



Tell DVSA about a change that may affect your DVSA Earned Recognition status



You must complete this form if you're an existing DVSA Earned Recognition operator and want to tell DVSA of any changes that may affect your current status.

Refer to the [scheme guidance](#) if you need help completing it.

For further advice contact the ER team at dvs aer@dvsa.gov.uk

Section 1

Organisation details

Organisation name

Current ER id number

Contact name

Contact telephone

Email

Section 2

Type of change

Please select the appropriate box or boxes

Adding or removing operator licence numbers

(Please complete sections 3 & 7)

Adding legal entities to a group

(Please complete sections 4 & 7)

Change of legal entity

(Please complete sections 5 & 7)

Any notifiable alteration reported to the Traffic Commissioner

(Please complete sections 6 & 7)

Other

(Please complete sections 6 & 7)

Section 3

Adding or removing operator licence numbers

Please state the operator licence numbers to be added or removed

Section 4

Adding a legal entity to a group

Entity name 1

C

Co. House No.

Please state all operator licence numbers for this entity

Entity name 2

Co. House No.

Please state all operator licence numbers for this entity

Section 5

Change of legal entity

! Before completing this section, please contact a member of the ER team at dvsaer@dvsa.gov.uk to discuss the full details of the proposed change. Depending on the circumstances, if you're changing a legal entity, you may need to submit a new application in the name of the new entity.

Have you discussed this change with the ER team?

No yes

If no, please read the note above

If yes, please complete the following details

New entity name

Companies house number (if applicable)

New operator licence numbers

Section 6

Details of change

Please complete with full details including dates

Section 7

Declaration

I declare 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.
- 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).
- 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.
- That no action has been taken by the traffic commissioner against any directors or principals of the entity in the last two years.
- That the office of the traffic commissioner has been notified in all respects as to the current financial status of the entity.
- I have included all operator licences within the legal entity or group
- I have the authority of the entity / entities to submit this application on their behalf

- By ticking this box, I confirm I have read and understood the terms and conditions and agree to be bound by them.

Section 7

Declaration (continued)

Name

Position

Signature

If you fill in the form online, type your full name in this box as your digital signature.

Date



Data protection

We collect, use and store your personal data so that we can process your request for a notifiable change for a DVSA Earned recognition accredited operator.

We may share your personal data if we have a lawful reason, for example, as part of a criminal investigation or to prevent fraud. www.gov.uk/dvsa/privacy

If your request is successful we will add your details to the Earned Recognition Gov.uk list which can be viewed by public.

Please email the completed form to

dvsaer@dvsa.gov.uk



The subject line on the email must say 'notifiable change' otherwise your application may not be processed