



SENIOR TRAFFIC COMMISSIONER

Statutory Document No.7

IMPOUNDING

This document is issued pursuant to section 4C of the Public Passenger Vehicles Act 1981 (as amended). It has been the subject of public consultation.

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Issued:

Senior Traffic Commissioner

4 December 2011

GUIDANCE

1. The Senior Traffic Commissioner for Great Britain issues the following Guidance under section 4C(1) of the Public Passenger Vehicles Act 1981 in which the Senior Traffic Commissioner believes that traffic commissioners should interpret the law in relation to the return of seized vehicles under impounding legislation.
2. An operator's licence is required to
 - i) carry goods (or burden) connected with any trade or business, if using a motor vehicle on a road with:
 - a gross plated weight of more than 3.5 tonnes; or
 - if it has no gross plated weight, but an unladen weight of more than 1525 kg.
 - or, ii) to use a vehicle for hire or reward:
 - which is adapted to carry more than eight passengers; or
 - if not so adapted is used in the course of a business for carrying passengers who are charged separate fares.
3. An operators' licence is necessary even if the vehicle is only used for a short period of time.
4. The licensing of operators ensures the promotion of road safety and fair competition in the transport industry. Unlicensed operators have no obligation to apply any kind of safety standards that are promoted by the operator licensing legislation and enforcement agencies are not able to easily carry out the necessary checks to ensure that those standards are being adhered to. Unlicensed operators do not have to bear the cost of compliance thereby gaining an unfair commercial advantage over their properly licensed competitors.
5. Whilst police officers have limited powers of detention for some offences, such as use of a vehicle without insurance, Vehicle and Operator Services Agency (VOSA) officers have been given powers to detain vehicles used by illegal operators.

Goods Vehicles Legislation: The Goods Vehicles (Licensing of Operators) Act 1995

6. Section 262 of the Transport Act 2000 introduced Schedule 1A into the 1995 Act, so that any laden heavy goods vehicle operating on a public road for the carriage of goods (either for hire or reward or in connection with any trade or business) without the authority of a goods vehicle operators licence, can be detained.
7. Section 2(1) of the 1995 Act provides that....no person shall use a goods vehicle on a road for the carriage of goods a) for hire or reward or b) for or in connection with any trade or business carried on by him, except under a licence

issued by this Act. Section 58 defines “goods vehicle” as a motor vehicle constructed or adapted for use for the carriage of goods, or a trailer so constructed or adapted; “carriage of goods” includes the haulage of goods and “goods” includes goods or burden of any description.

Regulation 33 of Schedule 3 to the Goods Vehicles (Licensing of Operators) Regulations 1995 sets out the classes of vehicles for which an operator’s licence is not required – see Annex 1

8. Article 8(2) of Regulation (EC) No 1072/2009 defines the extent to which non-resident carriers may operate national road haulage services (i.e. cabotage). This has been limited to three such operations within seven days following entry to the relevant Member state since 14th May 2010. Where a foreign based haulier applies for an operator’s licence in Great Britain that haulier will become a ‘resident carrier’¹ and subject to the ongoing obligations to comply with domestic law including Vehicle Excise Duty (as per section 1 of the Vehicle Excise and Registration Act 1994). In order to obtain a Vehicle Excise Disc it will usually require the applicant to present a valid MoT test certificate².
9. The Goods Vehicles (Enforcement Powers) Regulations 2001, as amended by the Goods Vehicles (Enforcement Powers) (Amendment) Regulations 2009, allows for the detention and disposal of vehicles, which are not being operated legally. The Regulations also provide the opportunity to apply to a traffic commissioner for the return of the vehicle. Regulation 4, as amended, allows for the release of a detained vehicle without the need for an application under regulation 10.
10. Regulation 9 requires that where a vehicle has been detained VOSA shall publish a notice in the London Gazette if the vehicle was detained in England or Wales or in the Edinburgh Gazette if the vehicle was detained in Scotland, which gives a brief description of the property detained and the vehicle’s registration mark (if any), indicating the time and place at which it was detained and the powers used. It also lists those persons who should be served with a notice of the detention, including the traffic commissioner.
11. The notice must also describe the procedure for making an application for the return of the vehicle and/or the contents must make clear what might happen if no-one claims it within the specified period. The specified period must be a minimum of 21 days, beginning with the date on which the notice is published or, if later, a copy of the notice is served.

Applications to a traffic commissioner

12. The owner of a detained vehicle may within that specified period apply to the traffic commissioner for the area in which the vehicle was detained for the return of the vehicle. Any application has to comply with the requirements of Regulation 10(2), namely that the application be in writing and be accompanied

¹ 2000/063 Reids Transport Co Ltd

² Regulation 3 of the Goods Vehicles (evidence of Test Certificates) Regulations 2004 and section 53(2) of the Road Traffic Act 1988

by a statement of one or more grounds specified in Regulation 4(3) and a statement indicating whether the applicant wishes the commissioner to hold a hearing.

13. Schedule 1A of the 1995 Act at paragraph 1(2) states that Regulations may, for the purposes of regulations made by virtue of this Schedule, make provision as to the meaning of “owner” as regards a goods vehicle.
14. Regulation 2 of the Public Service Vehicles (Enforcement Powers) Regulations 2009 defines “owner”, as:
 - (a) in the case of a vehicle which, at the time of its detention, was hired from a vehicle-hire firm under a hiring agreement, the vehicle-hire firm; or
 - (b) in the case of a vehicle to which paragraph (a) does not apply, the person who can show to the satisfaction of the authorised person that, at the time the vehicle was detained, the person lawfully owned the vehicle (whether or not that person was the person in whose name the vehicle was registered under the Vehicle Excise and Registration Act 1994).

Grounds for an application

15. Regulation 4 of the Goods Vehicles (Enforcement Powers) Regulations 2001, as amended by the Goods Vehicles (Enforcement Powers) (Amendment) Regulations 2009 sets out the grounds for an application for the return of a detailed vehicle. The grounds are:
 - (a) that, at the time the vehicle was detained, the person using the vehicle held a valid licence (whether or not authorising the use of the vehicle);
 - (b) that, at the time the vehicle was detained, the vehicle was not being, and had not been, used in contravention of section 2 of the 1995 Act;
 - (c) that, although at the time the vehicle was detained it was being, or had been, used in contravention of section 2 of the 1995 Act, the owner did not know that it was being, or had been, so used;
 - (d) that, although knowing at the time the vehicle was detained that it was being, or had been, used in contravention of section 2 of the 1995 Act, the owner:
 - (i) had taken steps with a view to preventing that use; and
 - (ii) has taken steps with a view to preventing any further such use.

Hearings before a traffic commissioner

16. Under Regulation 11 the traffic commissioner must hold a hearing if requested to do so by the applicant or if the traffic commissioner decides that it would be appropriate to hold a hearing before making a determination on the application. The hearing should be held within 28 days of receipt of the application at a time and place specified by the traffic commissioner in the notice of the hearing.
17. It is an adversarial process and the parties are entitled to give evidence, to call witnesses, to cross examine witnesses and to address the traffic commissioner both on the evidence and generally. The hearing will generally be in public but

the traffic commissioner may direct that the whole or any part of a hearing be held in private if satisfied that it is in the interests of justice due to:

- (a) the likelihood of disclosure of intimate personal or financial circumstances;
- (b) the likelihood of disclosure of commercially sensitive information or information obtained in confidence; or
- (c) other exceptional circumstances.

18. The traffic commissioner retains discretion to admit such persons as he or she considers appropriate.

Notification of determinations

19. Regulation 12 requires the traffic commissioner to notify the applicant in writing of their determination of an application as soon as reasonably practicable and:

- (a) where no hearing is held, within 21 days after receiving the application;
- (b) where a hearing is held, within 14 days of the conclusion of the hearing.

Extension of time

20. Regulation 23 allows the traffic commissioner to extend the periods relating to the decision making process where that commissioner considers it to be necessary in order for a particular case to be dealt with fairly and justly.

Passenger Carrying Vehicles Legislation: The Public Passenger Vehicles Act 1981

21. Section 47 of the Local Transport Act 2008 introduced Section 12A and Schedule 2A into the 1981 Act so that any passenger carrying vehicle, adapted to carry more than eight passengers, operating on a public road for the carriage of passengers (either for hire or reward or in connection with any trade or business) without the authority of a PSV Operator Licence, can be detained.
22. Section 12(1) of the 1981 Act provides that a public service vehicle shall not be used on a road for carrying passengers for hire or reward except under a PSV operator's licence granted in accordance with the following provisions of this part of this Act.
23. Section 1(1) of the 1981 Act provides that a "public service vehicle" means a motor vehicle (other than a tram car) which (a) being a vehicle adapted to carry more than eight passengers, is used for carrying passengers for hire or reward; or (b) being a vehicle not so adapted, is used for carrying passengers for hire or reward at separate fares in the course of a business of carrying passengers.
24. The Public Service Vehicles (Enforcement Powers) Regulations 2009, allows for the detention and disposal of vehicles, which are not being operated legally. The Regulations also provide the opportunity to apply to a traffic commissioner for the return of the vehicle.

25. Regulation 9 requires that, where a vehicle has been detained, VOSA shall publish a notice in the London Gazette if the vehicle was detained in England or Wales or in the Edinburgh Gazette if the vehicle was detained in Scotland, which gives a brief description of the property detained and the vehicle's registration mark (if any), indicating the time and place at which it was detained and the powers used. It also lists those persons who should be served with a notice of the detention, including the traffic commissioner.
26. The notice must also describing the procedure for making an application for the return of the vehicle and/or the contents must make clear what might happen if no-one claims it within the specified period. The specified period must be a minimum of 21 days, beginning with the date on which the notice is published or, if later, a copy of the notice is served.

Applications to a traffic commissioner

27. The owner of a detained vehicle may within that specified period apply to the traffic commissioner for the area in which the vehicle was detained for the return of the vehicle. Any application has to comply with the requirements of Regulation 11(2), namely that the application be in writing and be accompanied by a statement of one or more grounds specified in Regulation 10(3) and a statement indicating whether the applicant wishes the commissioner to hold a hearing.
28. Regulation 2 defines "owner", as:
 - (a) in the case of a vehicle which, at the time of its detention, was hired from a vehicle-hire firm under a hiring agreement, the vehicle-hire firm; or
 - (b) in the case of a vehicle to which paragraph (a) does not apply, the person who can show to the satisfaction of the authorised person that, at the time the vehicle was detained, the person lawfully owned the vehicle (whether or not that person was the person in whose name the vehicle was registered under the Vehicle Excise and Registration Act 1994).

Grounds for an application

29. The grounds are:
 - (a) that, at the time the vehicle was detained, the person using the vehicle held a valid licence (whether or not authorising the use of the vehicle);
 - (b) that, at the time the vehicle was detained, the vehicle was not being, and had not been, used in contravention of section 12(1) of the 1981 Act;
 - (c) that, although at the time the vehicle was detained it was being, or had been, used in contravention of section 12(1) of the 1981 Act, the owner did not know that it was being, or had been, so used;
 - (d) that, although knowing at the time the vehicle was detained that it was being, or had been, used in contravention of section 12(1) of the 1981 Act, the owner:
 - (i) had taken steps with a view to preventing that use; and
 - (ii) has taken steps with a view to preventing any further such use.

Hearings before a traffic commissioner

30. Regulation 12 provides that the traffic commissioner must hold a hearing if requested to do so by the applicant or if the traffic commissioner decides that it would be appropriate to hold a hearing before making a determination on the application. The hearing should be held within 28 days of receipt of the application at a time and place specified by the traffic commissioner in the notice of the hearing issued in accordance with regulation 3 of the Public Service Vehicles (Traffic Commissioners: Publication and Inquiries) Regulations 1986.
31. It is an adversarial process and the parties are entitled to give evidence, to call witnesses, to cross examine witnesses and to address the traffic commissioner both on the evidence and generally. The hearing will generally be in public but the traffic commissioner may direct that the whole or any part of a hearing be held in private if satisfied that it is in the interests of justice due to:
 - (a) the likelihood of disclosure of intimate personal or financial circumstances;
 - (b) the likelihood of disclosure of commercially sensitive information or information obtained in confidence; or
 - (c) other exceptional circumstances.
32. The traffic commissioner retains discretion to admit such persons as he or she considers appropriate.

Notification of determinations

33. Regulation 13 requires the traffic commissioner to notify the applicant in writing of their determination of an application as soon as reasonably practicable and:
 - (a) where no hearing is held, within 21 days after receiving the application;
 - (b) where a hearing is held, within 14 days of the conclusion of the hearing.

Extension of time

34. Regulation 25 allows the traffic commissioner to extend the periods relating to the decision making process where that commissioner considers it to be necessary in order for a particular case to be dealt with fairly and justly.

Case law

35. This Guidance may be subject to any decisions of the higher courts and to subsequent legislation. It is predicated on the basis that traffic commissioners are an independent tribunal. Current case law is mainly concerned with applications for the return of goods vehicles. The Senior Traffic Commissioner has extracted the following principles and examples from existing case law.
36. A tractor unit is a goods vehicle. A tractor unit conveying empty trailers to and from the testing station amounts to the carriage of goods as goods includes

burden of any description. The hauling of trailers by a tractor unit for the purposes of testing and repair as part of a trade or business requires an operators' licence. A tractor unit is a separate vehicle from a trailer and can only fall within the exemption if it is proceeding to the testing station for the purpose of a test upon itself³.

37. The Vehicle Excise and Registration Act 1994 provides exemptions for recovery vehicles. They are defined as vehicles constructed or adapted for the purpose of "lifting, towing and transporting a disabled vehicle". In these circumstances the Transport Tribunal has held that the correct test is whether the use of the recovery vehicle was for transporting genuinely disabled vehicles⁴.
38. In terms of the application the apparent requirement to lodge that application within 21 days is to be viewed as directory rather than mandatory. "It follows that a literal interpretation of the Regulations is more likely to shut out those with a strong claim rather than those with a weak claim or no claim at all."⁵
39. In many cases owners of impounded vehicles may not ask for a hearing because they think that this is unnecessary. They might think that the case for return of the vehicle is obvious and consequently not request a hearing. If the question of knowledge is at issue traffic commissioners should be alive to the need to explore this issue. If the issues or facts are other than straightforward the traffic commissioner must give serious consideration to the holding of a hearing to enable the applicant to attend and present all material facts to the presiding commissioner⁶.
40. The applicant must first prove ownership of the relevant vehicle before a traffic commissioner is required to consider other issues, although it may be necessary for the traffic commissioner to hear all of the evidence⁷. The correct test is whether the appellant had produced sufficient evidence to satisfy the traffic commissioner upon the balance of probabilities, that he is the owner not whether there is credible evidence that the vehicle is owned by anyone other than the applicant. Neither the production of the log book nor the identity of the registered keeper is conclusive evidence that the applicant is the owner⁸. Financial evidence showing that money was used to purchase the detained vehicle is unlikely to be sufficient in the absence of a loan or leasing agreement and/or other evidence as to rights over the vehicle⁹.
41. As a general rule the VOSA witnesses should give evidence first at a hearing and they must establish the case for impounding the vehicle. The applicant will then give evidence, with the burden of proof being on him to establish his

³ 2002/134 WC Commercials, Booth v DPP [1993] R.T.R. 379

⁴ 2008/011 Ansva Holdings

⁵ 2003/90 and 2003/122 CPT Commercials (Stockport) Ltd and CPT & sons Transport UK Ltd, 2005/471 Excell A Rate

⁶ 2005/542 J Thorogood, 2009/417 James Innes t/a J C Innes & Sons

⁷ 2011/363 David Pritchard

⁸ 2005/565 Construction Access UK Ltd, 2005/259 R J Evans

⁹ 2005/218 B Menear

ground/s for the return of the vehicle. This sequence assists the applicant since he is able to put his case to VOSA before himself calling evidence¹⁰.

42. Once unlawful use is established the burden of satisfying the traffic commissioner that the vehicle should be returned is on the applicant¹¹. The burden of proof in an application for return of an impounded vehicle based on knowledge lies with the applicant¹². On the issue of the owner's knowledge, the applicant must establish that he or she had no knowledge of the contravention at the time when the vehicle had been used, whenever that was and whether such use was at the time of detention or on some earlier occasion¹³. The purpose of the regulations is to prevent owners knowingly permitting or facilitating the unlawful use of vehicles¹⁴. All that is necessary to impute actual knowledge or to find constructive knowledge is that the applicant's knowledge is such that it would be "unconscionable" for the applicant to retain the benefit¹⁵. Knowledge may also include a wilful disregard for the obvious¹⁶ and can accordingly be comprised of:

- actual knowledge;
- wilfully shutting one's eyes to the obvious; and
- wilfully and recklessly failing to make such enquiries as an honest and reasonable person would make.

43. A high degree of fault is required to regard a failure to enquire as wilful and therefore constitute actual knowledge¹⁷. There is no requirement on owners to take *all* reasonable steps to ascertain what the vehicles was actually being used for. That is not to say that owners are not required to make *any* reasonable enquiries¹⁸. It might for instance be necessary for a traffic commissioner to examine the terms and conditions of any hire or lease agreement and parties should be in a position to assist¹⁹. The motivation for the owner's conduct or failure to take certain steps is likely to be extremely relevant.

44. A traffic commissioner might need to consider whether obvious inferences were drawn or whether obvious enquiries were made. If the applicant did not suspect wrongdoing or had his suspicions allayed that is not actual knowledge, but if he did suspect wrongdoing but failed to make enquiries then that is another matter²⁰. It may be necessary to determine whether simple questions, such as the applicant satisfying itself of the existence of the operator's licence, were asked²¹. If they did not make those enquiries the onus is on the applicant to say why not. If the true situation would have become apparent if such enquiries as

¹⁰ 2005/449 W J Furber

¹¹ 2007/062 Thomas McKinney & Son Ltd

¹² 2007/30 & 31 Industrial and Corporate Finance

¹³ 2002/056 J Tote

¹⁴ 2011/025 Asset 2 Asset Ltd

¹⁵ BCCI Ltd v Akindele [2000] 4 All ER 221, per Nourse LJ

¹⁶ 2002/134 WC Commercials

¹⁷ 2005/412 Capital Bank

¹⁸ Asset 2 Asset Ltd (as above) distinguishing the attempt to import the concept of dishonesty in 2011/021 Lombard North Central PLC

¹⁹ 2007/205 Evergreen Leasing

²⁰ 2003/ 003 Close Asset Finance

²¹ 2007/30 & 31 Industrial & Corporate Finance

any honest and reasonable person would make then the applicant must justify this decision. “In the absence of some innocent explanation if they failed to do so wilfully (that is to say – deliberately, intentionally and with a high degree of fault) and recklessly (that is to say – with a lack of caution) then actual knowledge can be imputed”²².

45. Traffic commissioners are advised to find such facts as they can on the evidence and then decide whether the owner has discharged the burden of establishing, on balance, that they did not have actual, imputed or constructive knowledge. There is no residual discretion for traffic commissioners to import the concept of proportionality into the tests laid out in the legislation²³. It may be difficult for an intelligent and/or experienced businessman to claim naivety where there are grounds to suspect that further enquiries (for instance use of the internet) are required and thereby every opportunity to find out about the licensing regime²⁴.

²² Asset 2 Asset Ltd (as above)

²³ 2004/152 Frank Meager, WC Commercials (as above)

²⁴ Asset 2 Asset Ltd (as above)

DIRECTIONS

46. The Senior Traffic Commissioner for Great Britain issues the following Directions to traffic commissioners under section 4C(1) of the Public Passenger Vehicles Act 1981. The aforementioned Guidance relates to matters which may be relevant to an application for return of a vehicle. These Directions are addressed to the traffic commissioners in respect of the approach to be taken by staff acting on behalf individual traffic commissioners and dictate the operation of delegated functions.

Basis of Directions

47. These directions are issued under section 4C(1)(b) of the 1981 Act to provide practical advice on the administrative arrangements to those who support the traffic commissioners in fulfilling their statutory functions.
48. Illegally operated vehicles can be impounded by the Vehicle and Operator Services Agency (VOSA) officers. There will usually have been an opportunity given to obtain a licence. Vehicles are detained where VOSA have reasonable cause to suspect that the vehicle is still being used illegally. As indicated above the operator has the right to apply to a traffic commissioner for its return subject to proof that the operator is the lawful owner of the vehicle.
49. Impounding might happen in one of the following circumstances (but will not always be limited to these circumstances):
- the operator has had its licence revoked by a traffic commissioner;
 - the operator has been warned or prosecuted by the enforcement agencies for operating without a licence;
 - there have been repeat applications for a licence but no authority to operate has given by the traffic commissioner;
 - the operator is using a foreign registered vehicle, not authorised on a GB licence, and is engaged in an operation outside the scope of the Cabotage rules;
 - the operator has used an operators' licence identity disc issued to another operator;
 - the operator has displayed a document which purports to be an operator's licence identity disc with intent to deceive.

Notification of Impounding

50. VOSA will normally contact the relevant Office of the Traffic Commissioner (OTC) by telephone to check:
- whether the vehicle is exempt from operator licensing;
 - whether or not the 'user' of the vehicle holds an operator's licence;
 - whether the vehicle is specified on any operator's licence.

51. Once the impounding has taken place and VOSA has notified the traffic commissioner of this in accordance with paragraph 58 staff at the Office of the Traffic Commissioner shall maintain a file regarding the matter and all contacts with VOSA and all parties should be recorded and kept on that file.
52. VOSA should already have considered and prepared a brief compliance history, information as to previous applications, previous enforcement and roadworthiness history with evidence to support its conclusion that the user does not hold an operators' licence. VOSA might also need to present evidence of an up-to-date list of vehicles also used by the applicant (including weight, type etc); test, roadworthiness and vehicle excise duty status for those vehicles; the registered keepers; whether there is outstanding finance on any of the vehicles (via the HPI database); the type of business carried out by the operator; routes used, destinations and times of journeys and the like.
53. VOSA is expected to supply the relevant traffic commissioner with a summary which explains its reasons for the impounding to include the following:
 - the full name and address of the user of the vehicle;
 - if the licence was revoked, the date and reasons for revocation;
 - evidence that the operator has continued in business, including any enforcement action taken;
 - confirmation that a HPI check has been made, including the date and outcome;
 - any other relevant facts that the traffic commissioner might require.
54. Any witness statements prepared by the authorised person and any accompanying vehicle examiners or traffic examiners should also be made available to the traffic commissioner at the earliest opportunity.
55. VOSA must inform any parties with an interest in the vehicle that the alleged breach has occurred and will arrange for the necessary legal notice to be published in either the London or Edinburgh Gazette (as appropriate). Where a PSV has been detained Regulation 9 provides that VOSA must also advertise in at least one newspaper circulating in such areas as the authorised person considers appropriate in the circumstances of the case. This will usually be a local publication depending on the type of journey. The advert should refer to any load, luggage and/or personal belongings etc that have been temporarily stored.
56. Irrespective of whether or not contact was made at the roadside VOSA must notify the following in writing prior to the notice appearing in the Gazette:
 - The owner of the vehicle (as defined in the Regulations).
 - The hirer (if the load has been stored).
 - The relevant traffic commissioner.
 - The relevant Chief Officer of Police.
 - The Association of British Insurers.
 - The British Vehicle Rental and Leasing Association (BVRLA).

57. VOSA will send an application form and fact sheet (GV or PSV 500 and GV or PSV 501) for the return of the vehicle to the apparent owner of the vehicle. The last date for appeal is 21 days from the date of publication.
58. Once VOSA has sent the traffic commissioner notification that a vehicle has been impounded in their area, including a copy of the notice issued to the vehicle's owner (without enclosures) the Office of the Traffic Commissioner must inform that traffic commissioner as soon as reasonably practicable of the impounding and place a copy of the e-mail on file. The Office of the Traffic Commissioner staff will need to start preparing for the possibility of listing a hearing in the event of an application for the return of the vehicle.
59. Once the 21 day application deadline has passed without an application for the return of the vehicle being received the matter must be referred to the Traffic Commissioner for a determination on the papers. In the event of there being no written application it is in order for the traffic commissioner to determine the matter without a hearing. As a matter of good practice the Office of the Traffic Commissioner should wait a further 7 days before sending notification to VOSA that the vehicle should be disposed of.

Applications to the traffic commissioner and accompanying time limits

60. The owner of the vehicle may make an application in writing to the traffic commissioner within 21 days of the notice, on the grounds set out above at paragraphs 17 for goods vehicles and paragraph 31 for public service vehicles.
61. Once the applicant has submitted a written application form (known as written representations) to the traffic commissioner for the return of the vehicle(s) the onus is on the applicant to satisfy the traffic commissioner that one of the grounds is met.
62. The written representations should then be brought to the attention of the traffic commissioner as soon as possible and the commissioner will then consider the application on the papers and determine whether it can be dealt with on the papers or whether the application should be listed for a hearing.
63. If the applicant requests a hearing then the traffic commissioner dealing with the matter is obliged to convene one. If not the traffic commissioner must decide whether a decision can be reached by considering the written representations or whether fairness requires that a hearing be held²⁵.
64. As stated at paragraph 61 once an application is received by the traffic commissioner they will consider it either by written representations or at a hearing. In any event all actions must be carried out as quickly as possible and in any event within the timescales specified by legislation set out below:

²⁵ See Statutory Guidance and Statutory Directions on Case Management

| Type of vehicle | Application | Hearing | Determination |
|---|---|---|---|
| Goods Subject to traffic commissioner's power to extend the periods under regulation 23 | minimum 21 days beginning with the date on which the notice is published or, if later, a copy of the notice is served. (regulation 10) | within 28 days of receipt of the application (regulation 11) | No hearing – 21 days from receipt of the application. Hearing – 14 days after the hearing (regulation 12) |
| PSV Subject to traffic commissioner's power to extend the periods under regulation 25 | minimum 21 days beginning with the date on which the notice is published or, if later, a copy of the notice is served. (regulation 11) | within 28 days of receipt of the application (regulation 12) | No hearing – 21 days from receipt of the application. Hearing – 14 days after the hearing (regulation 13) |

65. If an application is received after the 21 day time limit the traffic commissioner must be notified as soon as possible. Staff at the Office of the Traffic Commissioner must ascertain if the vehicle has been disposed of by VOSA and notify the traffic commissioner and the applicant accordingly. If the vehicle has been disposed of there will be no redress against the traffic commissioner provided that the time limits and accompanying procedures have been adhered to. If the vehicle has not been disposed of VOSA will be requested to delay disposal until the traffic commissioner has determined whether to consider the application out of time. Traffic commissioners and their staff should remind themselves of the helpful guidance from the Transport Tribunal at paragraph 40 above.
66. In the event that the traffic commissioner decides to hear the appeal out of time VOSA must be notified forthwith and they must be requested to delay disposal of the vehicle until the conclusion of the application. Traffic commissioners cannot be held responsible for a vehicle's disposal if they decide to hear an application outside the 21 day time period if the vehicle was not already disposed of at the time that VOSA were notified of the late application
67. In view of the prescribed timetable it may, in certain circumstances, be appropriate for the traffic commissioner to make initial directions for the supply of evidence. This minimises the risk of a hearing having to be adjourned part heard and will help to ensure that all parties know the basis of the other party's case. Initial directions may include a requirement on the applicant to provide evidence of ownership such as a V5C (but see above), proof of purchase and payment, insurance, any contracts and/or other documents relating to the use of the vehicle such as bank statements and lease agreements/ contract. In the event that VOSA have not already supplied all evidence to be relied upon it will be appropriate for the traffic commissioner to make a direction for VOSA to

supply copies of any documents referred to at paragraphs 54 and 55, including any relevant documents obtained at the point of seizure, the results of any inquiry in relation to ownership, any reports from police or other agency.

Proceedings

68. If the matter is to proceed by way of an oral hearing it is to be listed as quickly as possible and in any event to ensure compliance with the time frame set out at paragraph 67 above. This will often mean that the application will be given priority over licence applications and other public inquiries and driver conduct hearings. As a general rule the hearing will be held in public but commissioners and their staff are reminded of the provision for some evidence to be heard in private as set out at paragraph 33 above.
69. Information about the time and place at which the Traffic Commissioner proposes to hold a PSV impounding hearing must be published in the Notices and Proceedings issued in accordance with Regulation 3 of the Public Service Vehicles (Traffic Commissioners: Publication and Inquiries) Regulations 1986. There is no equivalent requirement in the goods legislation.

The traffic commissioner's decision

70. Having considered all the evidence the traffic commissioner will decide on the application and notify the applicant in writing within 21 days of receipt of the application (if there is no hearing), or within 14 days of the conclusion of the hearing. In either case the decision of the traffic commissioner must specify the ground/s upon which the application either succeeds or fails. If there has been a hearing full written reasons should also accompany the decision of the traffic commissioner. The traffic commissioner may extend these times where an individual case requires more time to be dealt with fairly and justly.
71. The Office of the Traffic Commissioner should inform the applicant of the traffic commissioner's decision:
 - based on written representations, within 21 days of receipt of the application; or,
 - following a hearing, within 14 days of the conclusion of the proceedings.
72. If the applicant is successful the vehicle can be returned to them and if not, the vehicle will be retained by VOSA. However both parties have a right of appeal and so the Office of the Traffic Commissioner must ensure that both parties are made aware of these appeal rights and so should not direct the return of the vehicle to VOSA until the expiry of that appeal period. Similarly if VOSA appeal they may choose to retain the vehicle pending the expiry of the appeal period. If there is no appeal against a decision not to return a vehicle or the appeal is unsuccessful the vehicle can be sold or crushed with the proceeds of any sale returned to the rightful owner, less any costs.

Appeals

73. If the relevant traffic commissioner decides that the impounding was proper the applicant may choose to appeal to the Administrative Appeals Chamber of the Upper Tribunal but must lodge that appeal within 28 days of the traffic commissioner's decision. The Upper Tribunal Secretariat will send notification of the appeal to the relevant Office of the Traffic Commissioner. If no appeal has been lodged after this time, the vehicle may be sold or disposed of. If an appeal is made the Office of the Traffic Commissioner should inform the VOSA Area Office, so that any disposal is prevented. VOSA should always notify the relevant traffic commissioner when property has been disposed of and their staff should check that the notification had been received.
74. In the event of an appeal the Office of the Traffic Commissioner should supply the Upper Tribunal with copies of all associated documentation, including a transcription of any hearing in the usual way²⁶. The file should be retained by Office of the Traffic Commissioner for at least 12 months from the date of detention or the completion of outstanding appeals and/or expiry of a relevant appeal period.
75. Decisions of the Upper Tribunal can be appealed to the Court of Appeal for English and Welsh cases or the Court of Session for Scottish cases, and from there to the Supreme Court (previously the House of Lords). There is also the possibility of an appeal to the European Court of Human Rights..

²⁶ See Statutory Guidance and Statutory Directions on Appeals

ANNEX 1: CLASSES OF VEHICLES FOR WHICH A LICENCE IS NOT REQUIRED

1. Any tractor as defined in paragraph 4(3) of Part IV of Schedule 1 to the Vehicle Excise and Registration Act 1994 (as originally enacted) while being used for one or more of the purposes specified in Part II of this Schedule.
2. A dual-purpose vehicle and any trailer drawn by it.
3. A vehicle used on a road only in passing from private premises to other private premises in the immediate neighbourhood belonging (except in the case of a vehicle so used only in connection with excavation or demolition) to the same person, provided that the distance travelled on a road by any such vehicle does not exceed in the aggregate 9.654 kilometres, (6 miles), in any one week.
4. A motor vehicle constructed or adapted primarily for the carriage of passengers and their effects, and any trailer drawn by it, while being so used.
5. A vehicle which is being used for funerals.
6. A vehicle which is being used for police, fire brigade or ambulance purposes.
7. A vehicle which is being used for fire-fighting or rescue operations at mines.
8. A vehicle on which no permanent body has been constructed, which is being used only for carrying burden which either is carried solely for the purpose of test or trial, or consists of articles and equipment which will form part of the completed vehicle when the body is constructed.
9. A vehicle which is being used under a trade licence.
10. A vehicle in the service of a visiting force or of a headquarters.
11. A vehicle used by or under the control of Her Majesty's United Kingdom forces.
12. A trailer not constructed primarily for the carriage of goods but which is being used incidentally for that purpose in connection with the construction, maintenance or repair of roads.
13. A road roller and any trailer drawn by it.
14. A vehicle while being used under the direction of HM Coastguard or of the Royal National Lifeboat Institution for the carriage of life-boats, life-saving appliances or crew.
15. A vehicle fitted with a machine, appliance, apparatus or other contrivance which is a permanent or essentially permanent fixture, provided that the only goods carried on the vehicle are—

- a) required for use in connection with the machine, appliance, apparatus or contrivance or the running of the vehicle;
- b) to be mixed by the machine, appliance, apparatus or contrivance with other goods not carried on the vehicle on a road in order to thrash, grade, clean or chemically treat grain;
- c) to be mixed by the machine, appliance, apparatus or contrivance with other goods not carried on the vehicle in order to make fodder for animals; or
- d) mud or other matter swept up from the surface of a road by the use of the machine, appliance, apparatus or other contrivance.

16. A vehicle while being used by a local authority for the purposes of the enactments relating to weights and measures or the sale of food and drugs.

17. A vehicle while being used by a local authority in the discharge of any function conferred on or exercisable by that authority under Regulations made under the Civil Defence Act 1948.

18. A steam-propelled vehicle.

19. A tower wagon or trailer drawn thereby, provided that the only goods carried on the trailer are goods required for use in connection with the work on which the tower wagon is ordinarily used as such.

20. A vehicle while being used for the carriage of goods within an aerodrome within the meaning of section 105(1) of the Civil Aviation Act 1982.

21. An electrically propelled vehicle.

22. A showman's goods vehicle and any trailer drawn thereby.

23. A vehicle permitted to carry out cabotage in the United Kingdom under Community Council Regulation (EEC) No. 3118/93 dated 25 October 1993 [\[17\]](#) laying down conditions under which non-resident carriers may operate national road haulage services within a Member State.

24. A goods vehicle first used before 1 January 1977 which has an unladen weight not exceeding 1525 kilograms and for which the maximum gross weight, as shown on a plate affixed to the vehicle by virtue of regulation 66 of the Motor Vehicles (Construction and Use) Regulations 1986 or any provision which that regulation replaced, exceeds 3500 kilograms but does not exceed 3556.21 kilograms (3Æ tons).

25. A vehicle while being used by a highway authority for the purposes of section 196 the Road Traffic Act 1988 .

26. A vehicle being held ready for use in an emergency by an undertaking for the supply of water, electricity, gas or telephone services.

27. A recovery vehicle.

28. A vehicle which is being used for snow clearing, or for the distribution of grit, salt or other materials on frosted, icebound or snow-covered roads or for going to or from the place where it is to be used for the said purposes or for any other purpose directly connected with those purposes.

29. A vehicle proceeding to or from a station provided by the Secretary of State under section 45 of the Road Traffic Act 1988 for the purposes of an examination of that vehicle under that section provided that—

- (a) the only load being carried is a load required for the purposes of the examination; and
- (b) it is being carried at the request of the Secretary of State.

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