

GV79E: Application for licence

Supplementary Environmental Information

About this form

You should complete this form where supplementary information is requested to enable the traffic commissioner to determine your application.

It is important that the information you give is accurate as the traffic commissioner will use it to decide if conditions should be attached to your licence.

What to do next

Send your completed form, along with any supporting documents to the traffic commissioner at: Office of the Traffic Commissioner, The Central Licensing Office, Hillcrest House, 386 Harehills Lane, Leeds, LS9 6NF

Data Protection

The personal information you provide on this form will be used for the purposes of a traffic commissioner's statutory functions. This may include sharing the information you provide with other traffic commissioners, 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 Office of the Traffic Commissioner.

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

Your contact details

1) Name

2) Trading Name (if any)

3) Licence Number (if known)

4) Address (please give the address at which you can be contacted for business purposes)

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

5) Contact telephone numbers

Business:	Fax:
Home:	Mobile:

6) E-mail address

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7) Address of operating centre

Postcode:

For the above operating centre, please give the following information.

Vehicles to be normally kept at this operating centre

8) Please give details below of each vehicle that will or are intended to be normally kept at this operating centre. (Continue on a separate sheet if necessary)

Registration Number	Gross plated weight	Body type (see note 9a)	Registration Number	Gross plated weight	Body type (see note 9a)

9) Please confirm the total number and body type for any trailers normally kept at this operating centre.

Total	Body type	Total	Body type	Total	Body type	Total	Body type

9a) Body type number: 1. Flat sided or skeletal 2. Box body or van 3. Tanker
4. Other type (e.g. cement mixer, livestock carrier)

If a tipper, put a T after the number. If refrigerated, put an R after the number. If articulated, indicate the most commonly used trailer and put an A after the number.
If a vehicle falls into more than one class, give each letter that is relevant (e.g. an articulated, refrigerated box body is 2AR).

Parking for authorised vehicles

Please enclose a plan showing the parking arrangements for the authorised vehicles and trailers (if any) at this operating centre (See section 19)

10) Will any of the authorised vehicles and/or trailers be parked elsewhere within the vicinity of the authorised operating centre?

Yes No

► **If YES now go to Section 10a**

10a) Please record the details of vehicles and/or trailers to be parked elsewhere (the traffic commissioner may regard these places as operating centres).

Address (including postcode) or road name	Number of vehicles and trailers	Frequency of use

11) If the premises are not your own i.e. are leased or rented, please supply written confirmation that you have permission from the site owner to use the premises to park the number of vehicles and trailers you have stated.

For example:

I hereby give authority for ... (insert operating centre address)... to be used by... (Insert operator name)... as an operating centre for ...(insert number)... goods vehicles and ...(insert number)... trailers.

Operating times of authorised vehicles

Please note that the traffic commissioner may use these details to specify hours of operation.

*Please delete am/pm below as appropriate.

12) Between which hours will authorised vehicles normally arrive at and leave the operating centre?

From	am/pm*	To	am/pm*
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13) Will authorised vehicles normally use the operating centre

On Saturdays? Yes No On Sundays? Yes No

On Bank Holidays? Yes No

14) If Yes, between which hours will authorised vehicles normally arrive and leave on these days?

On Saturdays

From	am/pm*	To	am/pm*
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On Sundays

From	am/pm*	To	am/pm*
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On Bank Holidays

From	am/pm*	To	am/pm*
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15) Will maintenance work be carried out at the operating centre? Yes No

16) If Yes, between which hours will this work normally be done?

From	am/pm*	To	am/pm*
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17) Will any of this work be done

On Saturdays? Yes No On Sundays? Yes No

18) If Yes, between which hours will this weekend work be done?

On Saturdays

From	am/pm*	To	am/pm*
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On Sunday

From	am/pm*	To	am/pm*
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18) Are there any covered buildings at the operating centre, in which this work is carried out? Yes No

19) Plan of the operating centre

Please enclose a copy of any existing plan of the operating centre and its surrounds.

The plan should show:

- Exit and entry points

- Main building
- Surrounding roads with names
- Normal parking area for authorised goods vehicles and trailers
- Areas occupied by other operators (if appropriate)

Please indicate the scale if possible. A convenient scale in most cases is 1:500, which is 1cm to 5m. For large operating centres a smaller metric scale may be more convenient.

In the case of a site not previously being used as an operating centre, please give any information about any application for planning permission, any 'Certificate of Lawful Use' held, or planning permission granted, in relation to the proposed use of the site that you consider relevant to your application for a licence.

NOTE: ANY CONDITIONS AND UNDERTAKINGS MATERIAL TO THE GRANT OF THE LICENCE MAY BE RECORDED ON THE LICENCE.

20) Declaration

I declare that the statements made in this application are true and that there have been no other changes that affect the licence. I understand that it is an offence to make a false declaration.

Your full name in block capitals

Signed Dated

Position in business – please tick **one** below.

Owner Partner Director

Delegated officer of any other organisation (please state, e.g. trustee)

21) Checklist

Before you return this form you must make sure that your application is complete and contains all relevant documentary evidence. You must use the following checklist to confirm that you have provided all the necessary evidence.

If you do not send all the information needed this will lead to a significant delay in the application, or your application may be refused.

Please tick to confirm the following:

- I have completed all applicable questions on this form.
- I have checked that the declaration is signed and dated by an authorised person.
- I have included a plan of the operating centre as detailed in section 19