



Department for

**Infrastructure**

www.infrastructure-ni.gov.uk

## **GV(NI)81: Chargeable and Non-Chargeable Variations Goods Vehicle Operator Licensing**

### **About this form**

You must complete this form if you wish to vary your operator's 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 0113 202 6147.

### **What to do next**

Send your completed form, along with the necessary supporting documents and application fee to the Department for Infrastructure, The Central Licensing Office, PO Box 180, Leeds, LS9 1BU.

### **Data Protection**

The personal information you provide on this form will be used for the purposes of the Department for Infrastructure's statutory functions. This may include sharing the information you provide with GB traffic commissioners, Department for Transport (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 DfI.

**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**

**2) Trading Name (if any)**

**3) Licence Number**

**4) Address**

(This is your correspondence address.)

**5) Address of establishment\***  
(Please write 'as above' if it is the same address)

Postcode:
Postcode:

**6a) Contact telephone numbers**

Business:	Fax:
Home:	Mobile:

**6b) E-mail address**

--

\* Operators/licence applicants. This cannot be a PO Box or third party address and must be an address in Northern Ireland. You must supply us with an address of the physical premises of your business in NI 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 corporate body.

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**                      Yes  No  vehicles? ► if Yes,   
how many                      extra?

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

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

**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 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	

	Vehicles		Vehicles		parking spaces you have at this operating centre
	Trailers		Trailers		
Postcode:	None – this will be a new centre	<input type="checkbox"/>	None – this centre will be closed	<input type="checkbox"/>	

**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

Leased

Rented

**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                       No

**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 Dfl 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	What changes do you want made to your licence condition(s) or undertakings? Please describe in full
Postcode:	
Write out <u>in full</u> 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?

<b>Postcode:</b>	<b>Postcode:</b>

(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 any of the above questions please complete form TM(NI)1

**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)

**DATA PROTECTION – RELEASE OF INFORMATION**

**Your details held on the Operator Licensing Database may be released in law and where exempted from the Data Protection Act's non-disclosure provisions**



▶ **Go to Section 20 on next page**

## Section 20 - Payment details

You can pay the application fee by **credit/debit card** or **cheque/postal order**. Cheques should be made payable to "Driver and Vehicle Standards 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 the NI Direct website at [nidirect.gov.uk/articles/goods-vehicle-operator-licensing](http://nidirect.gov.uk/articles/goods-vehicle-operator-licensing).

**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**

hereby authorise DVSA to take the sum of

£

from my account, the details 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 TM(NI)1 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 Dfl 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 Dfl can assess this requirement, as follows:**

### **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 Dfl 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(s) holding the money showing that it is available to other person(s). Evidence of the availability of the funds belonging to the person making the offer must be seen. (This method of financing could apply, for instance, where a mother wishes to support a son, or if a wife wants a joint account to be available for her husband's business, but is not generally suitable for larger enterprises.)

For companies, group and cross guarantees will be referred to the Dfl 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 Dfl 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 Dfl.

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 the Dfl is 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 the Department 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 Dfl 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 Dfl 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 Dfl to seek a further check of finances either by way of a condition upon grant or an undertaking.

It is open to the Dfl 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 Dfl 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 Dfl 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 Northern Ireland (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 NI Direct on **0300 200 7831** 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 [infrastructure-ni.gov.uk/](http://infrastructure-ni.gov.uk/) 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

G M Walton

Trading as GMW Transport Services

Of 44 Grey Road

Moneyreagh

BT23 8GR

is applying to change an existing licence as follows:

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

Moneyreagh

BT23 6CL

giving it a total of 8 goods vehicles and 18 trailers.

And to add an operating centre to keep 5

59 Burren Cove

Warrenpoint

BT34 9BC

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 DfI at Central Licensing Office, PO Box 180, Leeds, LS9 1BU stating their reasons within 21 days of this notice. A Guide to Making Representations is available from the website [infrastructure-ni.gov.uk/](http://infrastructure-ni.gov.uk/).

## Advertisement

Your name (name of operator) ▶

Your trading name (if any) ▶

Your full correspondence address (as stated in Section 1) ▶

Full address of first operating centre including postcode. If there is a unit number you must also include this. ▶

This must be the same as the address given in Section 10.

Enter the total number of vehicles and trailers to be kept at this address. These must match the numbers given in Section 10. ▶

If you are applying for two operating centres and the same newspaper can be used for both, you should enter the details here. ▶

If you are only putting one operating centre in this advert then you should strike through this section.

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 for a licence to use

as an operating centre  
for \_\_\_\_\_ goods vehicles

and \_\_\_\_\_ trailers

and to use

as an operating centre  
for \_\_\_\_\_ goods vehicles

and \_\_\_\_\_ trailers

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 DfI, at Central Licensing Office, PO Box 180, Leeds, LS9 1BU 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 website: [infrastructure-ni.gov.uk/](http://infrastructure-ni.gov.uk/)