



# Apply to open, run or change an MOT testing station

Use this form to apply for or vary your MOT authorised examiner (AE) status, or make changes to a vehicle testing station (VTS).

## Before you start

You must save this form to your computer or device before you fill it in. Read the full guidance notes before you start. Your application can be delayed if you do not fill in the form correctly.

## Introduction

### Type of application

#### MOT authorised examiner application

You must select one of the options from this box to continue.

	What to fill in
Apply to become an authorised examiner (AE)	A, B, D1, D2
I am currently an approved AE	A1, A2, A3, A6/A7
Make a change to a current AE (such as change of director)	A, B (if relevant), D1, D2
Change of AE designated manager	A, B (if relevant), D1

#### MOT testing station application

	What to fill in
Apply to set up a new MOT testing station	C, D3, D4
Apply to take on an MOT testing station that's currently testing	C, D3
Apply to take on an MOT testing station that was previously approved but is no longer testing	C, D3, D4
Make a change to a current MOT testing station, for example, change test classes or equipment	C, D3 (if relevant), D4

## Part A

### A1. Declaration

**I declare that the information I've given in this form is true, complete and accurate.**

This statement must be signed by the sole trader, partner in a partnership, or a director of the company.

Name

Position

Date

Email

Telephone

Mobile

## Part A

### **A2. Statement of responsibilities**

All MOT tests must be carried out following the rules in:

- Section 45 of the Road Traffic Act 1988
- the Motor Vehicles (Tests) Regulations
- the MOT inspection manual
- the MOT testing guide
- the requirements for authorisation
- supplementary information DVSA issues from time to time, that's applicable at the time of test

All MOT tests must be carried out:

- at the premises shown on the authorisation certificate (VT9) - you're given this when you're approved
- using only the equipment and facilities specified in your authorisation - it must be in good working order and equipment calibrated at the required intervals
- only on classes of vehicle you're authorised to test
- only by people listed on the MOT testing service as testers
- using an assistant for those parts of the tests requiring it
- without avoidable distraction or interruption

You must test any vehicle in a class you've been authorised for, unless its size or weight mean it cannot be properly or safely tested on the approved facilities.

If a test cannot be carried out immediately, you must offer an appointment for the earliest practicable time, subject to:

- physical limits
- reasons for not starting test

The AE has full responsibility for the actions of their MOT testers and for ensuring that acceptable standards of MOT testing are maintained.

AEs must, as soon as possible, tell DVSA if:

- the AE, one of its partners, directors or company officers gets any criminal conviction - regardless of whether or not it's related to MOT testing
- any of their testers gets a criminal conviction from a court for either:
  - an activity directly connected with MOT testing
  - an activity that may have a bearing on the MOT testing service
  - acts of violence or intimidation

You must tell DVSA if:

- the AE is declared bankrupt (also known as 'sequestration' in Scotland)
- the partnership is dissolved
- the AE is a company for which:
  - a court has issued a winding-up order
  - you choose to liquidate your limited company (also called 'winding up' a company) or partnership
  - you're a sole trader who is insolvent
  - a receiver or manager of the body's undertaking is appointed
  - if a lender takes possession of assets or property set out in a debenture (a document that lays down the terms and conditions of a loan you had with them), which was secured by a 'floating charge'

DVSA can terminate your authorisation if you do not comply with these requirements, or if you've made any false statements in this application.

### **Declaration**

I declare that:

- the information provided in part A and its supporting documents is, to the best of my knowledge, true and correct
- I have read, understood and accept the statement of responsibilities
- I have the authority to accept it on behalf of the applicants
- I understand that if any information at this point or later is found to be incorrect that it may result in termination of approval to carry out statutory testing

Signature or type name

Full name

Date

## Part A

### **A3. Current AE number (if you're currently authorised)**

Enter your AE number

State the reason for change to the authorised business

Date of proposed change

## Part A

### **A4. Your business details**

Select the type of business you have.

Sole trader

Partnership

Limited company

Designated council

Name of sole trader, each partner in a partnership, or limited company name (as registered with Companies House)

Trading name

Limited company number (from Companies House)

Registered office address

Postcode

Telephone number (with area code)

Email address

**Correspondence address**

Enter your correspondence address if it's different to your registered address, otherwise leave this blank.

Correspondence address

Postcode

Telephone number (with area code)

Email address

## Part A

### A5. Authorised examiner designated manager (AEDM)

Title	Surname
First name	Middle name
Driving licence number	Date of birth

Home address

Postcode

I confirm I have completed an award in MOT test centre management or DVSA's MOT manager course and have created an account in the MOT testing service

or

I can confirm that I will complete an award in MOT test centre management before authorisation being granted to the authorised examiner

Tick if you have another appointment or role in the MOT testing service, or have had one before

Enter your MOT testing service user ID if you already have an account.

#### **Declaration**

I (the person named at A5) have read the relevant sections of the MOT testing guide and the requirements for authorisation, and fully understand the role of an AEDM and the obligations placed on me.

**Signature or type name**

**Date**

## Part A

### Limited company or partnership unspent criminal convictions

Does your limited company or partnership have any unspent criminal convictions?

No, it does not have any unspent criminal convictions (go to A6)

Yes, it does have unspent criminal convictions (go to A7)

## Part A

### A6. Declare your limited company or partnership has no unspent criminal convictions

I confirm this business (named at A4) has no unspent criminal convictions.

I'm aware that if, in the future it is brought to DVSA's attention that there are any unspent convictions that have not been disclosed, this may result in cessation of authorisation to carry out statutory testing.

Cessation may occur even though the unspent conviction may not have been of a nature that would have led to refusal on the initial application.

#### Declaration

I declare that all information, to the best of my knowledge, is true and correct.

This statement must be signed by the duly authorised partner of a partnership, an officer of the company, a duly authorised person in a company or partnership, or the chief executive officer (or nominated person) in a designated council.

Signature or type name      Full name      Date



## Part A

### **A7. Declare your limited company or partnership has unspent criminal convictions**

I confirm that this business (named at A4) has the following unspent convictions.

Date of conviction	Court	Offence	Sentence (years)

#### **Declaration**

**I declare that all information, to the best of my knowledge, is true and correct.**

This statement must be signed by the duly authorised partner of a partnership, an officer of the company, a duly authorised person in a company or partnership.

Signature or type name      Full name      Date

## Part B

### **B1. Authorised examiner principal (AEP)**

Sole traders, every partner in a partnership, and every director in a company needs to fill in part B. Use separate declaration sheets if there's more than one.

Title	Surname
First name	Middle name
Driving licence number	Date of birth
Home address	
Postcode	
Tick if you have held, or currently hold another appointment or role in the MOT testing service	
Enter your user ID number if you have held or do hold another appointment or role.	
Are you or have you been subject to MOT disciplinary action in the last 5 years? If yes, give the details.	
Yes	
No	
A verified copy of my photo ID is being sent with this application.	

## Part B

### **B2. Personal declaration of non-conviction and bankruptcy**

I, the person named as a sole trader / partner / company director of the business named at A4 confirm that I:

- have no unspent criminal convictions connected with vehicles and/ or the motor trade or involving violence or intimidation in accordance with the Rehabilitation of Offenders Act 1974
- am not currently adjudged bankrupt, or, in Scotland, have had my estate sequestrated nor have been within the last 5 years

I am aware that if, in the future, it's brought to DVSA's attention that:

- there are any relevant unspent convictions that have not been disclosed, this may result in the cessation of authorisation to carry out statutory testing - this includes if the unspent conviction would not have led to the refusal of the initial application
- I am adjudged bankrupt (in Scotland, had my estate sequestrated), that cessation of authorisation is automatic

#### **Declaration**

I declare that all information, to the best of my knowledge, is true and correct.

This statement must be signed by the person at B1.

Signature or type name      Full name      Date

## Part C

### C1. MOT testing station details

What is the MOT testing station number?

What is the trading name of the MOT testing station?

MOT testing station address

Postcode

Telephone number (with area code)

Email address

#### MOT test classes

Which MOT test classes do you want to test?

Class 1

Class 4

Class 2

Class 5

Class 3

Class 7

#### Test lane facilities

Tick if this MOT testing station will include a one-person test lane (OPTL) facility

Tick if this MOT testing station will include a two-person test lane (TPTL) facility

Tick if this MOT testing station will include an automated test lane (ATL) facility

Specify any proposed changes to the approved premises or test equipment.

## Part D

### D1. Authorised examiner supporting documents

#### Business documents

Tick to confirm you're sending a copy of your partnership agreement with this application (only required for partnerships)

Tick to confirm you're sending a letter authorising you to act on behalf of the limited company or partnership with this application (not needed for sole traders or companies with one director)

#### Training certificate

Tick to confirm you're sending a copy of a certificate showing the authorised examiner designated manager has completed an MOT manager training course, or that you will send one when they've completed the course

## Part D

### D2. Authorised examiner principals' ID

#### Verified photo ID

Sole traders, every partner in a partnership, or every director in a company need to provide a verified copy of photo ID.

If you're already authorised, this only needs to be sent for any partners or directors that are changing.

Tick to confirm you're sending a verified copy of photo ID for the sole trader, every partner in a partnership, or every director in a company with this application.

## Part D

### D3. Solicitor's letter

Tick to confirm you're sending a solicitor's letter with your application that states either you own the land, have a licence to occupy, rental agreement, or there's an enforceable lease in place between you and the landowner

Tick to confirm your solicitor's letter states you have the legal right to operate within the premises, you have exclusive use of the premises for MOT testing, and that planning permission is in place

## Part D

### D4. Site plans and drawings

#### Site plan

Tick to confirm you're sending a site plan with your application, which shows the location of the premises, test bay, MOT noticeboard, access and parking

Enter the site plan number

#### Drawing of the test bay layout

Tick to confirm you're sending a fully dimensioned drawing of the test bay layout (which includes the area from which the test may be observed) with your application

Enter the drawing number

#### Data protection

We collect, use and store your personal data so that we can process your application to open, run or change an MOT testing station.

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

Find out more at [www.gov.uk/dvsa/privacy](http://www.gov.uk/dvsa/privacy)