



Department for

Infrastructure

An Roinn

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Depairtment fur

Infrastructure

www.infrastructure-ni.gov.uk

New Application Advertisement Goods Vehicle Operator Licensing

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. Please see Annex 1 of the Department's Practice Guidance document 4 at: infrastructure-ni.gov.uk/articles/goods-vehicle-licensing-practice-guidance-documents for a list of acceptable newspapers.

- On page three there is a form that you can use for your advertisement(s) and on page two there is an example advert
- 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 infrastructure-ni.gov.uk/publications/goods-vehicle-operators-licence-advertisements if you need it.
- Examples of completed advertisements are shown below.
- You must upload to your online account an image of the whole page of the newspaper containing your advertisement and showing the full name and date of the newspaper. Photocopies are not acceptable. If you wish to submit your online application to the Department before you upload your advertisement you must upload the whole page containing the advertisement as soon as possible thereafter.
- **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.

Examples of completed advertisement templates

Example 1

Goods Vehicle Operator's Licence

GM Walton

Trading as GMW Transport

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 vehicle
and 18 trailers

and to use

59 Burren Cove

Warrenpoint

BT349BC

as an operating centre for 5 goods vehicles
and 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 DfI Central Licensing Office, Quarry House, Quarry Hill, Leeds, LS2 7UE, 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/

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 vehicle
and 18 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 Central Licensing Office, Quarry House, Quarry Hill, Leeds, LS2 7UE, 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/

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.

Important information:

All adverts must also contain the heading 'Goods Vehicle Operator's Licence'.

The name of the applicant will depend on the entity. Where it asks for 'Your name (name of operator)', the following applies:

Sole trader: the full name of the applicant, initials are not acceptable

Partnership: the full names of all partners, initials are not acceptable

Company/LLP: the full name of the company/LLP as recorded at Companies House. Director names are not required

Public bodies: the full name of the authority/body

Advertisement

Your name (name of operator) ►

Your trading name (if any) ►

Your full correspondence address including postcode (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 Central Licensing Office, Quarry House, Quarry Hill, Leeds, LS2 7UE, 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/