

Operator Licence Undertakings

I declare that the statements of fact or expectation provided in support of this application are correct.

I understand that it is the responsibility of the applicant to ensure that they have the required experience and training prior to making an application for an operator's licence. I confirm that by signing this application that I understand the responsibilities and requirements of holding a goods vehicle operator's licence and will ensure that I will keep updated on those requirements.

I understand that I must notify the traffic commissioner of any relevant conviction of the applicant incurred since making the application and that a failure to do so is an offence.

I understand that any changes which occur during the consideration of an application, information which materially changes from that originally declared when the application was first submitted, must be notified to the traffic commissioner.

I understand that if a licence is issued it will authorise a maximum number of vehicles and trailers that may be used under it at any one time, and that it is an offence to use more vehicles or trailers than permitted under the terms of the licence.

I understand that by signing this application I am accepting that the following undertakings will be recorded on the licence:

- the laws relating to the driving and operation of vehicles will be observed;
- the rules on drivers' hours and tachographs are observed and proper records are kept for at least 12 months, and that these are made available on request;
- vehicles and trailers are not overloaded or operated with an insecure load;
- vehicles will 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 defect reports, all safety inspections, routine maintenance and repairs to vehicles and trailers repair reports, and these are made available on request.

I understand that if a licence is issued it will be subject to the following conditions:

a) That the licence holder, shall, within 28 days of their occurrence, inform the traffic commissioner of any:

- changes in the maintenance and safety inspection arrangements;
- changes in the ability to ensure authorised vehicles are being operated safely and not causing danger to the public;

Operator Licence Undertakings - cont'd

- changes in the ownership of the business including partnership arrangements. Company changes in shareholding need not be notified unless they cause a change in the control of the Company;
- events which affect:
 - I. The fitness of the licence holder, in particular, relevant convictions as defined in schedule 3 to the 1995 Act (this includes the issue of a fixed penalty notice or conditional offer under Part 3 of the Road Traffic Offenders Act 1988).
 - II. The requirement for the licence holder to have the appropriate financial resources (including details of any bankruptcy, liquidation, sequestration of estate or entry into administration of the holder of the appointment of a receiver, manager, or trustee).

b) In respect of each operating centre specified, that the number of authorised motor vehicles and the number of authorised trailers kept there will not exceed the maximum numbers recorded against the operating centre on this licence.

Any failure to comply with the statements made to obtain a licence, conditions or undertakings recorded on the licence may result in the licence being revoked, suspended, or curtailed; and that failure to comply with the conditions is a criminal offence.

Additional advice

In addition to all the above information, the DVSA, Officer of the Traffic Commissioner and Transolva, strongly recommend:

drivers' licences are checked a minimum of every 3 months. Copies of the licences, digi cards and driver qualification cards being kept on file with expiry dates and updated only when changes are made;

the Road Transport Directive (Working Time) Directive hours are recorded and adhered to, with any records being stored for 24 months after the chosen reference period;

if the reference period is 26 weeks that the required driver letters are in place, signed by all the drivers as necessary and re-issued a minimum of every 5 years;

vehicles reports must be produced to enable a company to check on vehicle's potentially being driven without valid driver cards being present;

checks are made to ensure that with a limited company, the directors shown are the same on both company's house and the VOL;

policies and procedures are put in place for all aspects of the transport business from avoiding bridge strikes to VOR policies and driver licence declaration to managing driver licences etc.