



Please complete this application if you wish to  
apply for additional modules

Which additional module are you applying for?

Are you an Earned Recognition scheme member? If yes  
complete **all** sections

If no complete sections **A, B, F & G** and submit with your  
application to join the Earned Recognition Scheme

### **A. OPERATOR DETAILS**

Name of Entity

ER number:  
If applicable

Contact name

Position:

Telephone No.

Email:

Address

**B.** Please enter all operator licence numbers to be included in your application below

Are all operating centres within the operator licences listed above included in  
your application.

***If no, please enter requested details in Section F***

**C. RECENT CHANGES**

Are there any changes or planned changes that may affect your ER status?

If yes details:

**D. MANAGEMENT IT SYSTEM DETAILS**

There may be additional items required on your safety inspections. Please confirm you have informed your IT system providers about your intention to apply for additional Earned Recognition modules?

**E. AUDIT DETAILS**

Have you already completed an additional module audit?

If yes: please specify the completed date / dates

Is a copy of the audit attached?

Authorised audit provider details:

Name

Email

**F. ADDITIONAL INFORMATION REQUIRED FOR SECTION B (if applicable)**

O Licence Number

Operating Centre Towns and Postcodes

O Licence Number

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## G. DECLARATION

- I confirm that the information I have provided here and in any other part as associated documentation is true and correct, also that the Office of the Traffic Commissioner has been notified of changes in accordance with the undertakings and declarations associated with the operator's licence held by the entity as stated within this application.
- I declare all relevant convictions have been declared to the traffic commissioner. (Refer to the PSV operator licensing guide (PSV437) or the Goods vehicle operator licensing guide (GV74) for detail about convictions and penalties).
- I declare that the directors and principals are as listed on the operator's licence and that all unspent convictions relating to any of the directors or principals have been reported to the traffic commissioner.
- I declare that no action has been taken by the traffic commissioner against any directors or principals of the entity in the last two years.
- I declare that the office of the traffic commissioner has been notified in all respects as to the current financial status of the entity.
- I declare I have included all operator licences within the legal entity or group.

**By checking this box, you are confirming that you have read and accept the current DVSA Earned Recognition Scheme Terms and Conditions**

\*If not checked the application will be returned.

**On behalf of the entity:**

Please confirm the signatory has the authority to submit the application on behalf of the entity

**Data Protection** - The personal information you provide on this form will be used for the purposes of managing the Earned Recognition scheme. This may include sharing your data and/or verifying the information supplied with the Department for Transport. No further disclosures shall be made by DVSA other than in accordance with the law, to comply with legal obligations and in accordance with the General Data Protection Regulation (GDPR) .

Name:

Position:

Date:

Please check all questions have been answered failure to do so may result in your application being delayed or rejected.

To submit your application download a copy of the form, save as a PDF and email your completed form to [dvs aer@dvsa.gov.uk](mailto:dvs aer@dvsa.gov.uk), stating 'Additional module application' as the subject