



Driver & Vehicle Standards Agency

CHECK LIST FOR PROPOSED TACHOGRAPH CENTRE

The following is a detailed list of the supporting documents that will be required when submitting an application for an Approved Tachograph Centre.

Name of Designated (site) Manager.

1. A site plan showing:-

- I. the building(s),
- II. location of the calibration bay(s) within the building(s),
- III. location of the linear track,
- IV. access to the public highway,
- V. the parking area(s)

2. Fully dimensioned drawings of the proposed inspection / calibration bay(s) showing location of:-

- I. adjacent equipment,
- II. adjacent parts of the building,
- III. location of the calibration equipment,
- IV. positions and dimensions of entrances and exits,
- V. secure working area,
- VI. the safe,
- VII. the security container,
- VIII. reception area,
- IX. obligatory notice-board

3. Details of sole use of the site, If applicant is the site owner:-

- I. copies of Land Registry confirming this,
- II. If Land Registry is not available, proof of ownership with written explanation from a solicitor.

If applicant is not the site owner:-

- I. Evidence that the applicant has the right of exclusive use of the premises, including use as an Approved Tachograph Centre, in the form of lease, rental agreement or licence,
- II. In addition, proof that the person or body granting the lease owns the site; or if they are lease holders of the site, that their lease allows sub-letting or assignment of all or part of the lease to someone else.

And for both of the above scenarios:-

- I. Planning permission, exemption from planning permission or written confirmation from the Local Authority that existing planning approval covers use of the site for the purpose of this business,

4. Supporting Documentation:-

- I. In the case of a partnership, a copy of the partnership agreement.
- II. In the case of a limited company, a copy of the Certificate of Incorporation,
- III. Two character references for each person named on the application form, or each director in respect of limited companies. These must be from reputable sources e.g. barrister, solicitor, accountant, Justice of the Peace. References should be on headed paper, where appropriate, and must include a contact telephone number where DVSA may make further enquiries.

References must include:-

- I. Status of referee
- II. How long they have known the applicant
- III. Relationship of the referee to the applicant e.g. professional, social
- IV. State applicant is of good repute
- V. Confirmation of the suitability of applicant to operate an Approved Tachograph Centre on behalf of the Secretary of State.

5. Evidence of sound financial standing. This should be a reference from a bank or building society. If this is not available you may submit*

- I. A reference from a properly qualified accountant on headed paper and Copies of properly audited accounts.
- II. If a new business, references based on a business plan stating that in the professional opinion of the referee the plan is realistic and there is sufficient capital or financial backing to implement the plan.

6. A declaration of Conviction / Non Conviction for each person named on the application.

- I. In the case of a partnership, this would be separate declarations for each of the partners. In the case of a company, this would be separate declarations for the company and each director. (GV207a)