

## Guidance notes for the completion of changes application form (DVSAER01NC)



Please refer to the scheme guide before completing this form.

You should have read and understood the terms and conditions before completing this form.

Please complete the form in full.

Applications may be refused or delayed if DVSA consider the required information has not been provided.

### SECTION 1

#### Organisation name?

State the name of the entity as recorded by DVSA for ER purposes.

#### Current ER id number

State your unique ER id number. It will follow the format 0000-0000.

#### Contact name

Give the name of the person you want us to contact about this request. It should be a director, a responsible person or transport manager.

#### Contact telephone number

State the telephone number for the business and extension number of the contact if applicable.

#### Email

State the email address of the contact.

### SECTION 2

#### Type of change

Select the appropriate box or boxes and complete the sections listed.

## SECTION 3

### Adding or removing operator licence numbers

If you want to add or remove operator licence numbers from your ER entity or group, please complete this section.

Please state the operator licence you wish to add or remove. If required, give extra operator licence numbers on a separate sheet.

**Please note:** you can only remove a licence number if it is no longer associated with your entity or group. If you want to remove an operator licence which is still current, please contact a member of the ER team at [dvs aer@dvsa.gov.uk](mailto:dvs aer@dvsa.gov.uk)

## SECTION 4

### Adding a legal entity to a group

Please complete section 4 if you want to add another entity to your group application.

Give the details of each entity you want to add. If necessary, write the additional details on a separate sheet.

**Please note:** you can't remove an entity from your group using this form. You'll need to contact the ER team at [dvs aer@dvsa.gov.uk](mailto:dvs aer@dvsa.gov.uk) to discuss the reasons for removal.

## SECTION 5

### Change of legal entity

Please contact a member of the ER team at [dvs aer@dvsa.gov.uk](mailto:dvs aer@dvsa.gov.uk) before completing this section. A new application may be necessary depending on the circumstances

If it's agreed you can use this form, please complete giving the relevant details.

## SECTION 6

### Details of change

Complete this section with the full details of any changes that may affect your earned recognition status. Where applicable, it should include dates, how the change may affect the operation, who's responsible and what effect it may have on your earned recognition status.

## SECTION 7

### Declaration

Your ER status could be affected if you fail to complete the declaration section.