

APPLICATION TO CHANGE VEHICLES OR SURRENDER A LICENCE

Guidance:

- If you need any help with completing this application form telephone the VOSA National Enquiry number 0300 123 9000 or contact your local traffic area office (details can be found on the VOSA website at www.businesslink.gov.uk)
- Do not send any fees with this form.

Contact your local Traffic Area Office for advice before completing this form if there has been any change, including the addition or deletion of any partners or a change in the business to a limited company

Data Protection

The personal information you provide on this form will be used for the purposes of VOSA's statutory functions. It will not be disclosed to other organisations unless required or permitted by law. For further information, visit our Information Charter available from VOSA's website: www.vosa.gov.uk

PLEASE COMPLETE ALL SECTIONS FULLY IN CAPITALS

Your Details

1. Give the name in which the licence is held.
2. Goods Vehicle Operator Licence number (eg. number beginning OB or OH etc shown on your licence)
3. If the address on your licence or any other contact details have changed, give new details here.

Address	Postcode
Phone	Fax
Email	
4. Do you want to surrender the whole of your licence?
Yes No

If YES, go to section 9 on the next page and sign the declaration

Only holding companies need complete question 5

5. If you are a holding company please give the names and addresses of any subsidiary companies to be added or removed from the licence as a result of this application (continue on a separate sheet if necessary).

To be added

Name and address	Postcode
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To be added

Name and address	Postcode
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Vehicle Details

6. Please give details below of each vehicle that you want to delete from or add to the licence within the authorised limit.
(continue on a separate sheet if necessary)

Registration mark of each vehicle to be deleted from the licence	Details of vehicle(s) to be added to the licence		
	Registration mark	Gross Plated Weight	Body type number (See note 6a below)

6a. Body type number: 1. Flat sided or skeletal 2. Box body or van 3. Tanker
4. Other type (eg. 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 (eg. an articulated, refrigerated box body is 2AR).

7. Do you want to take any trailers off your licence? Yes No If 'Yes', how many? _____

8. Do you want to add any trailers to your licence within the authorised limit? Yes No If 'Yes', how many? _____

Now, please read these notes carefully, then sign and date the Declaration below

9 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.

List of documents to be returned with this application

- 9a Discs for removed vehicles are enclosed Yes No
- 9b If "NO" to 9a say if the discs have been Stolen Lost Destroyed
- 9c My licence and all Community Authorisations enclosed (only if licence is being surrendered) Yes No
- 9d If "NO" to 9c say if the licence and/or Community Authorisations have been Stolen Lost Destroyed

I undertake to return any lost discs or licences that are found later

Signature

Date

Name (BLOCK CAPITALS)

Position in business Owner Partner Director Company Secretary
Delegated Officer of a Public Authority

Now please send this form to your Traffic Area Office with the appropriate enclosures.