



# Apply to open an Authorised Testing Facility (ATF)

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Use this form to apply to open an MOT centre for HGVs, trailers, buses or coaches.

## Before you start

You must save this form to your computer or device before you fill it in.  
Your application can be delayed if you do not fill in the form correctly.

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## Introduction

### Type of application

You must select one of the options from this box to continue.

	What to fill in
Apply to set up an ATF on a brand new contract	A, B, C, D, E, G, H
Apply to add a new site to your existing contract	A, B, C, D, E, G, H
Apply to move your existing sites premises	A, B, C, D, E, G, H
Apply to make a changes to your trading company or legal entity	B, C, E, F, H1

## Section A

### Eligibility criteria

DVSA are currently only accepting a limited number of applications. To be eligible to apply, your proposed site must be one of the following options.

You must select one of the options from this box to continue.

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A move of premises for an existing site - but it must be in the same local area

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The new site is in Orkney or the mainland Scottish Highlands

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The new site is in the south of England, and can test fully laden fuel tankers or laden dangerous goods vehicles ([red sites only](#))

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The new site will significantly improve the service to heavy vehicle operators in that area - you should include all the possible efficiency benefits of your proposed site in your business case

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## Section B

### Applicant details

The applicant should be the lead person who DVSA will contact regarding this application, the arrangement of site visits, and management of documents.

Title

Surname

First name

Middle name

Job title

#### **Correspondence address**

Enter your correspondence address if it's different to your registered business address, otherwise leave this blank.

Correspondence address

Postcode

Telephone number (with area code)

Email address

## Section C

### C1. Your business details

Select the type of business you have.

Sole trader

Partnership

Limited company

Designated council

Name of sole trader, each partner in a partnership, or limited company name (as registered with Companies House)

Trading name

Limited company number (from Companies House)

Primary nature of business

Dealership or franchise

Commercial repair

Stand alone test centre

Vehicle maintenance unit

Other

## Section C

### Your business details continued

Registered office address

Postcode

Telephone number (with area code)

Email address

## Section D

### Business case

Explain why you wish to set up an ATF. You should include your short and long-term plan and any market research or knowledge of local area.

You should include:

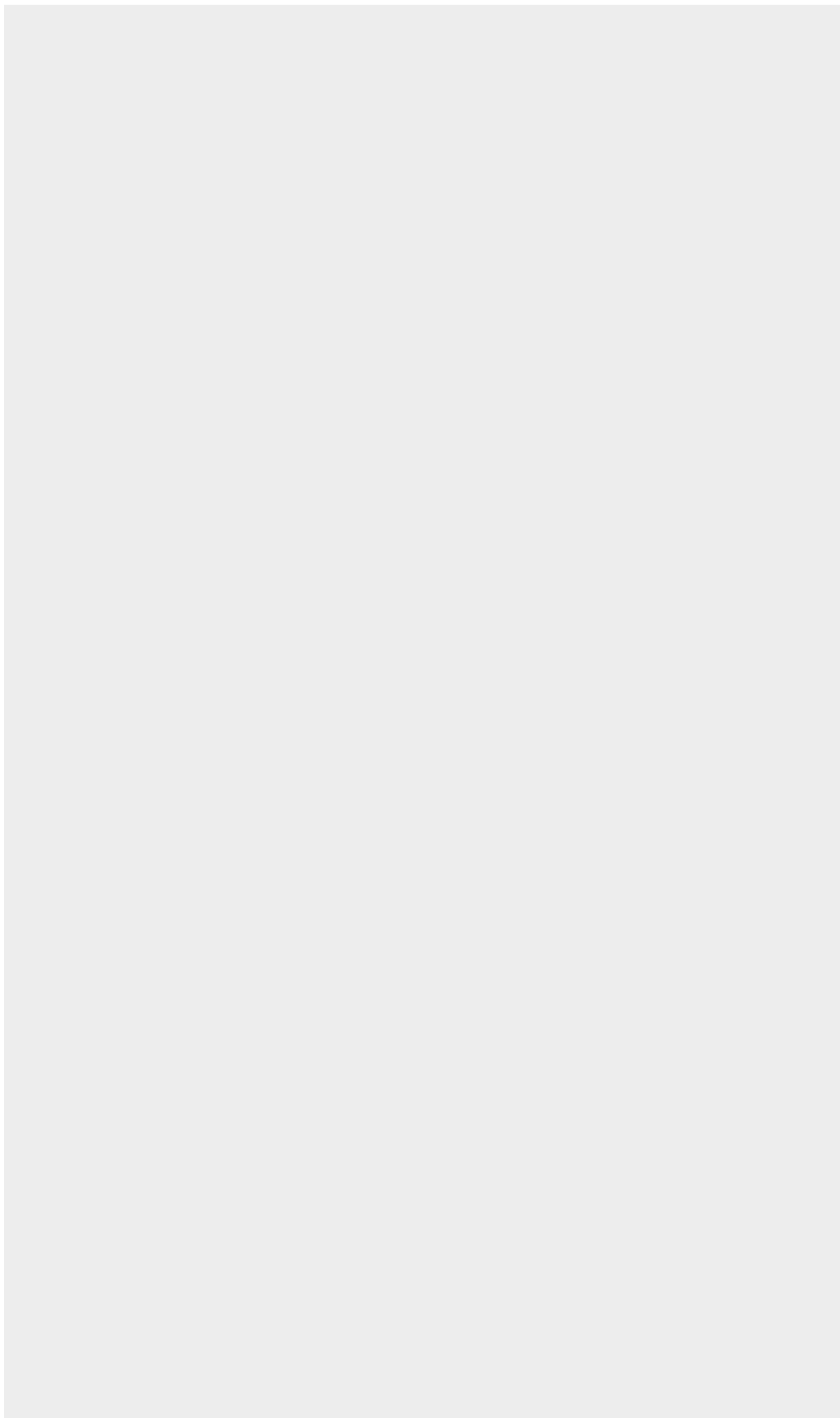
- why you want to open an ATF
- a list of organisations who have agreed to use your ATF when it opens with supporting third party assurances
- how many vehicles and trailers you expect to test a year
- if you want to test hazardous or dangerous goods and how many you expect to test a year
- where the vehicles are currently being tested (include volumes and ATF locations if various sites used)
- what testing duration and start times you need

You should also include your aspirations for the future, including:

- how many testing days you think you will need each week
- how many examiners per day your site can accommodate
- how many examiners you would like per day
- if you want to carry out, out of hours testing on the evening and weekends

If you need more space please attach your business case as a separate document.

Section D  
**Business case continued**



## Section E

### **E1. Unspent criminal convictions or matters affecting your repute**

For the avoidance of doubt please see s.139 of [Legal Aid, Sentencing and Punishment of Offenders Act 2012](#) for the relevant time periods.

Does any person involved in the application (named in part 1) have any unspent criminal convictions?

No, they do not have any unspent criminal convictions (go to E2)

Yes, they do have unspent criminal convictions (go to E3)

### **E2. Declaration that there are no unspent criminal convictions**

I confirm that neither I nor any person involved in the application (named in part 1) have unspent criminal convictions.

I am aware that if, in the future it is brought to DVSA's attention that there are any unspent convictions that have not been disclosed, this may result in the suspension or withdrawal of authorisation to carry out testing.

#### **Declaration**

I declare that, to the best of my knowledge, the statements above are true and correct.

This statement must be signed by the sole trader, the duly authorised partner of a partnership, an officer of the company, or the chief executive officer (or nominated person) in a designated council.

Signature or type name      Full name      Date



## Section E

### E3. Declaration of unspent criminal convictions

I confirm that the following individuals involved in the application (named in part 1) have the following unspent convictions.

Date of conviction	Name and position	Court	Offence	Sentence

#### Declaration

I declare that all information in the table in section E3, to the best of my knowledge, is true and correct.

This statement must be signed by the sole trader, the duly authorised partner of a partnership, an officer of the company, or the chief executive officer (or nominated person) in a designated council.

Signature or type name      Full name      Date

## Section E

### **E4. Declaration of matters capable of affecting repute**

Please provide full details of any activities or events where the company, any officer or person with significant control of the company or member of the partnership, or the applicant or persons otherwise significantly involved with the applicant named in part 1 could potentially impact the repute of DVSA or the testing process in general. If this is not the case, please proceed to the declaration at E5.

Failure to declare information which may impact repute at this stage could result in suspension or withdrawal of authorisation if later discovered.

Examples of activities which may bring DVSA into disrepute include but are not limited to:

- conviction of a serious offence, especially but not only one related to road transport and/or professional liability
- for those involved in vehicle operation, any conviction or other finding which involved the breach of one or more of the Most Serious Infringements described in [Annex IV of Regulation \(EC\) No 1071/2009](#), and/or where Traffic Commissioners have found issues of repute
- for those involved in MOT testing, any activity which led or could have led to cessation of authorisation under the [MOT scheme](#)
- any other disciplinary or regulatory action by another government department, agency, local government or similar
- a company either directly involved in this application or one over which any person involved in this application has significant control has been found liable in a criminal or civil case, particularly where that case related to road transport

## Section E

### **E5. Declaration of no potential sources of disrepute**

I confirm that no one involved in this application (named in Part 1) has been engaged in or been otherwise involved in activities or events which would bring DVSA or the testing process into disrepute.

I am aware that if, in the future it is brought to DVSA's attention that there are any sources of disrepute either new or that have not been disclosed, this may result in the suspension or withdrawal of authorisation to carry out testing.

#### **Declaration**

**I declare that, to the best of my knowledge, the statements in section E5 are true and correct.**

This statement must be signed by the sole trader, the duly authorised partner of a partnership, an officer of the company, a duly authorised person in a company or partnership, or the chief executive officer (or nominated person) in a designated council.

Signature or type name	Full name	Date
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## Section F

### F1. Authorised testing facility (ATF) details

ATF trading name

Site address or location of proposed site if it's a new site

Postcode

Telephone number (with area code)

Email address

#### **Existing sites only**

ATF contract number

Site number

Pre-funded account number

## Section F

### F2. How your ATF will operate

#### How you operate

Select how you want to your ATF operate

Own account only - you only want to test your vehicles

Own account with option to test third parties - you only want to offer tests to your vehicles or selected customers only

Open access - you want to take bookings from any customers

#### Vehicle test categories

Which vehicles do you want to test? (select all that apply)

A - All

B - All goods vehicles and trailers

C - All public service vehicles

D - Single deck public service vehicles

E - All trailers

F - All rigids, including articulated motive units

G - Restricted vehicles

Low Emission Zone Phase 3 - Larger vans, ambulances, motor caravans and minibuses

Do you want to be approved to test laden dangerous goods vehicles?

Yes

No

Do you want to be approved to do Phase 3 Low Emission Zone tests?

Yes

No

## Section F

### F3. Testing period requirements

To help DVSA plan staffing requirements, please estimate how many Testing Periods (3.5 hour slots) per week you think you will need at each of your sites.

Site name	Site location	Number of testing periods per week needed

## Section G

### Site declarations

#### Wifi Internet connection

You need a stable wifi internet connection for DVSA staff to use at your ATF, it needs a speed of at least 1.2Mbps and should be password protected.

I can confirm that my wifi will be password protected and there will be a stable internet connection at my site throughout the testing area.

#### Insurance cover

You need to have an insurance policy with a suitable excess providing an adequate level of cover to all possible risks. You need to send a copy of this with your application.

I can confirm that my business has suitable insurance cover.

#### Displaying your ATF details on GOV.UK

You can publicise your ATF details on the [Find an MOT test centre for HGV, bus or trailer service on GOV.UK](#) to encourage customers to book tests at your site.

I can confirm I want my ATFs details listed on GOV.UK.

## Section H

### H1. 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)

Tick to confirm you've included the Health and Safety Policy and Statement if you have one

Tick to confirm you've included a copy your insurance policy

### H2. Planning permission

Tick to confirm you're sending a solicitor's letter with your application that states either you own the land, have a licence to occupy, 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 vehicle testing, and that planning permission is in place



## Section H

### H3. 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, access and parking

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 with your application

Enter the drawing number

# Declaration

Completing this application does not guarantee an acceptance to become an ATF. This application is subject to contract.

Works or purchases to meet the ATF requirements are at the applicant's own risk. You should not start any building work or purchase or install equipment until you have had an advisory site visit from DVSA and received a letter setting out the outcome of the visit.

This letter will detail what work, if any is needed from you to meet the current ATF requirements.

## Declaration (to be completed by the authorised signatory)

I declare that:

- the information provided and its supporting documents is, to the best of my knowledge, true and correct
- I have the authority to accept it on behalf of the applicants
- I understand that if any information at this point or later is found to be incorrect that it may result in withdrawal or suspension of authorisation

Signature or type name      Full name      Date

## Data protection

We collect, use and store your personal data so that we can process your application to open an ATF.

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](http://www.gov.uk/dvsa/privacy)

## For official use only

To be filled out by DVSA

Provisionally accepted

Rejected

Notes on application