



# Driver & Vehicle Standards Agency

## DVSAER01 –DVSA Earned Recognition Application Form

Please read the application guide (DVSAER01G) when completing this application form

### A. OPERATOR DETAILS

1. Application type single or group entity?

2. Name of entity (including trading name or group): Companies House No.

2a. If this is a group application please state all other entities to be included

3. Contact Name: Position:

4. Telephone number: 5. Email:

6. Contact address:

7. Operator licence numbers for all entities in the application

Entity	All Operators licence numbers for the entity	Number of centres
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8. Have there been any variations or variation requests to any licence in the last 28 days?

If yes details:

9. Are there any planned changes that may affect the licence or any conditions attached?

If yes details

## **B. MANAGEMENT IT SYSTEM DETAILS**

10. Name and contact email address of your validated IT systems providers

Maintenance

Drivers hours

11. Are you applying for a concession as detailed in the application guide?

12. Have you informed your IT system providers about your intention to apply for Earned Recognition

13. Are you able to supply your last three periods of key performance data through your systems providers?

14. Are you able to supply three periods of drivers hours raw data?

## **C. AUDIT DETAILS**

*If you intend to complete an audit before submitting your application please carefully read the application guide (ER01G), ensure you give all required information to your authorised audit provider and the audit is carried out in the timescale specified. DVSA may decide to direct a verification audit if further details are required after the application review.*

15. Have you already completed an earned recognition audit?

15a. If yes: please specify the completed date / dates

15b. Is a copy of the audit attached?

16. Name and contact email address of your nominated authorised audit provider:

17. Are you involved with the carriage of dangerous goods?

18. Are you able to obtain your OCRS report?

19. Have you given your OCRS report details to the audit provider

## D. DECLARATION

- I confirm that the information I have provided here and in any other part as associated documentation is true and correct, also that the Office of the Traffic Commissioner has been notified of changes in accordance with the undertakings and declarations associated with the operator's licence held by the entity as stated within this application.
- I declare all relevant convictions have been declared to the traffic commissioner. (Refer to the PSV operator licensing guide (PSV437) or the Goods vehicle operator licensing guide (GV74) for detail about convictions and penalties).
- I declare that the directors and principals are as listed on the operator's licence and that all unspent convictions relating to any of the directors or principals have been reported to the traffic commissioner.
- I declare that no action has been taken by the traffic commissioner against any directors or principals of the entity in the last two years.
- I declare that the office of the traffic commissioner has been notified in all respects as to the current financial status of the entity.
- I declare I have included all operator licences within the legal entity or group.

**By checking this box, you are confirming that you have read and accept the DVSA Earned Recognition Scheme Terms and Conditions vL1.0**

\*If not checked the application will be returned.

**On behalf of the entity:**

Please confirm the signatory has the authority to submit the application on behalf of the entity

**Data Protection** - The personal information you provide on this form will be used for the purposes of managing the Earned Recognition scheme. This may include sharing your data and/or verifying the information supplied with the Office of the Traffic Commissioner. No further disclosures shall be made by DVSA other than in accordance with the law, to comply with legal obligations and in accordance with the Data Protection Act 1998 and from 25th May 2018, the General Data Protection Regulation (GDPR) .

Name:

Position:

Date:

Please check all questions have been answered failure to do so may result in your application being delayed or rejected.

Submit the form by selecting the button below

or email the completed form to [er@dvsa.gsi.gov.uk](mailto:er@dvsa.gsi.gov.uk), stating [new] as the subject