



Department of the
Environment

www.doeni.gov.uk

Transport Regulation Unit

GV(NI)79: Application Form

Contact: NI Direct - 0300 200 7831
web: nidirect.gov.uk

GV(NI)79: Application to the Department of the Environment (DOE) for a Goods Vehicle Operator's Licence

About this form

You must complete this form if you wish to apply for a goods vehicle operator's licence. If you have not previously held a licence you should make sure that you are familiar with the operator licensing system before submitting your application. The best place to start is by reading the Guide for Operators (**GV(NI)74**) available at nidirect.gov.uk

Filling in the form

You must complete this form in full and include all supporting documents.

Guidance Notes (**GV(NI)79G**) have been provided to help you to complete this form, and to make sure you provide the correct documentation in support of your application. **You must read these guidance notes.** Many applications are refused or delayed because the DOE does not receive the required information and documentation.

A straightforward application should normally take no more than 9 weeks. If you need to start operating at short notice you can apply for an interim licence by completing form **INT(NI)1** (at **Annex E**). Please note that an interim application attracts an additional fee, it is at the DOE's discretion and can only be considered if your application is complete and all supporting documents have been received and accepted. **You must not assume that you will be granted an interim licence** and must not operate until an interim or full licence has been granted.

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 of the Environment, 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 DOE'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 DOE.

Note: it is a criminal offence to give false information in this application.

Section 1 - Your contact details (Please read Guidance Note 1)

1a) Please give full details of the person that can be contacted to discuss your application should it be necessary.

Title (Mr, Mrs, Miss, Other)

First name

Surname or family name

1b) Please give the address, telephone and email contact details where you can be contacted for business purposes.

Address
(This is your correspondence address.)

Postcode:

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

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Contact telephone numbers

Business:	Fax:
Home:	Mobile:

E-mail address

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*There is a requirement that every standard licence holder/applicant must have an establishment in Northern Ireland (NI) with premises in which it keeps its core business documents. These include accounting and personnel management documents and data on driving time and rest.

This cannot be a PO Box or third party address and must be an address in Northern Ireland. (See **Guidance Note 1b** for further information)

► **Now go to Section 2**

Section 2 - Your business (Please read Guidance Note 2)

2a) What is your trade or business? (e.g. haulier, farmer, removal company)

2b) What type of business do you have? (Please tick one box **only** below)

Limited company

☐

► Go to Section 3

Limited Liability Partnership (LLP)

☐

► Go to Section 3

Sole trader

☐

► Go to Section 4

Partnership

☐

► Go to Section 5

Other (e.g. public authority, charity, trust, university)

☐

► Go to Section 6

Section 3 - Limited company or Limited Liability Partnership (LLP) details (Please read Guidance Note 3)

3a) Please provide details of the company or LLP applying for the licence below. These must be the same as the details that are on the Companies House register.

Registered name

Trading name (if applicable)

Registered number:

Registered office address:

Postcode:

3b) Please provide details of the company directors, partners or members if it is an LLP below. These must be the same as the details that are on the Companies House register.

Title (Mr/Mrs/ Ms/Other)	First name(s)	Surname or family name	Date of birth	Other names by which you have been known since the age of 18

Continue on a separate sheet if necessary

3c) Please read Guidance Note 3 before answering this question.

Do you have any subsidiary companies that you wish to be included on the licence?

No

☐

► **Go to Section 7**

Yes

☐

Give details below

Registered company name

Registered company number

Continue on a separate sheet if there is more than one subsidiary

► **Now go to Section 7**

Section 4 - Sole trader details (Please read Guidance Note 4)

4a) Please give your full details below.

Title (Mr/Mrs/ Ms/Other)	First name(s)	Surname or family name	Date of birth	Other names by which you have been known since the age of 18

4b) Please give your trading
name, if applicable

► **Now go to Section 7**

Section 5 - Partnership details (Please read Guidance Note 5)

5a) Please give details below of the partners in the business. You must include details of all partners, even if they are not primarily responsible for the operation of goods vehicles.

Title (Mr/Mrs/ Ms/Other)	First name(s)	Surname or family name	Date of birth	Other names by which you have been known since the age of 18

Continue on a separate sheet if necessary

5b) Please give your trading
name, if applicable

► **Now go to Section 7**

Section 6 - Other organisation details (Please read Guidance Note 6)

6a) Please provide the details requested below.

Name of organisation

Type of organisation (e.g. public authority, charity, trust, university)

6b) Please provide details of the persons responsible for your organisation below.

Title	First name(s)	Surname or family name	Date of birth	Other names by which you have been known since the age of 18	Position within organisation

Continue on a separate sheet if necessary

► **Now go to Section 7**

Section 7 - Type of licence (Please read Guidance Note 7)

7a) Please tick one box below to show what type of licence you want.

- | | | |
|------------------------|--------------------------|-------------------|
| Standard National | ☐ | ► Go to Section 8 |
| Standard International | ☐ | ► Go to Section 8 |
| Restricted | ☐ | ► Go to Section 9 |

Section 8 - Standard Licence applicants – professional competence (Please read Guidance Note 8 and complete form TM(NI)1 (at Annex F))

You must have a qualified Transport Manager (TM) to hold a Standard National or Standard International licence. The TM must hold a Certificate of Professional Competence (CPC) in Road Haulage Operations, equivalent qualification or exemption (see **Guidance Note 8**).

For each TM, form **TM(NI)1** must be completed and sent in with this application, there are Guidance Notes (**TM(NI)1G**) to help you complete this at **Annex G**. You must also provide their **original** Certificates of Professional Competence (CPC) or evidence of qualification(s) giving exemption.

8a) Please tick to confirm that you have completed form **TM(NI)1** for **all** transport managers and provided their original CPC or proof of other acceptable qualification. ☐

► Now go to Section 9

Section 9 – Total vehicle and trailer authorisation required on this licence (Please read Guidance Note 9)

9a) Please state below the number of vehicles and trailers **in total** you want to have authorised on this licence.

Number of vehicles

Number of trailers

9b) Only answer this question if you are applying for a **Standard International** licence.

Please state, in the box provided, the number of vehicles you intend to operate on international journeys within the European Community.

► Now go to Section 10

Section 10 - Operating Centre details (Please read Guidance Note 10 and Annex A)

You must have one or more operating centres where your vehicles and trailers will normally be kept. You must ensure that you have enough off-street parking spaces at your operating centre(s) for all of your vehicles and trailers.

(Continues on next page)

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 provide details on a separate sheet.

Operating Centre 1

a)	Parking address:	
	Postcode	
b)	Number of vehicles to be kept at this address:	
c)	Number of trailers to be kept at this address:	
d)	Total number of parking spaces at this address:	
e)	Please tick one box below to confirm whether the premises are:	
	Owned by you	<input style="width: 40px; height: 25px;" type="checkbox"/>
	Leased	<input style="width: 40px; height: 25px;" type="checkbox"/>
	Rented	<input style="width: 40px; height: 25px;" type="checkbox"/>
f)	If leased or rented, please confirm that you have permission from the site owner to use the premises to park the number of vehicles and trailers shown above.	
	Yes <input style="width: 40px; height: 25px;" type="checkbox"/>	No <input style="width: 40px; height: 25px;" type="checkbox"/>
g)	Please tick below to confirm that you have read Guidance Note 10g) and have met the advertising requirements for this operating centre	
		<input style="width: 40px; height: 25px;" type="checkbox"/>

Operating Centre 2

a)	Parking address:	
	Postcode	
b)	Number of vehicles to be kept at this address:	
c)	Number of trailers to be kept at this address:	
d)	Total number of parking spaces at this address:	
e)	Please tick one box below to confirm whether the premises are:	
	Owned by you	<input style="width: 40px; height: 25px;" type="checkbox"/>
	Leased	<input style="width: 40px; height: 25px;" type="checkbox"/>
	Rented	<input style="width: 40px; height: 25px;" type="checkbox"/>
f)	If leased or rented, please confirm that you have permission from the site owner to use the premises to park the number of vehicles and trailers shown above.	
	Yes <input style="width: 40px; height: 25px;" type="checkbox"/>	No <input style="width: 40px; height: 25px;" type="checkbox"/>
g)	Please tick below to confirm that you have read Guidance Note 10g) and have met the advertising requirements for this operating centre	
		<input style="width: 40px; height: 25px;" type="checkbox"/>

► Now go to Section 11

Section 11 - Vehicle details (Please read Guidance Note 11)

11a) Please give details below of the vehicles you wish to operate, should your licence be granted:

Registration Number	Gross plated weight	Body type

Registration Number	Gross plated weight	Body type

Continue on a separate sheet if necessary

If you are not submitting vehicle details at this time, please tick here. ☐

If the vehicle details are not available at this time you must inform the Central Licensing Office when the details are available.

► Now go to Section 12

Section 12 - Safety Inspections (Please read Guidance Note 12)

12a) 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

12b) 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 holding the operator's licence
An external contractor

☐

Give details below

☐

Give details below

Company name or person's full name

Workshop address

Telephone number

Postcode

12c) Please tick to confirm that you have read **Guidance Note 12** and you have suitable arrangements in place to keep the vehicles 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. (See **Annex D**)

☐

► Now go to Section 13

Section 13 - Financial evidence (Please read Guidance Note 13)

13a) To help satisfy the Department that you have sufficient financial resources to maintain your vehicles and run your business, all applicants must provide original evidence of financial standing as detailed at **Guidance Note 13** and **Annex B** (Financial Levels).

Please tick to confirm that you have read **Guidance Note 13** and included the relevant evidence.

☐

13b) i. Has any person named in this application (including partners, directors or transport managers) ever been declared bankrupt or had their estate seized or confiscated?

Yes

☐

No

☐

ii. Has any person named in this application (including partners, directors or transport managers) ever been involved with a company, or business, that has gone into (or is going into) liquidation, owing money?

Yes

☐

No

☐

iii. Has any person named in this application (including partners, directors or transport managers) ever been involved with a company, or business, that has gone into (or is going into) receivership?

Yes

☐

No

☐

iv. Has any person named in this application (including partners, directors or transport managers) ever been involved with a company, or business, that has gone into (or is going into) administration?

Yes

☐

No

☐

v. Have you, or have any of your partners, directors, majority shareholders or your transport manager ever been disqualified from acting as a director of a company or from taking part in the management of a company?

Yes

☐

No

☐

► If you answered No to **all** five parts of Question 13b, please go to Question 13c.

If you answered Yes to **any** part of Question 13b, you must provide additional information with your application. Details of what to provide are given in **Guidance Note 13b)**

Please tick to confirm you have read **Guidance Note 13b** and provided the relevant information.

☐

13c) New insolvency

Please tick to confirm that you are aware that you must tell the DOE immediately of any insolvency proceedings that occur between the submission of your application and a decision being made on the application

☐

► Now go to Section 14

Section 14 - Previous licence history (Please read Guidance Note 14)

14a) Does any person named in this application (including partners, directors and transport managers) currently hold a goods or public service vehicle operator's licence in Northern Ireland or GB?

You should also include details of any licences held by any companies which any named person acted as director for.

No ☐ ► **Go to 14b** Yes ☐ **Give details below**

Licence number	Name of licence holder	Will this licence be surrendered if this application is granted?	
		Yes ☐	No ☐
		Yes ☐	No ☐

14b) Has any person named in this application (including partners, directors and transport managers) previously held or applied for a goods or public service vehicle operator's licence in Northern Ireland or GB?

You should also include details of any licences held by any companies which any named person acted as director for.

No ☐ ► **Go to 14c** Yes ☐ **Give details below**

Licence number	Name of licence holder	Licence number	Name of licence holder

14c) Has any person named in this application (including partners, directors and transport managers) ever had an application for a goods or public service vehicle operator's licence refused by any EU licensing authority?

You should also include details of any licences held by any companies which any named person acted as director for.

No ☐ ► **Go to 14d** Yes ☐ **Give details below**

Licence number	Name of licence holder	Licence number	Name of licence holder

► **Section 14 continues on next page**

14d) Has any person named in this application (including partners, directors and transport managers) ever had a goods or public service vehicle operator's licence revoked, suspended or curtailed by any EU licensing authority?

You should also include details of any licences held by any companies which any named person acted as director for.

No ☐ ► **Go to 14e**

Yes ☐ **Give details below**

Licence number	Name of licence holder

Licence number	Name of licence holder

14e) Has any person named in this application (including partners, directors and transport managers) ever attended a Public Inquiry before the DOE or a GB traffic commissioner?

You should also include details of any licences held by any companies which any named person acted as director for.

No ☐ ► **Go to 14f**

Yes ☐ **Give details below**

Licence number	Name of licence holder

Licence number	Name of licence holder

14f) Has any person named in this application (including partners, directors and transport managers) been disqualified from holding or obtaining an operator's licence by DOE, or a GB traffic commissioner?

You should also include details of any licences held by any companies which any named person acted as director for.

No ☐ ► **Go to 14g**

Yes ☐ **Give details below**

Licence number	Name of licence holder	Date and length of disqualification

► **Section 14 continues on next page**

14g) Within the last twelve months, have you, your company or organisation or your partners or directors purchased the assets or shareholding of any company that, to your knowledge, currently holds or has previously held an operator's licence in Northern Ireland or GB?

No ☐ ► **Go to Section 15**

Yes ☐ **Give details below**

Licence number	Name of licence holder

Licence number	Name of licence holder

► **Now go to Section 15**

Section 15 - Convictions and Penalties (Please read Guidance Note 15)

You should read Guidance Note 15 carefully before answering the questions in this section.

You must declare all penalties and unspent convictions on this form.

You are reminded that it is a criminal offence to make a false declaration on this application.

15a) Has any person named in this application (including partners, directors and transport managers); any company of which a person named on this application is or has been a director; any parent company if you are a limited company; received any penalties or have currently any unspent convictions?

No ☐ ► **Go to 15b**

Yes ☐ **Give details below**

Name (in full)	Date of conviction	Offence	Name of court	Penalty

Continue on a separate sheet if necessary

You should also provide full details of the background circumstances of any penalties/convictions declared on a separate piece of paper.

15b) New convictions

Please tick to confirm that you are aware that you must tell the DOE immediately of any penalties and convictions that occur between the submission of your application and a decision being made on the application ☐

► **Now go to Section 16**

Section 16 - Undertakings and Declaration (Please read Guidance Note 16)

I understand that by signing the application I am accepting the undertakings below; that they will be recorded on the licence; that failure to comply with the conditions or undertakings recorded on the licence may result in the licence being revoked, suspended or curtailed; and that failure to comply with these conditions is also a criminal offence.

- The laws relating to the driving and operation of vehicles used under this licence are observed;
- The rules on drivers' hours and tachographs are observed, proper records are kept and that these are made available on request;
- Vehicles and trailers are not overloaded;
- Vehicles operate within speed limits;
- Vehicles and trailers, including hired vehicles and trailers, are kept in a fit and serviceable condition;
- Drivers report promptly any defects or symptoms of defects that could prevent the safe operation of vehicles and/or trailers, and that any defects are recorded in writing;
- Records are kept (for 15 months) of all driver reports which record defects, all safety inspections, routine maintenance and repairs to vehicles, and that these are made available on request;
- In respect of each operating centre specified, that the number of vehicles and the number of trailers kept there will not exceed the maximum numbers authorised at each operating centre (which will be noted on the licence);
- An unauthorised operating centre is not used;
- Furthermore, I will notify the DOE of any penalties and unspent convictions against myself, or the company, business partner(s), the company directors, nominated transport manager(s) named in this application, or employees or agents of the applicant for this licence and, if the licence is issued, convictions against the licence holder or employees or agents of the licence holder;
- I will ensure that the DOE is notified within 28 days of any other changes, for example a change to the proposed maintenance arrangements; a change in the financial status of the licence holder (e.g. if placed in liquidation or receivership), or a change to Limited Company status or partnership, that might affect the licence, if issued.

Standard Licence holders only-

- I must be able to prove that I have a formal arrangement for access at all times to at least one vehicle registered or in circulation in Northern Ireland. This could be by specifying a vehicle for use under an O-licence or by demonstrating on request that I (the licence holder) has a vehicle available – so vehicles may be either wholly owned or held under a hire-purchase, hire/leasing arrangement or other type of formal arrangement.
- I have an establishment in Northern Ireland with premises in which I keep core business documents. These include (as a minimum) accounting and personnel management documents and data on driving time and rest. I understand that the use of a PO Box or third party address is not permitted.

(Continues on next page)

I declare that the statements made in this application are true and that all supporting evidence supplied with regard to my application is correct. 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. Make sure you have read **Guidance Note 16**.

Owner

☐

Partner

☐

Director

☐

Delegated officer of any other organisation
(as detailed in **Section 6** of the application)

☐

► **Now go to Section 17**

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 17 on next page**

Section 17 - Payment details (Please read Guidance Note 17)

You can pay the application fee by **credit/debit card** or **cheque/postal order**. Cheques should be made payable to "DVSA". **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 our website at **nidirect.gov.uk** or at **Annex C** (Scale of Fees).

17a) How are you paying the fee required for this application? (Please tick one)

Cheque/postal order ☐ **► Go to Section 18**

Credit/debit card ☐ **► Give details below**

I hereby authorise DVSA to take the sum of £ from my account, the details of which are listed below, in respect of my application for a Goods Vehicle Operator's 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 18

► **Go to Section 18 on next page**

Section 18 – Checklist (Please read Guidance Note 18)

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.

All applicants must supply the following information

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. (See **Guidance Note 10** and a sample Advertisement at **Annex A**) ☐
- I have provided **original** financial evidence in accordance with **Section 13** and **Guidance Note 13**. I understand that photocopies are not acceptable. ☐
- I have enclosed a cheque or provided payment details to cover the application fee and I understand that this fee will not be returned to me even if my application is withdrawn or refused. ☐

All applicants for **Standard National or International** licences must supply the following additional information

Please tick to confirm the following:

- I have enclosed **original** Certificate(s) of Professional Competence in Road Haulage Operations or evidence of qualification(s) giving exemption, for **all** transport managers listed on my application. ☐
- I have enclosed completed and signed **TM(NI)1** (Transport Manager) forms (at **Annex F**) for **all** transport managers listed on my application. ☐

You **may** need to supply the following information depending on your answers to questions 12b), 13b) and 15a)

Depending on your answers to these questions further information may be required for some applicants. Please read carefully.

Please tick to confirm the following:

- I answered Question 12b) by stating that an external contractor would carry out the safety inspections for this licence and I have enclosed a copy of the maintenance contract with that contractor. (See **Annex D**) ☐
- I answered 'Yes' to part of Question 13b) and I have enclosed the relevant documentary evidence of the relevant insolvency history. ☐
- I answered 'Yes' to Question 15a) and I have enclosed full details of the background circumstances of all penalties and unspent convictions declared. ☐



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Environment

www.doeni.gov.uk

Transport Regulation Unit

GV(NI)79: Application Form Guidance Notes

Contact: NI Direct - 0300 200 7831
web: nidirect.gov.uk

GV(NI)79G: Guidance notes to help you complete your application for a Goods Vehicle Operator's Licence

**You must complete form GV(NI)79 in full and include all supporting documents.
If you complete the form in full and submit the correct supporting documents it will help
the Department make a decision on your application as quickly as possible.**

**If you are applying for an interim licence by using the separate INT(NI)1 form (at Annex
E), please note it can only be considered if your application is complete and all
supporting documents have been received and accepted.**

**You must read the information in these guidance notes when completing the application
form.**

How to use these notes

These notes are in sections in the same way as the application form, to make it easier for you to find the right information. For example Guidance Note 1 refers to Section 1 on the application form and there is a guidance note which corresponds to each question on the application form. The notes describe what you need to tell us and also gives details of any supporting documents that you must send with the form.

Further information

If you have read the guidance notes and are still not sure how to complete any part of this form, please call the Department of the Environment (DOE) contact centre on 0113 202 6147 for advice, **before** you submit your application.

The guidance notes only contain the information necessary for you to complete the form. For general information on goods vehicle operator licensing, including further details as to the obligations every licence holder is expected to meet, you should read the **Guide for Operators (GV(NI)74)** which is available at **web: nidirect.gov.uk**.

It is important that you understand the responsibilities of being a goods vehicle operator before you apply for a licence, as you will be required to meet the obligations immediately if your licence is granted.

Guidance Note 1 – Your contact details

- 1a) Once you have submitted your application, you may be contacted to discuss it or to obtain further information. You must therefore provide us with details of who the contact is for this purpose. The applicant should ensure that the person listed will be contactable during the weeks after your application has been submitted. If further information is required and you cannot be contacted, then your application may be refused.
- 1b) Please give your correspondence address telephone number and email address. The email address will also be used to send other important information. These details will continue to be used to contact you about your licence if your application is successful. You should inform us immediately of any changes to your contact information. You should note that the address cannot be a PO Box or third party address and must be an address in Northern Ireland.

Standard licence applicants please note- There is a requirement that every standard licence holder/applicant must have an establishment in Northern Ireland with premises in which it keeps its core business documents. Examples of these documents include accounting and personnel management documents and data on driving time and rest. This means that the use of PO Box and third party addresses are not permitted.

Guidance Note 2 – Your business

- 2a) Please state your main trade or business in the box provided.
- 2b) Please tick one box only to let us know what type of business you have. This business entity is the applicant and should be the 'user' of the vehicles to be authorised under the licence. You will be considered to be the user of the vehicle if:
- you are the driver and owner of the vehicle;
 - the vehicle is in your lawful possession under an agreement for hire, hire purchase or loan; or
 - the driver is your employee or agent (i.e. you pay them to drive the vehicle for you).

An operator's licence is not transferrable from one business entity to another. For example, if you obtain a licence as a sole trader and then later become a partnership, you would have to apply for a new licence as a partnership.

Guidance Note 3 – Limited company or Limited Liability Partnership (LLP) details

You should only complete Section 3 of the application form if you are a limited company or LLP.

- 3a) You must provide details of the company or LLP applying for the licence. You must ensure that these details are the same as those on the Companies House register.
Trading name: A trading name **must** be provided if the limited company trades under a different name from that incorporated with Companies House but the trading name **cannot** be another limited company.
- 3b) Include details of all company directors if a limited company, or members if an LLP. If there is not enough space to list all the directors/partners on the form you must provide the details requested on a separate sheet, clearly marked with the question number. Where it is an LLP, provide the details of the managing board and attach a full list of members.

3c) As a limited company you may have a “subsidiary”.

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.

Guidance Note 4 – Sole trader details

You should only complete Section 4 of the application form if you are a sole trader.

- 4a)** Please include your full details as requested.
- 4b)** You do not need to specify a trading name, but if you have one you should provide details here.

Guidance Note 5 – Partnership details

You should only complete Section 5 of the application form if your business is a partnership. Please note that this section is not to be completed by LLPs – please refer to Guidance Note 3 if you are a Limited Liability Partnership.

- 5a)** Please give details of all partners. If there is not enough space to list all the partners on the form you must provide the details requested on a separate sheet, clearly marked with the question number.

Note: In a partnership, each partner is jointly (together) and severally (individually) liable for the acts of the partnership. Compliance with an operator’s licence is therefore the responsibility of all the partners and you must ensure that you provide details of **every** partner of the business.

- 5b) You do not need to specify a trading name, but if you have one you should provide the details here.

Guidance Note 6 – Other organisation details

You should only complete Section 6 of the application form if you are an organisation which is not a sole trader, partnership, LLP or limited company.

- 6a) Please give the details of the official name of your organisation and state what type of organisation it is.
- 6b) Please give details of the persons responsible for your organisation. This is the person or group of people with the controlling influence over the organisation, for example the board of directors, board of trustees, governing body or persons or the chief executive.

If there is not enough space to list all the persons responsible for your organisation on the form you must provide the details requested on a separate sheet, clearly marked with the question number.

Guidance Note 7 – Type of licence

- 7a) You must specify which type of licence you require*. You must ensure that you only tick one box. The three types of operator licence are as follows:

Standard National

A Standard National licence is required if you carry other people's goods for hire or reward within the United Kingdom only. This type of licence is required even if you only carry goods for other people occasionally. It also entitles you to carry your own goods.

Note: although the statutory provisions of operator licensing apply only to Northern Ireland, Great Britain falls within the scope of national licence journeys, whereas the Irish Republic does not.

Standard International

A Standard International licence is required if you carry other people's goods for hire or reward within the United Kingdom and abroad. It also entitles you to carry your own goods.

Restricted

If you only want to carry your own goods in connection with your trade or business then you need a restricted licence. **You must not carry goods for other people for hire or reward if you have a restricted licence.**

*Whilst regulation 3 of the Goods Vehicles (Qualifications of Operators) Regulations (Northern Ireland) 2012 makes clear that a standard licence granted under the Goods Vehicles (Licensing of Operators) Act 2010 constitutes an authorisation to pursue the occupation of road haulage operator (as applicable) for the purposes of EU Regulation 1071/2009, references to national and international standard licences are included above for transitional purposes.

Guidance Note 8 – Standard licence applicants – professional competence

Section 8 of the application form only applies if you are applying for a standard national or standard international licence.

You must employ one or more people who will act as the transport manager(s) on your licence. They are responsible for the continuous and effective control of the management of the transport operations of the business.

Qualifications

Your transport manager(s) must hold one of the following:

- A certificate of professional competence (CPC) in Road Haulage Operations
- An 'Acquired Rights' certificate (which replaced Grandfather Rights) issued by the Department of the Environment after 26th September 2011.
- A qualification recognised as equivalent to the CPC such as membership by examination of a body recognised by the Department for Transport.

You must provide the **original** certificate(s) of qualification, for each transport manager you wish to specify on your licence, with your application.

Form TM(NI)1

You must complete form **TM(NI)1** (at **Annex F**) for each transport manager you intend to specify on your licence. The Guidance Notes **TM(NI)1G** (at **Annex G**) will help you to complete the form and provide further information about the role of the transport manager.

- 8a)** You must confirm, by ticking the box, that for each person you wish to be named as a transport manager on your licence, even if you are a sole trader who is also the transport manager, or you are one of the named partners or directors on the application, you have:
- completed form **TM(NI)1**
 - provided original proof of qualification(s)

Guidance Note 9 – Total vehicle and trailer authorisation required on this licence

- 9a)** Enter the **total** number of vehicles and trailers you want to be authorised under your operator's licence. This can be more than the number you plan to operate straight away if you would like a margin for future expansion.
- 9b)** You will need special permits, referred to as Community Licences, if you plan to carry out hire or reward operations to, from and through other European Community countries. A copy must be carried in each vehicle.

You will be issued with these permits if you are granted a Standard International Licence. At question 9b give the number of authorised vehicles you plan to use for international operations. *For more information on Community Licences see the **GV(NI)74 Guide for Operators**.*

Guidance Note 10 – Operating Centre details

When choosing an operating centre you should make sure that there is sufficient space to park all your vehicles when they are not in use, even if all vehicles will not be in the operating centre at the same time. You should also make sure that you can enter and exit the site safely and that visibility is clear in each direction.

In addition to your application for an operator's licence, you should check that your proposed operating centre meets the requirements of planning law. **If you are unsure, contact DOE Planning Service.** Authorisation to use an operating centre under an operator's licence does not convey any approval under planning law and using the operating centre without the correct planning approval may lead to enforcement action by Planning Service.

- 10a)** Please give the address at which you will be parking the vehicles and trailers. It is essential that you use the full and accurate address of any operating centre which must include a postcode and should also include a unit number if one exists.
- 10b)** Please give the **total** number of vehicles which you wish to keep at your proposed operating centre(s). If you are applying for a margin for future expansion please ensure that you include this within the total.
- 10c)** Please give the **total** number of trailers which you wish to keep at your proposed operating centre(s). If you are applying for a margin for future expansion please ensure that you include this within the total.
- 10d)** Please give the total number of off-street parking spaces available to you for parking your vehicles and trailers at your proposed operating centre(s). Please note that if you are applying for one vehicle and one trailer, it is expected that at least 2 parking spaces are available.
- 10e)** Please tick a box to confirm whether you either own, lease or rent the premises at which you wish to keep vehicles/trailers.
- 10f)** You must have permission from the owner of the premises at which you wish to park if you do not own the site.
- 10g)** **Please read this note carefully in full. Your application will be refused if you do not meet the advertising requirement and your application fee will not be refunded.**

You must advertise your application at your own expense in one or more local newspapers circulating in the locality of the operating centre(s) listed in the application. It is important that your advert(s) appear:

- with the correct wording,
- within a suitable newspaper, and
- within the correct time period.

The DOE will refuse your application if you have not advertised it correctly.

What wording should I put in my advertisement?

Annex A of the application contains a sample advertisement and a template for you to complete and give to the newspaper. You should not add or remove any of the wording in the template except where stated in the instructions at Annex A. It is important that the

details you put in your advertisement are the same as the details provided in your application.

How do I choose a suitable newspaper?

Select a local newspaper circulating in the vicinity of the operating centre. "Free sheet" newspapers that only carry advertisements are not acceptable. If you use such a publication your application will be refused and you will have to re-advertise at further expense to yourself.

When does my advert need to appear in the paper?

Notice of your application must appear in a local newspaper during the period beginning 21 days before the DOE receives your application and ending 21 days after the receipt of your application. For example, if your application is received on the 1 June, your advert must have been in a local paper between 11 May and 22 June.

It is strongly advised that you place your advert so that it appears in a local newspaper within the 21 days **before** you submit your application. This will give you time to re-advertise your notice if the original advertisement is wrong.

What if I am applying for more than one operating centre?

If you are applying to use more than one operating centre, you must take extra care when placing your advertisements. If the proposed operating centres are in different locations, covered by different local newspapers, you must place a separate advertisement for each one. Each advertisement must meet the criteria stated above.

If the operating centres are in locations that are all covered by the same local newspaper, one advertisement will be sufficient, but it must include each operating centre's address and the total number of vehicles and trailers to be kept at each site.

How do I prove I have met the advertising requirement?

You select a local newspaper in which other public notices regularly appear, such as notice of planning applications and place the advertisement.

You must submit the whole page of the newspaper(s) containing your advert(s) to the DOE. You should ensure that the page with your advert also contains the full name and date of the newspaper.

It is in your interest to send the newspaper page(s) with your application form. If this is not possible, you must submit such pages separately to: the Department of the Environment, Central Licensing Office as soon as possible after the date of publication. If you have been given a reference number you must quote it.

Are there any exemptions to placing an advertisement?

The majority of applicants are required to publish notice of their application in a local newspaper. However, in limited circumstances, you **may** be exempt if you are taking over an operating centre from the holder of a valid operator's licence. **This process (known as "schedule 1") is subject to strict limitations** including:

- There must be no increase to the existing number of vehicle/trailer authorisations at the operating centre
- The existing licence holder must be giving up the premises before the DOE grants your application
- The operating centre should not be shared with any other operators

If you think that this may apply to you, call contact NI Direct on 0300 200 7831 **before**

submitting your application.

If Schedule 1 does apply to you then form **GV(NI)72** (Transfer of Operating Centres) is also required which the contact centre will provide.

Guidance Note 11 – Vehicle details

The vehicle details provided here will be listed (specified) on your operator's licence if the DOE grants your application. **Only vehicles registered in the United Kingdom (UK) can be specified on your operator licence.**

Restricted licence applicants:

If you intend to operate hired vehicles for short periods only you do not have to give vehicle details. However if the hire contract should extend beyond one month, the vehicle must be specified on your operator's licence.

Standard licence applicants:

Since 4 December 2011 standard licence applicants must be able to prove they have a formal arrangement for access at all times to at least one vehicle registered or in circulation in the UK.

This could be by specifying a vehicle for use under an O-licence or by demonstrating on request that the licence holder has a vehicle available – so vehicles may be either wholly owned or held under a hire-purchase, hire/leasing arrangement or other type of formal arrangement.

- 11a)** If you know the details of the vehicles you wish to operate, you must provide them now, otherwise you should tick the box to confirm that you are not submitting vehicle details at this time.

Please provide all information requested in the table for each vehicle and print the information clearly so that the correct details are printed on the vehicle identity discs.

Gross plated weight

This is the total permitted weight of a loaded vehicle and can be found on the manufacturer's plate, usually inside the cab of a motor vehicle or on the nearside headboard of a trailer.

Body type

Choose the body type from the following list:

1. flat sided or skeletal
2. box body, or van, or curtain side
3. tanker
4. other type (such as, cement mixer, livestock carrier)

If a tipper, put a T after the number. If refrigerated, put an R after the number. If articulated, put an A after the number.

If a vehicle falls into more than one class, give each letter that is relevant (eg. an articulated, refrigerated box body is 2AR).

Guidance Note 12 – Safety inspections

You must satisfy the DOE that you will keep your vehicles and trailers in a fit and serviceable condition. It is your responsibility as operator to ensure that you meet this requirement at all times. You must ensure that daily walk round checks are carried out, as well as regular safety inspections, and ensure that any necessary maintenance work is carried out as soon as you become aware of a problem.

You may carry out the safety inspections and maintenance work yourself if you employ someone who is suitably qualified and you have adequate facilities available, or you may contract this work out to a third party. If you contract the work out you should have a formal contract in place with them and you must provide a copy of this contract with your application.

A sample maintenance contract is provided in your application pack at Annex D.

The Guide to Maintaining Roadworthiness, available from **nidirect.gov.uk**, explains the responsibilities and systems involved in maintaining vehicles in a roadworthy condition, and gives information setting out the specific standards for inspections, checks and the monitoring of maintenance arrangements. You are strongly advised to read this document.

You may also seek advice from trade associations such as the Road Haulage Association and Freight Transport Association, or from DVA examiners. Details on how to contact them can be obtained by calling NI Direct on **0300 200 7831**.

- 12a)** You should enter the maximum number of weeks between safety inspections for vehicles and trailers. This should not exceed 13 weeks. You may choose to have safety inspections for some vehicles more often than others but you must not exceed the maximum number of weeks stated for any vehicle. For example if you have some vehicles inspected at 6 weeks and some at 8 weeks, put down 8 weeks.

Guidance on the length of time between safety inspections is available in **Annex 4 of The Guide to Maintaining Roadworthiness**.

- 12b)** You should give details of who will carry out the safety inspections on the vehicles and trailers you intend to operate and where this will take place. If this will be carried out by more than one garage please provide details on a separate sheet.
- 12c)** You must ensure that you are aware of the standards for maintenance and have put suitable maintenance arrangements in place, whether you will be inspecting and maintaining your own vehicles or contracting the work out.

If you are granted a licence a Driver and Vehicle Agency vehicle examiner may visit you to check your maintenance arrangements and vehicles. You will also be required to present your vehicles for annual vehicle testing. If the vehicles are not in a fit and serviceable condition then regulatory action may be taken by the Department.

If a third party will be carrying out either the safety inspections on your vehicles, or any maintenance work required, or both, you must put a contract in place, using the sample contract from your application pack as a guide. This should be signed by both yourself and the contractor. You **must** provide a copy of the contract with your application. If you will be contracting this work out to more than one person or company then you must provide a maintenance contract for each one.

Guidance Note 13 – Financial evidence

- 13a)** The Department 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.

The financial standing requirement for operators is a continuing and mandatory requirement that must be kept up to date. Existing operators will be liable to demonstrate the increased pound sterling rate whenever their licences are considered by or on behalf of the Department, either at the five year review stage or where the Department considers an operator's licence for any other reason.

The Department will assess the evidence you send in against the current financial levels, which change on an annual basis based on the rate of exchange for the Euro as at 1 October each year and shall have effect from 1 January of the following calendar year. Details of the current financial levels can be found at Annex B of the application. **You should ensure that you have sufficient financial evidence to show that you meet the current levels for the type of licence and number of vehicles you are applying to operate.** If you are applying for a margin for future expansion, you must ensure that you can show access to sufficient funds for all the vehicles you are applying for, not just the ones you wish to operate straight away.

All applicants must provide financial evidence so the DOE 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 DOE 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.

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

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 three-month 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 DOE is entitled to ask why there is no other evidence of banking facilities available.

If the applicant has a new business and thus does not have statements for 28 days, an opening balance meeting the requirement may be accepted, with an explanation regarding the source of funds but it may be the subject of a requirement to submit further financial evidence within a specified period after the date of grant (likely to be 6 to 12 months) to provide the operator with an opportunity to then supply three months of evidence.

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, however, might seek to use 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 Department 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 the DOE 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 Department to seek a further check of finances either by way of a condition upon grant or an undertaking.

It is open to the Department 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 DOE might ask for further enquiries to be made. Applicants and operators are 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 DOE 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.

- 13b)** The DOE requires details about any insolvency history of applicants for an operator's licence. Previous insolvency history may affect an applicant's fitness or repute. The Department will consider each case on merit and it is vital that you declare all previous insolvency history.

Please tick either 'yes' or 'no' in answer to **all** five parts of Question 13b.

If you tick 'yes' in answer to **any** of the questions then you must provide full details, on a separate piece of paper. This should include the circumstances leading to the insolvency proceedings, the people, dates and any courts involved, details of any operator's licence affected by such action (including the licence number, licence holder, people involved and so on), plus any other information you think may be relevant.

You must also supply further information if you ticked yes to the relevant part of Question 13b as follows:

- 13b)i.** You should provide a copy any certificate of discharge from bankruptcy.
 - 13b)ii.** You should provide a copy of the Liquidator's report. If this is not yet available please provide a copy of the report to the creditors, and state when the full Liquidator's report is likely to be available.
 - 13b)iii.** You should provide a copy of the Receiver's report. If this is not yet available please provide a copy of the report to the creditors, and state when the full Receiver's report is likely to be available.
 - 13b)iv.** You should provide a copy of the Administrator's report. If this is not yet available please provide a copy of the report to the creditors, and state when the full Administrator's report is likely to be available.
 - 13b)v.** You should provide a copy of the disqualification orders.
- 13c)** You must inform the DOE immediately as soon as you become aware of any new insolvency proceedings that involve anyone named on the application, which take place between sending in your application and being notified of any decision on your application. This includes any of the following: bankruptcy, liquidation, receivership, administration or disqualification from being a director.

You should inform the DOE as soon as you become aware that financial difficulties may lead to insolvency proceedings, and should not wait until the procedures are already underway.

If you fail to inform the DOE of any such proceedings then you risk having your application refused and/or any operator's licences on which the relevant person(s) are specified may be subject to regulatory action.

Guidance Note 14 – Previous licence history

The answers you give in this section will be checked against records. If you are unsure, please include the detail and if it is not required it will be noted before your application is determined by the Department.

- 14a)** Please answer the question 'Yes' or 'No' and provide details if you have answered 'Yes'.

- 14b)** Please answer the question ‘Yes’ or ‘No’ and provide details if you have answered ‘Yes’.
- 14c)** Please answer the question ‘Yes’ or ‘No’ and provide details if you have answered ‘Yes’. The question applies whether you have had an application for an operator’s licence refused by the DOE or by any other EU licensing authority.
- 14d)** Please answer the question ‘Yes’ or ‘No’ and provide details if you have answered ‘Yes’. The question applies whether you have had an operator’s licence revoked, suspended or curtailed by the DOE or by any other EU licensing authority.
- 14e)** Please answer the question ‘Yes’ or ‘No’ and provide details if you have answered ‘Yes’.
- 14f)** Please answer the question ‘Yes’ or ‘No’ and provide details if you have answered ‘Yes’.
- 14g)** Please answer the question ‘Yes’ or ‘No’ and provide details if you have answered ‘Yes’.

If you have purchased the assets or shareholding of a company, but you are not sure whether they hold a licence, you may carry out an operator search by visiting nidirect.gov.uk, or you can call 02890 023275.

Guidance Note 15 – Convictions and Penalties

- 15** You must declare all penalties and unspent convictions on the application form including any offences outside the UK.

You are reminded that it is a criminal offence to make a false declaration on the application.

You should provide full details of the background circumstances of any convictions or penalties declared on a separate piece of paper.

Failure to provide information that may influence a decision to grant your licence could subsequently lead to regulatory action.

Spent convictions

You do not have to declare convictions which are “spent” under the Rehabilitation of Offenders (Northern Ireland) Order 1978. The table below shows the rehabilitation period, at the end of which convictions will become spent. The rehabilitation period depends on the sentence for the original offence and runs from the date of conviction.

A sentence of imprisonment for life or a sentence of imprisonment, detention in a YOI, a sentence of preventative detention or a sentence of detention during Her Majesty’s pleasure for terms exceeding 30 months are excluded from rehabilitation. Otherwise:

Rehabilitation periods (subject to reduction by half for persons under 18).

Sentence	Rehabilitation period
A sentence of imprisonment or corrective training for a term exceeding six months but not exceeding thirty months.	Ten years

A sentence of cashiering, discharge with ignominy or dismissal with disgrace from Her Majesty's service.	Ten years
A sentence of imprisonment for a term not exceeding six months.	Seven years
A sentence of dismissal from Her Majesty's service.	Seven years
Any sentence of detention in respect of a conviction in service disciplinary proceedings.	Five years
A fine or any other sentence subject to rehabilitation under this Order, not being a sentence to which Table B or any of paragraphs (3) to (8) applies.	Five years

Rehabilitation periods for certain sentences confined to young offenders.

Sentence	Rehabilitation period
A sentence of Borstal training.	Seven years
A custodial order under Schedule 5A to the Army Act 1955 or the Air Force Act 1955 or under Schedule 4A to the Naval Discipline Act 1957 where the maximum period of detention specified in the order is more than six months.	Seven years
A custodial order under section 71AA of the Army Act 1955 or the Air Force Act 1955, or under section 43AA of the Naval Discipline Act 1957, where the maximum period of detention specified in the order is more than six months.	Seven years
A sentence of detention for a term exceeding six months but not exceeding thirty months passed under http://www.legislation.gov.uk/nisi/1978/1908/article/6-commentary-c1685864#commentary-c1685864 Article 45 of the Criminal Justice (Children) (Northern Ireland) Order 1998.	Five years
A sentence of detention for a term not exceeding six months passed under that Article 45.	Three years
A custodial order under any of the Schedules to the said Acts of 1955 and 1957, where the maximum period of detention specified in the order is six months or less.	Three years
A custodial order under section 71AA of the said Acts of 1955, or section 43AA of the said Act of 1957, where the maximum period of detention specified in the order is six months or less.	Three years

A later conviction may affect the rehabilitation period for an earlier conviction if it happens before the first period has run out.

If you are not sure whether your convictions are “spent”, you should declare it and the DOE will then consider each case on its merits.

You must inform the Department immediately of any penalties and convictions that occur between the date of you applying for a licence and a decision being made on your application. The Department will decide whether these are relevant to your application

Guidance Note 16 – Undertakings and declaration

Please read the undertakings carefully and ensure that you fully understand the obligations you are making before signing the declaration. By signing the application you are accepting the undertakings and you are responsible for ensuring that you comply with them at all times.

The application must be signed by the person who will be the licensed operator.

- If you are applying as a sole trader, then you must sign the form yourself.
- If you are applying as a partnership it may be signed by all partners named in your answer to question 5a) or by one partner with the authority of the others.
- If you are applying as a limited company or LLP it must be signed by one or more of the partners/directors named in your answer to question 3b).
- If you are applying as any other organisation, it must be signed by one or more of the people named in your answer to question 6b).

Guidance Note 17 – Payment details

You must pay the application fee in full by credit/debit card or by cheque/postal order. Details of the amount payable can be found at nidirect.gov.uk or at **Annex C** (Scale of Fees) of the application.

The application fee is non-refundable. You will not get the money back if you withdraw your application or it is refused.

If your application is granted, then there is an additional fee payable for the issue of the licence. This covers your operator's licence for a five year period. The licence fee is also non-refundable.

17a) If you are paying by cheque or postal order, you must enclose this with your application.

If you are paying by credit or debit card, you must give all details required. The card details will be used to pay for the application fee only. They will be destroyed once they have been used to pay the fee.

If you are sending your credit/debit card details by post you should consider using a secure method.

Guidance Note 18 – Checklist

The DOE will only consider **complete** applications.

Throughout the application form and guidance notes you have been advised if supplementary evidence is required to support a particular section. Please use the checklist provided to help ensure that you have included everything required.

Your application must contain the correct documentary evidence. If it does not then it cannot be considered by the DOE. **Failure to supply the correct evidence will result**

in a delay in the processing of your application and may also result in your application being refused.

I have submitted my application - what happens next?

The Department aims to process your application as soon as possible. The information provided will be checked and details of your application will be put forward for publication in “Applications and Decisions” which is sent to organisations including Local Councils, Police and Trade Associations who have a statutory right to object to the grant of your application. Internal checks will also be carried out and further information may be requested from other parties.

Once your application has been processed, a letter will be sent to you at the correspondence address provided advising you of your reference number. If the application is incomplete or there is any further information required by the DOE you will be advised of this.

The Department aims to ensure that it is in a position to make a decision on 85% of unopposed applications (and those not requiring a public inquiry) within 9 weeks of the date of receipt of the application and the required fee. If your application is opposed or if the DOE requires a Public Inquiry to determine the application then your application is likely to take longer.

You must not operate goods vehicles until a licence has been issued to you.

If you need to start operating urgently you can apply to the DOE for an interim licence. You must give full reasons why you want to operate urgently and these should be stated on the separate (Interim Licence application) **INT(NI)1** form (at **Annex E**). Any application for an interim licence will not be considered unless a complete application has been received for a full licence. Interim licences are granted at the discretion of the DOE and are not guaranteed. If you are granted an interim licence there is no guarantee that a full licence will be issued and you should not make any long term commitments.

If your application is opposed you will be given further advice by this office and you will be asked for supplementary information.



Department of the
Environment

www.doeni.gov.uk

Transport Regulation Unit

GV(NI)79: Advertisement

Contact: NI Direct - 0300 200 7831

web: nidirect.gov.uk

It is your responsibility to advertise your application for an 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 delay of having to re-advertise, or your application may be refused. Please read the following advice carefully and call the **NI Direct on 0300 200 7831** if you have any queries.

- Overleaf is a form that you can use for your advertisement(s)
- If the same newspaper circulates in the locality of all operating centres on your application you can include them in the same advertisement. However, if one or more of the operating centres are not covered by that newspaper then you will need to place additional advertisements.
- If you have to include details of more than two operating centres on one advertisement you may need to write out your advertisement on a fresh piece of paper.
- 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 nidirect.gov.uk if you need it.
- Examples of completed advertisements are shown below.
- You must send the whole page including the full title and date of the newspaper, which contains your advertisement to the Department. Photocopies are not acceptable. If you wish to send your application form to the Department 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 Department.** 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.

Example 1

GOODS VEHICLE OPERATOR'S LICENCE	
GM WALTON	
TRADING AS	GMW Transport Services
OF	44 Grey Road
	Moneyreagh
	BT23 6CL
Is applying for a licence to use	Castle Lane
	Moneyreagh
	BT34 9BC
As an operating centre for	8 goods vehicles
	10 trailers
And to use	59 Burren Cove
	Warrenpoint
	BT34 9BC
As an operating centre for	5 goods vehicles
	10 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 DOE, at DOE Central Licensing Office, PO BOX 180, Leeds LS9 1BU stating their reasons, within 21 days of this notice. Representatives 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 www.doeni.gov.uk/tru

Examples of completed advertisement templates.

Please note in Example 2 certain sections have been crossed through / deleted because they do not apply – this applicant has no trading name and is only including one operating centre in this advertisement. However, the wording at the end of the advertisement must always be included without any changes.

Example 2

GOODS VEHICLE OPERATOR'S LICENCE	
GM WALTON	
TRADING AS	
OF	44 Grey Road
	Moneyreagh
	BT23 6CL
Is applying for a licence to use	Castle Lane
	Moneyreagh
	BT34 9BC
As an operating centre for	8 goods vehicles
	10 trailers
And to use	
As an operating centre for	goods vehicles
	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 DOE, at DOE Central Licensing Office, PO BOX 180, Leeds LS9 1BU stating their reasons, within 21 days of this notice. Representatives 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 www.doeni.gov.uk/tru

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 DOE, 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 **nidirect.gov.uk**



Department of the
Environment

www.doeni.gov.uk

Transport Regulation Unit

GV(NI)79: Financial Levels

Contact: NI Direct - 0300 200 7831
web: nidirect.gov.uk

The Department must be satisfied that you have sufficient financial resources to maintain your vehicles properly and, in the case of applicants for a standard licence, to run your business. This is a continuing requirement and the Department may check at any time to ensure that the requirements are being met. Advice on what evidence you must provide to show this is given in **Guidance Note 13** of the **GV(NI)79G** Guidance Notes.

From 1 January 2012 rates for financial standing will be calculated on an annual basis, rather than every five years to ensure that it keeps pace with the exchange rate. It will be for operators to ensure that they continue to meet the revised rate and demonstrate this when either new applications are made or when requested to do so by the Department, for example at five year continuation intervals.

The Department will measure the evidence against the current financial levels required for a licence. These are:

(With effect from 1 January 2016)	Minimum financial level requirement
Standard National and Standard International Licences	
a. First Vehicle	£6,650
b. Each additional vehicle	£3,700
Restricted Licences	
a. First vehicle	£3,100
b. Each additional vehicle	£1,700

Example:

A Standard International application for two vehicles.

One vehicle at £6,650 and additional vehicle at £3,700 = £10,350 minimum financial requirement.



Department of the
Environment

www.doeni.gov.uk

Transport Regulation Unit

GV(NI)79: Scale of Fees

Contact: NI Direct - 0300 200 7831
web: nidirect.gov.uk

Goods Vehicle Operator Licensing Scale of Fees from 1 July 2012

Application fee for a licence (GV(NI)79) or for a (publishable) variation (GV(NI)81)	£254
Fee payable for the issue of a licence	£449
Fee payable for the continuation of an existing licence	£449
Fee payable for the issue of an interim licence or direction	£68

All fees are non-refundable

PAYMENT OPTIONS

Fees can be paid by credit/debit card or cheque/postal order.

Please note that, for administrative purposes, payments are made into a central fund and cheques and postal orders should be **made payable to “Driver and Vehicle Standards Agency”** and sent to the address below:

Department of the Environment
Central Licensing Office
PO Box 180
Leeds
LS9 1BU

Please do not send cash

You can pay operator licence fees for issued licences online.

HOW TO REGISTER AS A SELF SERVICE USER

Visit the website www.doeni.gov.uk/tru, and then select “**Vehicle operator licensing self-service**” from the right hand side followed by “**Start using the self-service system**”. Select “**Register**” on the next screen and follow the on-screen instructions. You must ensure that you remember your “memorable word” as, without this, you will be unable to log on to conduct any subsequent on-line processing.

Your user ID will be e-mailed to you immediately, with your security password posted to you separately.

Having successfully registered, as well as paying your licence related fees on-line, you will also be able to conduct a range of other self-service processes on your licence, including vehicle changes. Using this facility will speed up the processing of these transactions, ensuring that any resulting licence documentation (such as vehicle identity discs) reach you far earlier than if you conduct them by post and the service is usually available 24 hours a day, 7 days a week.



Agreement between the operator and a garage or agent for safety inspections and / or repair of vehicles and trailers subject to operator licensing

The Agreement is made the day of 20 between

- a. ('the operator'), whose address / registered office is:

 of the one part, and
- b. ('the contractor'), whose address / registered office is:

 Contact Number: of the other part.

1. **The contractor agrees** that he / it will, in relation to every vehicle mentioned in the Schedule below, on every occasion when that vehicle is submitted by the operator as mentioned in Article 2 below on or after the date of this Agreement -
- a. inspect all the items specified in the maintenance record in the form for the time being approved by the DOE which relate to the vehicle;
 - b. if the operator so consents, carry out such renewals and repairs as may be necessary to ensure that the vehicle and every part of it specified in that maintenance record is in good working order and complies with every statutory requirement applying to it; and
 - c. complete that maintenance record to show -
 - (i) which items were in good working order and complied with the relevant statutory requirements when the vehicle was submitted;
 - (ii) which (if any) items were not in good working order or failed to comply with those requirements when the vehicle was submitted but have been replaced or repaired so that those requirements are satisfied; and
 - (iii) which (if any) items were not in good working order or failed to comply with those requirements when the vehicle was submitted and which have not been so replaced or repaired.
 - d. provide the operator with a copy of every completed maintenance record.
2. **The operator agrees** that he / it will -
- a. submit to the contractor each vehicle mentioned in the Schedule below in order that the contractor may, as regards that vehicle, comply with the provisions of Article 1 above -
 - (i) within weeks of the Agreement, and, thereafter;
 - (ii) within weeks of the date of the last safety inspection.
 - b. pay to the contractor such reasonable charges as the contractor may make pursuant to his / its obligations under Article 1 above; and
 - c. retain, and make available for inspection by an officer mentioned in Section 58 of the Goods Vehicles (Licensing of Operators) Act (Northern Ireland) 2010 every maintenance record mentioned in Article 1 above
 - d. for a period of at least 15 months commencing with the date of its issue.
3. **This Agreement** may be ended by either party giving the other intention to months written notice of his / its end it.

As witness (etc)
Signature(s), or seal, of operator

Signature(s), or seal, of contractor

Please ensure that the form is FULLY completed at sections (a) (b), 2 (i) (ii) and 3.
Please also ensure that it is signed by BOTH parties and the date is noted at the head of the form.



GV(NI)79 : Interim Licence Application Form

Contact: NI Direct - 0300 200 7831

INT(NI)1: Application for an Interim Licence or Interim Direction

About this form

Should you need to start operating urgently, you may apply to the Department of the Environment (DOE) for an interim licence, or if you are applying to vary your existing licence you can apply for an interim direction using this form.

You should not use this form until you have submitted your application first.

If you are granted an interim licence or direction and you pay any required fee, you will be able to operate whilst you are waiting for a decision on your application.

A REQUEST FOR AN INTERIM LICENCE WILL ONLY BE CONSIDERED IF YOUR APPLICATION IS COMPLETE AND ALL SUPPORTING DOCUMENTS HAVE BEEN RECEIVED AND ACCEPTED.

You must not assume that you will be granted an interim licence. Each request is considered on its own merits and it is at the discretion of the DOE.

What to do next

Send your completed form, along with the necessary supporting documents and application fee to the Department of the Environment, Central Licensing Office, PO Box 180, Leeds, LS1 9BU.

Data Protection

The personal information you provide on this form will be used for the purposes of the DOE'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 DOE.

Please provide the name of the applicant for a licence below.

If you have already been provided with a reference number for your application, please provide this here. If you are applying to vary your licence enter the licence number.

An interim licence will only be considered after you have submitted a complete application for a full licence. Please tick to confirm that you have submitted a complete application.

☐

Provide full details of the reasons you want to start operating urgently and the date you wish to start below.

Continue on a separate sheet if necessary.

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