the applicant and Section B must be completed by the person who is giving up the operating centre.

the boxes

Section A To be completed by the applicant

1 Do you currently hold a goods vehicle operator's licence in this Traffic Area? Yes No

2 If **yes** please give your operator licence number.

3 Please give details of the operating centre(s) to which this application refers. Please continue on a separate sheet if necessary.

County	Postcode

County	Postcode

I declare that the statements made in this application are true. I understand that it is an offence to make a false declaration.

Signed*

Date

* To be signed by the same person who signs GV79 or GV81.

Section B To be completed by the person who is giving up the operating centre

4 Name

5 Trading name (if any)

6 Licence Number

7 Address to which correspondence should be sent

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
County	Postcode

8 Is/are the operating centre(s) detailed in question 3 of Section A overleaf currently specified on your licence? Yes No

9 Is/are the operating centre(s) used as an operating centre by any other holder of a goods vehicle operator's licence? Yes No

10 If you answered yes to question 9 please give details of the other licence holder. Continue on a separate sheet if necessary.

Name

Trading name (if any)

Licence Number (if known)

11 Tick as appropriate:

- (a) I hereby request that the operating centre(s) detailed in question 3 of Section A of this form be removed from my licence; or
- (b) I hereby offer the surrender of my licence.

I declare that the statements made in this application are true. I understand that it is an offence to make a false declaration.

Signed

Dated

Name in CAPITALS

Position in business: (see notes a–c below)

- | | | | |
|-------------------|--------------------------|---|--------------------------|
| Owner | <input type="checkbox"/> | Partner | <input type="checkbox"/> |
| Company Secretary | <input type="checkbox"/> | Delegated Officer of a Public Authority | <input type="checkbox"/> |
| Director | <input type="checkbox"/> | Transport Manager | <input type="checkbox"/> |

NOTES

- If the licence is held by an individual the application must be signed by that individual.
- If the licence is held by a partnership the application may be signed by all partners or one partner with the authority of the others.
- If the licence is held by any other body or group of persons the application may be signed by one or more individuals authorised for the purpose by the body or group and could be the Transport Manager. In the latter case the application must be accompanied by a declaration confirming the authority to sign.

Checklist

Before you send in your application please check that:

- This form is completed in full;
- You have attached a completed GV79 or GV81 form (see paragraph 8 of the notes);
- In the case of a GV79 application you have attached the required processing fee.