

Part C

C1. MOT testing station details

What is the MOT testing station number?

What is the proposed trading name of the MOT testing station?

MOT testing station address

Postcode

Telephone number (with area code)

Email address

State the reason for change to the MOT testing station

Date of proposed change

Part C

C1. MOT testing station details continued

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

Number of one-person test lanes (OPTL) at this MOT Testing Station

Number of two-person test lanes (TPTL) at this MOT Testing Station

Number of automated test lane (ATL) at this MOT Testing Station

Part C

C2. MOT connected equipment

Some types of equipment can connect directly to the service you use to record MOT test results. This means that test results can be automatically transferred to service without the need for manual data entry.

How to connect equipment

You need to request a software code (called a 'key') to connect equipment to the MOT testing service.

You can request a key by going to the 'Vehicle testing station' page on the MOT testing service.

You should only download the key when the engineer is on-site and ready to install your equipment.

You can find full details on connected equipment and how to request a key at:
www.gov.uk/government/publications/mot-centre-approved-testing-equipment

Part C

Nominate a site manager

You must nominate a person to act as your Site Manager to request the key. This can be the AEDM named in Part A or another suitable person.

Who will act as your Site manager?

I nominate my AEDM as my Site Manager

I nominate another suitable person as my Site Manager

If you select another suitable person, give their details

Name

User ID

Part C

C3. Declaration

I (the person named at A1) have read the relevant sections of the MOT testing guide and the requirements for authorisation, and fully understand the requirements of operating a vehicle testing station.

I confirm that the vehicle testing station will meet the requirements of authorisation:

- I confirm that I will inform DVSA of any changes to the vehicle testing station layout or test classes
- I confirm that I understand some changes must be notified to DVSA and approval granted, as specified in the MOT Testing Guide, before testing can commence
- I confirm that I will inform DVSA of any changes to equipment as specified in the MOT Testing Guide

Signature or type name

Date

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)

DBS checks

Tick to confirm you've included the DBS certificate number and consent code for everyone named on this application (England and Wales), or that you're sending the DBS certificate with this application (Scotland).

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

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

Part D

D2. 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 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

D3. 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

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 and the location of the MOT noticeboard) 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