



Change or update your authorised testing facility (ATF) details

ROAD TRAFFIC ACT 1988 Section 45 and 49

Use this application form to make changes or update an existing authorised testing facility (ATF) for the testing of heavy goods vehicles (HGVs), trailers and public service vehicles (PSVs).

In all cases complete SECTION 1, then complete the section(s) relevant to the changes you're reporting:-

Section 1 – Details of applicant (mandatory)

Section 2 – Changes to the trading company, legal entity etc

Section 3 – Changes to Site personnel, as required by the contract

Section 4 – Changes to technical specification, additional classes, change in hours or site equipment

Guidance Notes

- A. Applicants will have to comply with the ATF requirements to operate as an ATF, which are contained within the ATF Contract.
- B. Applicants should be aware that operating as an ATF is subject to authorisation of the ATF and entering into a formal contractual agreement with DVSA.
- C. This application is subject to contract. If you need to do works or make purchases as part of this application to vary, you do so at your own risk. You're advised not to commence building work or purchase or install equipment until you've had an advisory site visit from DVSA and received a letter setting out the outcome of the visit.
- D. Any changes to the integrity this form will invalidate this application.
- E. Fill in this form in BLOCK LETTERS and black ink. Please type only within the white boxes. Please complete the appropriate sections related to your application.

Please send completed form to the address below:

**ATF Applications
DVSA
Contract Management Team
Berkeley House
3rd Floor
Croydon Street
Bristol
BS5 0DA**

Section 1 – Details of applicant

This section is mandatory and must be completed in all instances (e.g. full name, postal address, phone & fax number and main e-mail contact)

The applicant should be the lead person who will liaise with DVSA regarding this variation request, the arrangement of any site visits, management of documents etc.

State the current trading name, address, ATF contract number, site number and pre-funded account number.

Trading name:

Address of ATF site:

ATF Contract Number:

Site Number:

PFA Number

Section 2 – Changes to Trading Company, legal entity

Please complete this section to notify any changes in trading name, legal entity, including new ownership

Please use this section to tell us about the changes; please provide as much information as possible

Date of effective change (*please note you must give a minimum of 8 weeks notice to ensure any booked testing sessions are not impacted by this change*)

Please detail any changes to contract signatory, directors etc

Please note, you may be asked to provide additional information in support of changes notified in Section 2. For example, certificates of incorporation from Companies House. DVSA will contact you about this.

Section 3 – Changes to key site personnel

(a) Authorised signatory

Current signatory (*please provide name, email address and contact telephone number*)

New signatory (*please provide name, email address and contact telephone number*)

(b) Site Manager

Current site manager (*please provide name, email address and contact telephone number*)

New site manager (*please provide name, email address and contact telephone number*)

(c) Deputy Site Manager

Current deputy site manager *(please provide name, email address and contact telephone number)*

New deputy site manager *(please provide name, email address and contact telephone number)*

Date of effective change

Section 4 – Change to technical specification, additional classes or site equipment

(a) Site changes.

Having referred to the ATF requirements, please detail any physical change to the site.

Please provide the following and tick the box to show that it is enclosed:

- (1) A site plan *(no larger than A3 in size)*
- (2) A fully dimensioned drawing of the proposed testing area *(no larger than A3 in size)*
- (3) Written confirmation of planning permission or a written explanation of why planning permission is not required

(b) Removal/addition of third party access *(please note 6 months notice should be given to amend this criteria)*

Please provide details of the changes you wish to make.

(c) Change to operating hours

Tick where necessary ✓

	Open	Closed	Start	End
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

(d) Additional classes of vehicles for which approval is sought – please tick all relevant boxes:

ATF Category	Types of vehicles	✓
Category A	All vehicles and trailers	
Category B	All goods vehicles and trailers	
Category C	All public service vehicles	
Category D	Single deck public service vehicles	
Category E	All trailers	
Category F	All rigids (including articulated motive units)	
Category G*	Restrictions	
LEZ Phase 3**	Larger vans, ambulances, motor caravans and minibuses	

*Under Category G, restrictions are based upon the following factors and documented in Schedule 2 of the ATF Contract: length, height, width, maximum authorised mass.

**Further details on the [types of vehicles that are in scope of Low Emission Zone](#) - Phase 3 are available on the Transport for London Website.

Do you wish the site to be authorised for Phase 3 low emission zone testing? Yes/No

Do you intend to apply for class I, II, III, IV, V, VII authorisation at this site? Yes/No

If you wish to test other categories or vehicles, for example: individual vehicle approval (IVA) or car/light Van MOT testing, then further advice is available from the business link website in the [Transport and Logistics section](#).

If you do also apply for class I, II, III, IV, V, VII authorisation DVSA will endeavour to work in a joined-up manner with regard to site visits, inspections etc.

(i) Do you wish to have your premises approved for testing of dangerous/hazardous goods vehicles? Yes/No

(ii) Having referred to the ATF requirements, will the site require a physical change to accommodate the vehicle types? Yes/No

If yes, please provide the following and tick the box to show that it is enclosed:

- (1) A site plan (no larger than A3 in size)
- (2) A fully dimensioned drawing of the proposed testing area (no larger than A3 in size)
- (3) Written confirmation of planning permission or a written explanation of why planning permission is not required

Note: photocopies of documents 4(c) (1), (2) and (3) are acceptable. DVSA will not return any documents so please do not send originals. DVSA staff may ask to see originals during any subsequent site visit.

(d) Please detail any changes to site equipment

Section 5 – Declaration

I declare that I am the authorised signatory for this contract and that all of the information enclosed, to the best of my knowledge, is true and correct.

Signature		Full name (BLOCK LETTERS)		Date	
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Important: Please ensure your application is complete as failure to enclose all of the required documentation will result in your application being returned to you without consideration.

Marketing Options

DVSA Marketing

If you offer testing to third parties, DVSA may wish to publicise your ATF details to encourage customers to [book tests at your ATF site](#). These details are likely to include contact name, address, telephone number, email, website and testing times. DVSA anticipates making these details available on the government site as well as any other appropriate media in the public domain.

I am happy for our test site and test booking details to be published by DVSA.

Please tick box to confirm

Data Protection Act 1998

The personal information you provide on this form will be used for the purposes of DVSA's statutory functions. It won't be disclosed without your permission to other organisations unless required or permitted by law. For further information, visit our [personal information charter](#) available from DVSA's website.