



## GV72: Transfer of Operating Centres: SCHEDULE 4

### Supplementary Application Form

#### About this form

You should complete this form if you wish to apply to transfer operating centres. Schedule 4 to the Goods Vehicle (Licensing of Operators) Act 1995 provides a simplified procedure for the transfer of an operating centre(s) from one operator's licence to the licence of another operator or potential operator.

It can be used at the time of your application for a new licence or at the time of an application to vary an existing licence.

Where this procedure is used no advertisement is required in connection with your application. There are no separate fees charged for an application to use the provisions of Schedule 4. However, the accompanying [GV79](#) (for a new application) or [GV81](#) (to vary an existing licence) will usually attract a fee. In the case of GV79s there will always be an application fee. Whether a GV81 attracts a fee depends on the circumstances of the application. If the authorisation on the applicants licence is sufficient to absorb the authorisation to be transferred and the applicant does not wish to increase the overall authority on their licence then no fee is payable. In all other circumstances an application fee is payable. That will also be the case if the request for Schedule 4 is declined and an advertisement is deemed necessary by the traffic commissioner.

The operating centre(s) being transferred must be specified on a licence (but not more than one) on the date the application is made, and it will be removed from that licence if the application is granted.

Any conditions that apply to the operating centre(s) concerned are transferred with it, and any undertakings must be accepted by the new operator. Conditions and undertakings cannot be amended at the time of transfer.

Use of the schedule 4 transfer procedure is at the discretion of the traffic commissioner. If the grant of a schedule 4 application would extend the review period for the operating centre(s) concerned then the traffic commissioner must be satisfied before a decision is made that no new adverse effects or environmental conditions would be likely to arise as a result.

#### Filling in the form

Use black ink to fill in the form. This form should be completed in full and submitted with a [GV79](#) form (in the case of a new licence application) or a [GV81](#) form (in the case of an application to vary a licence) completed by the applicant.

Section A of this form must be completed by the applicant and Section B must be completed by the operator or person who is giving up the operating centre.

#### What to do next

Send your completed form, along with any supporting documents to the traffic commissioner at: Office of the Traffic Commissioner, Central Licensing Office, Hillcrest House, 386 Harehills Lane, Leeds, LS9 6NF



**Section B – To be completed by the person who is giving up the operating centre.**

<b>3) Name</b>		
<b>4) Trading Name (if any)</b>		
<b>5) Licence Number</b>		
<b>6) Address (please give the address at which you can be contacted for business purposes)</b>		
	Postcode:	
<b>7) Contact telephone numbers</b>	Business:	Fax:
	Home:	Mobile:
<b>8) E-mail address</b>		

**9) Is/are the operating centre(s) detailed in question 2 of Section A currently specified on your licence?**

Yes  No

**10) Is/are the operating centre(s) used as an operating centre by any other holder of a good vehicle operator's licence?**

Yes  No

**11) If you answered yes to question 10 please give details of the other licence holder. Continue on a separate sheet if necessary**

Name		
Trading Name (if any)		
Licence Number (if known)		

**12) Tick as appropriate:**

(a) I hereby request that the operating centre(s) detailed in question 2 of Section A of this form be removed from my licence; or

(b) I hereby offer the surrender of the licence.

**I declare that the statements made in this application are true. I understand that it is an offence to make a false declaration.**

Your full name in block capitals

Signed  Dated

Position in business – (See notes below) please tick **one** below.

Owner  Partner  Director

Delegated officer of any other organisation  
(please state, eg. trustee)

### Notes

- a. If the licence is held by an individual the application must be signed by that individual
- b. If the licence is held by a partnership the application may be signed by all partners or by one partner but only with the authority and knowledge of the other partners.
- c. If the licence is held by any other body or group of persons the application may be signed by one or more individuals authorised for the purpose by the body or group and could be the transport manager. In the latter case the application must be accompanied by a declaration confirming the authority to sign.

### Checklist

Before you return this form please check that:

- This form is completed in full
- If you are submitting your main application by paper, you have attached a completed GV79 or GV81 form and any additional supporting documents
- You have attached the required fee where appropriate