

Office Use Only



Goods Vehicle Operator Licensing

APPLICATION TO CHANGE VEHICLES OR SURRENDER A LICENCE

Guidance:

- The booklet ‘Goods Vehicle Operator Licensing – A Guide for Operators’ revised 12/95 (or later) will help you fill in this form. A copy can be obtained from your local Traffic Area Office which is listed at the bottom of page 4 of this form.
- If you need any further help, contact the Goods Vehicle Operator Licensing section of your Traffic Area Office on the telephone number given at the bottom of page 4 of this form.

PLEASE COMPLETE ALL SECTIONS FULLY IN CAPITALS

- Surrender of a licence: if you are using this form to surrender a licence, return the licence document and your vehicle discs including Community Authorisations and Certified Copies of Authorisations issued to Standard International licence holders.
- Do not send any fees with this form.

Your Details

	Surname	First name(s)	Date of Birth
1 Give the full name of person, company, partnership or public authority who holds the licence. If a partnership, please give the full name of each partner (continue on a separate sheet if necessary).			

NOTE: Your date(s) of birth is (are) required for the Police’s copy of ‘Applications and Decisions’.

2 Trading name (if any)	
3 Goods Vehicle Operator Licence number	
4 Address for correspondence	
County	Postcode

Your Details (cont.)

5 Telephone and Fax Numbers

	Fax
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Only holding companies need to complete question 6

6 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*).

To be added

Address	
County	Postcode

To be removed

Address	
County	Postcode

Vehicle Details

Please complete questions 8, 9 and 10 only if you want to take vehicles and/or trailers off your licence; if you are applying to surrender the whole of a licence tick 'YES' to question 7 and go straight to page 4.

7 Do you want to surrender the whole of your licence?

Yes No

8 Do you want to delete vehicles from your licence?

Yes No

9 In the table below, please give the registration mark of each motor vehicle you wish to take off your licence.

Registration Mark	Registration Mark	Registration Mark

10 Do you wish to take any trailers off your licence?

Yes No

If 'Yes', how many?

Please complete questions 11, 12 and 13 if you want to add vehicles and/or trailers to your licence – within the authorised limit

Vehicle Details (cont.)

11 Do you want to add vehicles to your licence within the authorised limit?

Yes No

If 'Yes', how many?

12 In the table below, please give:

- the registration mark of each motor vehicle you wish to add to your licence;
- the gross plated weight and body type number of each vehicle to be added.

Registration Mark	Gross Plated Weight	Body type number (see below)	Registration Mark	Gross Plated Weight	Body type number (see below)

Body type number:

- | | |
|---|--|
| <ul style="list-style-type: none"> 1 Flat sided or skeletal 2 Box body or van 3 Tanker 4 Other type (eg. cement mixer, livestock carrier) | <ul style="list-style-type: none"> • If a tipper, put a T after the number. • If refrigerated, put an R after the number. • If articulated, indicate the most commonly used trailer and put an A after the number. • If a vehicle falls into more than one class, give each number which is relevant (eg. an articulated, refrigerated box body is 2AR). |
|---|--|

13 Do you wish to add any trailers to your licence within your authorised limit?

Yes No

If 'Yes', how many?

Now, please read these notes carefully, then sign and date the Declaration overpage

The following declaration and undertakings must be made by the person who is the licensed operator. In the case of applications made by bodies or group of persons (other than partnerships or individuals) it may be signed by one or more individuals authorised for the purpose by the body or group (see notes below). In these cases an application must be accompanied by a declaration confirming the authority to sign unless it has been previously supplied. If in any doubt check with the Traffic Area Office before submitting the application.

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.

- The Vehicle List is enclosed Yes No
- All Discs for Removed Vehicles are enclosed Yes No
- My Licence is enclosed (full surrender only) Yes No
- All Community Authorisations are enclosed (full surrender) Yes No
- My Licence has been:
 - Stolen Yes No
 - Lost Yes No
 - Destroyed Yes No
- Vehicle Discs have been:
 - Stolen Yes No
 - Lost Yes No
 - Destroyed Yes No

Please enclose a written explanation in respect of community authorisations, discs, and licence documents that have not been returned.

I undertake to return any stolen/lost discs or licences which are found

Signature

Date

Name (BLOCK CAPITALS)

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

Owner

Partner

Company Secretary

Delegated Officer of a Public Authority

Director

Transport Manager

Notes:

- a) If the licence is held by an individual it must be signed by that individual.
- b) 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.
- c) 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.

To be returned to: