



DORSET COUNTY COUNCIL

OPERATOR'S LICENCE POLICY

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1. Introduction

- 1.1 An operator's licence (or O licence) is the legal authority needed to operate vehicles in Great Britain for commercial activity. A licence is issued by the Traffic Commissioner who is the independent regulator of the commercial road transport industry.
- 1.2 A Traffic Commissioner also has powers to take regulatory action against a licence holder where they fail to meet the expected standards of operation. This action includes curtailment (limiting or reducing the number of vehicles an operator is able to operate), suspension (temporarily stopping operations) or revocation (permanently removing an operator's licence to operate commercial vehicles).
- 1.3 Dorset County Council has two Standard Operators licences which allows the carriage of goods and passengers for hire or reward in Great Britain (and also permits own account movements in GB and abroad).
- 1.4 The purpose of this policy is to assist Dorset County Council in documenting its instructions, policies and procedures for meeting its operator licence undertakings. The Institute of Directors and the Health and Safety Executive in the publication *Leading Health and Safety at Work* sets out an agenda for effective leadership in health and safety, but this top-down leadership approach should equally be applied to an organisations operator licensing commitments, and the following four core actions will be applied: -
 - **Plan** – Leadership sets the direction for effective management by way of a policy that is an integral part of an organisations culture;
 - **Do** – Effective management systems are in place that are resourced by competent people. Traffic Commissioners expect an organisations transport management to be effective and continuous;
 - **Check** – Policy performance must be monitored and reported on using key performance indicators;
 - **Act** – The policy and performance of the system must be reviewed regularly and action taken to address any weaknesses.
- 1.5 The policy aims to adopt this approach by identifying the key actions and responsibilities for all employees who are responsible for operating and managing goods and passenger transport operations under UK Operator's Licence Regulations.

2. Scope of Policy

- 2.1 Poorly managed vehicle operations can reflect badly on the reputation of the Council, in particular:
 - 2.1.1 holders of operator licences have signed an undertaking to ensure proper arrangements are in place. Failure to meet this undertaking could result in a licence being revoked, curtailed or suspended;



- 2.1.2 operators with poor history can be targeted for increased enforcement activity by the Driver & Vehicle Standards Agency (DVSA);
- 2.1.3 operators have legal obligations under a wide range of regulations. Penalties can range from fines to fixed penalties to imprisonment in extreme cases;
- 2.1.4 employers have an obligation to ensure others are not harmed or adversely affected by their activities.

2.2 This policy demonstrates Dorset County Council has properly considered and communicated its control systems, and instructed those with responsibility to deliver them. It can be an essential tool in the County Councils defence should it need to defend itself in a court hearing, public inquiry or in response to a DVSA audit.

3. Operator Licence Responsibilities

- 3.1 Applications for an Operator's Licence to operate commercial vehicles are made to the regulator (Traffic Commissioner) by the licensed operator, who is represented by the person or a group of people with the controlling influence over the organisation for example board of directors, governing body or chief executive officer(s).
- 3.2 The Senior Traffic Commissioner has confirmed that in the case of a Local Authority the licence holder is the Chief Executive Officer.
- 3.3 The following table identifies those people who manage, control and facilitate operator licence controls and standards for Dorset County Council and highlights the levels of responsibility required and expected.
- 3.4 In this policy, the term Transport Manager (TM) is used for those people who are named on the Operator's Licence and are responsible for Operator's Licence undertakings (see Appendix 1). However, those person(s) may not have Transport Manager in their job title.
- 3.5 This policy sets out the core responsibilities and structures that will help us to fulfil our operator licensing commitments and identifies the necessary levels of governance and structure to ensure the Operator Licence undertakings are fully met. See Schedule of Responsibilities.
- 3.6 Dorset County Council takes its legal and moral safety obligations extremely seriously. Any failure to do so has potentially very significant consequences:
 - 3.6.1 we have an obligation to ensure our service users, staff and others are not harmed or adversely affected by our activities;
 - 3.6.2 as the holder of a licence to operate vehicles for hire and reward activities, we have made a commitment to meet our legal undertakings to ensure our vehicle operations remain safe and legal. Failure to meet these undertakings could result in our licence being curtailed, suspended or revoked, which would mean we would not be permitted to operate vehicles on hire and reward operations;

- 3.6.3 operators with a poor history are targeted for increased enforcement activity by the Driver and Vehicle Standards Agency;
- 3.6.4 Penalties can range from fines and fixed penalties to imprisonment in extreme cases.

4. Operator Licence Performance

- 4.1 Performance of this policy and system must be monitored and reported, including preventative information as well as incident data. Leadership teams must receive both specific and routine reports on performance of this policy.
- 4.2 The following Key Performance Indicators (KPI's) will be reported to Service Directors on a quarterly basis, and licence holder (Chief Executive Officer) annually.
 - 4.2.1 The Operator Compliance Risk Score (OCRS)
 - 4.2.2 Maintenance Systems KPI's:
 - First time pass rate at annual test for vehicles and trailers;
 - Number of safety related defects found during independent inspections per inspection;
 - Unplanned maintenance costs per vehicle
 - 4.2.3 Drivers hours and working time compliance;
 - Number of Infringements by activity undertaken
 - 4.2.4 Number of 'notifiable incidents' required to be notified to the Traffic Commissioner

5. Review

- 5.1 This policy will be reviewed:
 - 5.1.1 when there has been a significant change within the structure of the organisation;
 - 5.1.2 where the nature or type of operations change;
 - 5.1.3 following a serious incident of non-compliance;
 - 5.1.4 as a result of persistent poor compliance KPI performance;
 - 5.1.5 after a period of no more than two years.

Signed:

Date:

Chief Executive Officer

This policy will be reviewed after a period of no more than two years



Schedule of Responsibilities

Task	Job Role	Responsibility Statements and Instructions
Operator's Licence		
1. Who would notify a change of legal entity to the Traffic Commissioner (TC)?	Chief Executive Officer	Notify a change of legal entity of the organisation to the TC
2. Who would identify an anticipated change of legal entity?	Monitoring Officer	Identify an anticipated change of legal entity of the organisation
3. Who would communicate the change of legal entity to the person who would inform the TC?	Monitoring Officer	Communicates a change of legal entity of the organisation to the Transport Manager (TM). The TM being the person who would inform the TC
4. Who ensures your operator's licence(s) is within its review date?	Transport Manager	Ensures the operator's licence(s) is within its review date
5. Who completes the operator's licence(s) review/renewal process?	Transport Manager	Complete the operator's licence review/renewal process
6. Who would process a change that would affect the number and type of operator's licences needed with the Central Licensing Office?	Transport Manager	Process a change that would affect the number and type of operator's licences with the Central Licensing Office
7. Who would identify an anticipated change that would affect the number and type of licences required?	Operational Service Manager's	Identify an anticipated change that would affect the number and type of licences required and notify the TM.
8. Who would communicate the number/type of licence changes to the person who would inform the TC?	Operational Service Manager's	Communicates a change to the number and type of licences required to the TM who would inform the TC
9. Who would notify a change of financial standing to the TC	Chief Executive Officer	Notify a change of financial standing to the TC
10. Who would identify an anticipated change of financial standing?	Chief Executive Officer	Identify an anticipated change of financial standing of the organisation?
11. Who would notify a change of Transport Manager to the TC	Transport Manager	The TM will notify a change of Transport Manager to the TC



Transport Management		
1. Who is responsible for ensuring transport management responsibilities are written into TMs' contract of employment, contract or job description?	Service Director, Assistant Director, HR Administrator	Ensure transport management responsibilities are written into transport managers' contract of employment, contract or job description
2. Who is responsible for ensuring there is at least one named person responsible for managing transport.	Service Director Assistant Director	Service Director is responsible for ensuring there is at least one named person responsible for managing transport operations
3. Who is responsible for ensuring TMs are competent?	Service Director Assistant Director	Ensure TM's are competent
4. Who is responsible for ensuring there is a clear reporting line from the TM to the licence holder? <i>Note: the licence holder is the person or group of people with the controlling influence over the organisation. In the case of a local authority, the Senior Traffic Commissioner has confirmed this would be the chief executive officer</i>	Service Director Assistant Director	Ensure there is a clear reporting line from the TM to the licence holder
5. Who is responsible for ensuring TMs have authority to prevent an unroadworthy vehicle or unsafe or illegal driver from being used?	Chief Executive Officer	Ensure TM's have the authority to prevent an unroadworthy vehicle or unsafe or illegal driver from being used
6. Who is responsible for ensuring TM authority (as above) is in writing and included in a policy or procedural document? (This will be the person who is responsible for establishing and reviewing the policy (see very end of the table)	Chief Executive Officer	Ensure TM's have the authority (to prevent an unroadworthy vehicle or unsafe or illegal driver from being used) is in writing and included in a policy or procedural document
7. Who is responsible for compiling and communicating OCRS, KPIs and notifiable	Transport Manager	Compile and communicate OCRS, KPIs and notifiable incidents to the CEO and Directors in a quarterly report



incidents to the licence holder in a quarterly report?		
8. Who is responsible for ensuring poor performance, deterioration of performance, or notifiable incidents are investigated, action taken to prevent re-occurrence and actions reviewed?	Transport Manager	Ensure poor compliance performance, deterioration of performance, or notifiable incidents are investigated, action taken to prevent re-occurrence and actions reviewed
9. Who is responsible for ensuring those with transport management responsibility have continuous knowledge of the day-to-day operations and performance of compliance systems?	Service Director Assistant Director	Ensure Operational Service Managers have continuous knowledge of the day-to-day operations and performance of compliance systems
10. Who is responsible for detailing their duties in writing and providing an additional report where TMs are responsible for more than 50 vehicles?	Service Director Assistant Director	Detail of service managers duties in writing and provide an additional report where they are responsible for more than 50 vehicles
11. Who is responsible for ensuring those with responsibility for transport are named on your operator's licence	Chief Executive Officer	Ensure people responsible are named on the operator's licence(s)
12. Who is responsible for ensuring internal TMs have a genuine link (being an employee, director, owner or shareholder or administering an undertaking)	Service Director Assistant Director	Ensure Service Managers have a genuine link to the organisation (being an employee, director, owner, or shareholder or administering the undertaking)
Operating Centres & Vehicles		
1. Who would arrange for a new operating centre to be authorised on your licence?	Transport Manager	Ensure new operating centres are authorised on the operator's licence(s)
2. Who would identify an anticipated need for a new operating centre?	Operational Service Manager's	Identify an anticipated need for new operating centres
3. Who would communicate the request for operating centre authorisation to	Operational Service Manager's	Communicate the request for operating centre authorisation to the Transport Manager the



the person who would process the application?		TM being the person who process the application
4. Who ensures that the vehicle limits are not exceeded (both at individual operating centres and, where applicable and across the licence)?	Transport Manager	Depot Supervisors and Service Managers to ensure the number of vehicles used at each operating centre do not exceed the authorised maximums. Transport Manager to ensure the number of vehicles used across the operator's licence(s) do not exceed the authorised maximums
5. Who ensures operating centre conditions (where applicable) are met, there continue to be adequate parking facilities and vehicles are normally parked at the authorised centre(s)?	Premises Responsible Person (PRP) for Depots	Ensure operating centre conditions are met, there continue to be adequate parking facilities and vehicles are normally parked at their authorised centre(s)
6. Who reviews that vehicle limits, centre conditions and parking arrangements are complied with and produces a report (at least annually)?	Fleet Compliance Officer and Transport Manager	Fleet Compliance Officer reviews vehicle limits, centre conditions and parking arrangements to ensure they are being complied with and produce an annual report to the TM
7. Who would ensure vehicles are specified on your operator's licence within the correct timescales?	Transport Manager	Ensure vehicles are specified on the operator's licence(s) within the correct timescales
8. Who would identify an anticipated need for new vehicles or changes to vehicle locations?	Operational Service Managers	Identify an anticipated need for new vehicles or changes to vehicle locations to the TM
9. Who would communicate the changes to specified vehicles to the person who would process the changes to the information held by the Central Licensing Office?	Operational Service Managers	Communicate the changes to specified vehicles to the TM who will process the changes to the Central Licensing Office
10. Who reviews that vehicles are specified correctly and produces an annual report?	Transport Manager	Review vehicles with operational teams and produce an annual report to the Chief Executive Officer
11. Who checks the details of discs and ensures they are displayed on vehicles or withdrawn as required?	Fleet Compliance Officer	Check the details of discs and ensure they are displayed on vehicles or withdrawn as required.



		Any noncompliance will be reported to the TM
12. Who reviews the performance of disc display and withdrawal and produces a report?	Fleet Compliance Officer	Review the performance of disc display and withdrawal and produce a monthly report to the TM.
Operating Centres & Vehicles		
1. Who would notify the Traffic Commissioner of a change in maintenance arrangements?	Transport Manager	Notify the Traffic Commissioner of a change in maintenance arrangements
2. Who would identify an anticipated need for a change to maintenance arrangements?	Fleet Maintenance Manager /Supervisor	Identify an anticipated need for a change to maintenance arrangements to the Transport Manager
3. Who would communicate the changes in maintenance arrangements to the person who would notify the Traffic Commissioner?	Fleet Maintenance Manager /Supervisor	Fleet Maintenance Supervisor will communicate changes in maintenance arrangements to the TM. The TM would inform the TC
4. Who ensures maintenance providers (internal as well as contracted-out) employ competent technicians and have the correct assistance, tools and facilities?	Transport Manager Fleet & Maintenance Manager	Ensure maintenance providers employ competent technicians and have the correct assistance, tools and facilities
5. Who reviews the suitability of maintenance provision on at least an annual basis?	Transport Manager	Review the suitability of maintenance provision on an annual basis less if required
6. Who ensures all new, second-hand, borrowed, hired or leased vehicles are given a first use inspection (and a safety inspection if off road longer than the planned safety inspection interval) before they are operated?	Transport Manager	TM ensures all new, second-hand, borrowed, hired or leased vehicles are given a first use inspection (and a safety inspection if off road longer than the planned safety inspection interval) before they are operated
7. Who ensures safety inspections and annual tests are planned at least 6 months before they are due and in line with TC-notified intervals?	Fleet Maintenance Manager /Supervisor	Ensure safety inspections and annual tests are planned at least 6 months before they are due and in line with TC-notified intervals



8. Who ensures safety inspection reports contain the minimum items and information?	Fleet Maintenance Manager /Supervisor	Ensure safety inspection reports contain the minimum items and information
9. Who ensures drivers undertake daily walk around checks?	Drivers and Operational Supervisors/Managers	Managers/Supervisors must ensure drivers undertake daily walk around checks Drivers must undertake daily walk around checks
10. Who ensures drivers have received training on conducting walk around checks and understood their responsibilities?	Service Managers & Operational Manager /Supervisors	Ensure drivers have received training on conducting walk around checks and understood their responsibilities
11. Who ensures drivers have signed to say they have received training on conducting walk around checks and understood their responsibilities?	Service Managers & Operational Managers /Supervisors	Ensure drivers have signed to say they have received training on conducting walk around checks and understood their responsibilities
12. Who ensures drivers report defects promptly?	Drivers and Operational Managers/Supervisors	Supervisors must ensure drivers report defects promptly Drivers must report defects promptly
13. Who ensures defects and rectification work is recorded in writing?	Fleet Maintenance Team Leader /Supervisor	Ensure defects and rectification work is recorded in writing
14. Who notifies the Driver and Operational Supervisors that unroadworthy vehicles are removed from service?	Fleet Maintenance Team Leader /Supervisor	Fleet Maintenance Supervisor notifies Operational Supervisors and Driver(s) that an unroadworthy vehicle will be removed from service and also notifies the TM
15. Who is responsible for retaining maintenance records for at least 15 months?	Fleet & Maintenance Manager /Supervisor	Retain maintenance records for at least 15 months
16. Who is responsible for ensuring electronic records meet the minimum Guide to Maintaining Roadworthiness requirements	Fleet & Maintenance Manager/ Operations Manager	Ensure electronic records meet the minimum Guide to Maintaining Roadworthiness requirements
17. Who is responsible for ensuring the maintenance of your vehicles and trailers is effectively monitored?	Fleet Maintenance Manager /Supervisor	Effectively monitor the maintenance of vehicles and trailers and provide monthly reports on performance.



18. Who is responsible for ensuring the maintenance of vehicles and trailers is effectively managed?	Fleet Maintenance Manager /Supervisor	Ensure poor performance, deterioration of performance, or incidents (such as prohibitions) are investigated, action taken to prevent re-occurrence and actions reviewed
19. Who is responsible for ensuring drivers receive initial and periodic instruction on drivers' hours, working time and records?	Operational Service Managers	Ensure drivers receive initial and periodic instruction on hours, working time and records
20. Who ensures drivers' work is organised in a way which complies with drivers' hours and working time rules?	Operational Supervisors and Work Schedulers	Supervisors organise drivers' work in a way which complies with drivers' hours and working time rules. Work Schedulers ensure planning software organises drivers' work in a way which complies with drivers' hours and working time rules
Drivers Hours, Working Time & Records		
1. Who ensures drivers have sufficient print rolls, charts and/or log books?	Operational Supervisors /Drivers	Supervisors ensure drivers have sufficient print rolls, charts and/or log books available
2. Who ensures drivers have obtained digital tachograph driver cards?	Operational Supervisors /Drivers	Ensure drivers have obtained digital tachograph driver cards
3. Who ensures drivers carry and use their cards?	Operational Supervisors and Drivers'	Supervisors must ensure drivers carry and use their digital tachograph driver cards Drivers must carry and use digital tachograph driver cards
4. Who monitors digital tachograph card expiry dates and renewal?	Operational Supervisors and Fleet Compliance Officer	Operational Supervisor monitors digital tachograph card expiry and renewal dates Fleet Compliance Officer carries out weekly checks and provides monthly KPI reports to TM
5. Who ensures a complete record of the driver's full working day using the correct recording method?	Operational Supervisors Drivers	Operational Supervisors must ensure a complete record of the driver's full working day using the correct recording method. Drivers must complete a record of full working days using the correct recording method
6. Who ensures absence days are correctly	Operational Supervisors	Operational Supervisor must ensure absence days are



accounted for in working time calculations? (This is likely to be a manager or analyst as well as the driver)		correctly accounted for in working time calculations. Drivers must report or record absence days so they can be correctly accounted for in working time calculations
7. Who plans tachograph equipment calibration and inspection?	Fleet Services Technical Administrator(s)	Plan tachograph equipment calibration and inspection
8. Who ensures equipment and speed limiters remain functional between inspections and calibrations	Fleet Services Technical Administrator and Drivers	Ensure equipment and speed limiters remain functional between inspections/calibrations Drivers to report any faults to Fleet Services
9. Who ensures drivers return charts and/or log books?	Operational Supervisors and Drivers	Operational Supervisors must ensure drivers return charts and/or log books within the correct period Drivers must return charts and/or log books within the correct period
10. Who ensures the Vehicle Unit and cards are downloaded within the appropriate timescales?	Operational Supervisors and Drivers	Supervisor must ensure digital tachograph driver cards are downloaded within the appropriate timescales Drivers must ensure digital tachograph driver card is downloaded within the appropriate timescales
11. Who ensures company cards have been obtained?	Transport Manager	Ensure digital tachograph company cards are obtained
12. Who ensures company cards are used and managed appropriately?	Transport Manager	Ensure digital tachograph company cards are used and managed appropriately
13. Who ensures drivers' hours records are retained for at least 12 months?	Fleet Compliance Officer	Ensure drivers' hours records are retained for at least 12 months
14. Who ensures working time records are retained for at least two years?	Fleet Compliance Officer	Ensure working time records are retained for at least two years
15. Who is responsible for ensuring drivers' hours and working time compliance checks are made?	Transport Manager and Fleet Compliance Officer	TM ensures drivers' hours and working time compliance checks are made by the Fleet Compliance Officer detailing the type and number of infringements committed against KPI's.
16. Who is responsible for ensuring problems with	Transport Manager, Fleet Compliance	TM reports poor performance or deterioration of performance in



drivers' hours, working time or records are tackled	Officer, Service Manager and Operations Mangers	compliance with drivers' hours, working time and records to Service Manager to action. Fleet Compliance Officer ensures all issues are investigated and action taken to prevent re-occurrence Fleet Compliance Officer to monitor action plans to ensure compliance
Good Repute		
1. Who ensures drivers are entitled to drive (driver licence and, where appropriate, DCPC) when they first come to work for you?	Operational Supervisors	Ensure drivers are entitled to drive (driver licence and Driver CPC) before they drive on Council business
2. Who ensures regular driving entitlement checks are made?	Service Managers, Fleet Compliance Officer	Ensure regular driving entitlement checks are made
3. Who ensures drivers complete and sign an appropriate entitlement declaration at least once a year?	Operational Supervisors	Ensure drivers complete and sign an appropriate driving entitlement declaration at least once a year
4. Who monitors DCPC expiry dates and renewal?	Operational Supervisors, Compliance Officer	Monitor Driver CPC expiry dates and renewal
5. Who ensures the requirement to comply with road traffic rules, speed limits and mobile phone/equipment use rules is communicated to drivers?	Service Managers	Ensure the requirement to comply with road traffic rules, speed limits and mobile phone/equipment use rules is communicated to drivers
6. Who is responsible for ensuring road traffic rule problems are tackled?	Operational Supervisors, Service Manager and Transport Manager	Service Manager to ensure all road traffic rule infringements are investigated by Operational Supervisors drivers' and appropriate action is taken to prevent re-occurrence. All problems and actions taken to be reported to the TM
7. Who assesses loads and identifies actions to ensure vehicles are not overloaded, are properly secured and comply with any other relevant	Operational Supervisors, Drivers Fleet Compliance Officer	Operational Supervisors assess loads and identify actions to ensure vehicles are not overloaded, are properly secured and comply with any other relevant legislation (ADR, STGO, waste, etc)



legislation (ADR, STGO, waste, etc)?		Fleet Compliance Officer spot checks and audits drivers to ensure compliance and reports any issues to TM
8. Who monitors safe and legal loading and ensures problems are tackled?	Service Manager, Operational Manager / Supervisors and Fleet Compliance Officer	Service Manager ensures Operational Supervisors monitor safe and legal loading and ensure any poor performance, deterioration of performance. Any incidents are investigated by Fleet Compliance Officer and action taken to prevent reoccurrence
9. Who ensures DCC has the appropriate motor vehicle and employer liability insurance?	Corporate Insurance Manager	Ensure our organisation holds appropriate motor vehicle and employer liability insurance
10. Who ensures DCC vehicles are taxed?	Fleet Services Administration	Ensure vehicle excise duty is paid on all vehicles
11. Who would advise the TC about a notifiable incident (conviction or penalty)?	Transport Manager(s)	TM to advise the TC about any notifiable convictions or penalties and what has been put in place to avoid re-occurrence
12. Who would identify a notifiable incident? (these are not just transport related includes environmental convictions.	Transport Manager(s)	Identify notifiable convictions or penalties
13. Who would be involved in the communication of the notifiable incident to the person who would inform the TC?	Service Manager	Service Manager will communicate a notifiable conviction or penalty to the TM who would inform the TC
Instruction		
1. Who ensures job descriptions/instructions to individuals include operator licensing responsibilities (or refers to their responsibilities identified in an operator licensing policy or other document)?	Service Managers	Service Managers must ensure job descriptions/instructions to individuals include operator licensing responsibilities (or refers to their responsibilities identified in an operator licensing policy or other document)
Policy		
1. Who is responsible for approving the Operator Licence policy?	Cabinet	Approve the operator licensing policy

<p>2. Who is responsible for establishing and reviewing DCC's Operator Licence policy?</p>	<p>Transport Manager</p>	<p>Establish and review the operator licensing policy Service Director</p>
<p>3. Who is responsible for communicating, promoting and championing the Operator Licence policy?</p>	<p>Chief Executive Officer and Service Directors, Assistant Directors</p>	<p>Communicate, promote and champion the operator licensing policy.</p>

Appendix 1 - Undertakings

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 in any traffic area
- Furthermore, I will notify the Traffic Commissioner of any 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 Traffic Commissioner 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, including changes in the named directors or partners 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 GB. This could be by specifying a vehicle for use under an O licence or by demonstrating on request that I (the licence holder) have 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 Great Britain (GB) 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.