



# Apply to open, run or change an MOT testing station

Use this form to apply for or vary your MOT authorised examiner (AE) status, or make changes to a vehicle testing station (VTS).

## Before you start

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

## Introduction

### Type of application

#### MOT authorised examiner application

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

	What to fill in
Apply to become an authorised examiner (AE)	A, B, D1
I am currently an approved AE	A1, A2, A3, A5
Make a change to a current AE (this includes any changes to your business entity type or director)	A, B, D1, D2 (if relevant)
Change of AE designated manager	A, B, D1
Apply to become an AE following a short term cessation	A, B, D1

#### MOT testing station application

	What to fill in
Apply to set up a new MOT testing station	C, D2, D3
Apply to take on an MOT testing station that's currently testing	C, D2
Apply to take on an MOT testing station that was previously approved but is no longer testing	C, D2, D3
Make a change to a current MOT testing station, for example, change test classes, equipment or VTS trading name	C, D2 (if relevant), D3

## Part A

### A1. Declaration

**I declare that the information I've given in this form is true, complete and accurate.**

This statement must be signed by the sole trader, partner in a partnership or a director of the company (in the case of a partnership or company this may be by a duly authorised person).

Name

Position

Date

Email

Telephone

Mobile

## Part A

### **A2. Statement of responsibilities**

All MOT test stations must operate, and all MOT tests must be carried out following the rules in:

- Section 45 of the Road Traffic Act 1988
- the Motor Vehicles (Tests) Regulations
- the MOT inspection manual
- the MOT testing guide
- the requirements for authorisation
- supplementary information DVSA issues from time to time, that's applicable at the time of test

All MOT tests must be carried out:

- at the premises shown on the authorisation certificate (VT9) - you're given this when you're approved
- using only the equipment and facilities specified in your authorisation - it must be in good working order and equipment calibrated at the required intervals
- only on classes of vehicle you're authorised to test
- only by people listed on the MOT testing service as testers
- using an assistant for those parts of the tests requiring it
- without avoidable distraction or interruption

You must test any vehicle in a class you've been authorised for, unless its size or weight mean it cannot be properly or safely tested on the approved facilities.

If a test cannot be carried out immediately, you must offer an appointment for the earliest practicable time, subject to:

- physical limits
- reasons for not starting test

The AE has full responsibility for the actions of their MOT testers and for ensuring that acceptable standards of MOT testing are maintained.

You must tell DVSA immediately if you get a conviction where one of the following is imposed:

- a prison sentence (or suspended sentence) of 3 months or more
- a fine exceeding level 4 on the standard scale (currently £2,500)
- a community service order (or equivalent) requiring unpaid work for more than 60 hours
- any punishment outside the UK equivalent to these points

This applies to:

- MOT testers
- authorised examiner principals (AEPs) - that is, sole traders, every partner in a partnership, or every director in a company
- authorised examiner (AE) designated managers (AEDMs)
- AE delegates (AEDs)
- site managers
- site admins

You must allow DVSA access for:

- the inspection of your testing arrangements, equipment, facilities and records
- checking of your tester's competence
- examination of recently tested vehicles at any time during normal working hours or that the VTS is open

You must ensure your staff behave with respect and consideration to DVSA staff, their agents and the public and remove such conduct that might reasonably be expected to cause obstruction, insecurity, discomfort, offence, humiliation or harm.

You must tell DVSA if:

- the AE is declared bankrupt (also known as 'sequestration' in Scotland)
- the partnership is dissolved
- the AE is a company for which:
  - a court has issued a winding-up order
  - you choose to liquidate your limited company (also called 'winding up' a company) or partnership
  - you're a sole trader who is insolvent
  - a receiver or manager of the body's undertaking is appointed
  - if a lender takes possession of assets or property set out in a debenture (a document that lays down the terms and conditions of a loan you had with them), which was secured by a 'floating charge'

DVSA can terminate your authorisation if you do not comply with these requirements, or if you've made any false statements in this application.

### **Declaration**

I declare that:

- the information provided in part A and its supporting documents is, to the best of my knowledge, true and correct
- I have read, understood and accept the statement of responsibilities
- 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 termination of approval to carry out statutory testing
- I understand that providing false information or failure to disclose material information may result in prosecution under the Fraud Act 2006

Signature or type name

Full name

Date

## Part A

### **A3. Current AE number (if you're currently authorised)**

Enter your AE number

State the reason for change to the authorised business

Date of proposed change

## Part A

### **A4. 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 of Authorised Examiner

Limited company number (from Companies House)

Registered office address

Postcode

Telephone number (with area code)

Email address

Correspondence address

Postcode

Telephone number (with area code)

Email address

## Part A

### **A5. Limited company or partnership unspent criminal convictions**

Does your limited company or partnership have any unspent criminal convictions?

No, it does not have any unspent criminal convictions (go to A6)

Yes, it does have unspent criminal convictions (fill in a [Declare your limited company or partnership has unspent criminal convictions](#) form)

## Part A

### **A6. Declare your limited company or partnership has no unspent criminal convictions**

I confirm this business (named at A4) has no unspent criminal convictions.

I'm 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 cessation of authorisation to carry out statutory testing.

Cessation may occur even though the unspent conviction may not have been of a nature that would have led to refusal on the initial application.

#### **Declaration**

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

This statement must be signed by 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

## Part A

### A7. Authorised examiner designated manager (AEDM)

You must nominate someone to be an AEDM. Who this is will depend on the type of business you have. It will be either:

- the sole trader
- the partner in a partnership who will have the most direct control over MOT testing
- the director or an officer of the company having direct responsibility for all MOT testing operations at all sites
- the senior manager who has direct responsibility for all MOT testing operations at all sites

Title	Surname
First name	Middle name
Driving licence number	Date of birth
Home address	
Postcode	
<p>I confirm I have completed an award in MOT test centre management or DVSA's MOT manager course and have created an account in the MOT testing service</p> <p>or</p> <p>I can confirm that I will complete an award in MOT test centre management before authorisation being granted to the authorised examiner</p> <p>Tick if you have another appointment or role in the MOT testing service, or have had one before</p>	
<p>Enter your MOT testing service user ID. You need to <a href="#">create an account</a> if you do not already have one.</p>	

Part A

**A7. Authorised examiner designated manager (AEDM)  
continued.**

Have you been subject to disciplinary action in the last 5 years, or are you awaiting the outcome of a disciplinary decision within any scheme managed by DVSA or government agencies?

Yes

No

If yes give details of the disciplinary action, including any action you have taken to regain your repute

**Basic DBS check**

Enter the full web address of your DBS check result. For example, <https://www.apply-basic-criminal-record-check.service.gov.uk/view-e-result/abcdefgh>

You can find this in an email from Basic DBS check.

**DBS share code (England and Wales only)**

Enter the one-time share code. For example, aA AB A1 aB.

In Scotland, we will contact you after you have applied to ask for your one-time share code.

**Declaration**

I (the person named at A7) have read the relevant sections of the MOT testing guide and the requirements for authorisation, and fully understand the role of an AEDM and the obligations placed on me.

I do not have an unspent conviction where one of the following has been imposed:

- a prison sentence (or suspended sentence) of 3 months or more
- a fine exceeding level 4 on the standard scale (currently £2,500)
- a community service order (or equivalent) requiring unpaid work for more than 60 hours
- any punishment outside the UK equivalent to these points

Signature or type name

Date

## Part A

### A8. Nominate an AEP to attend an MOT management training course

Fill in this section if your AEDM is not also an AEP. You must nominate one AEP to attend a level 3 MOT management training course. Who this is will depend on the type of business you have. It will be either:

- the sole trader
- the partner in a partnership who will have the most direct control over MOT testing
- the director or an officer of the company having direct responsibility for all MOT testing operations at all sites

Title	Surname
First name	Middle name
Driving licence number	Date of birth
Home address	
Postcode	
<p>I confirm I have completed an award in MOT test centre management or DVSA's MOT manager course and have created an account in the MOT testing service</p> <p>or</p> <p>I can confirm that I will complete an award in MOT test centre management before authorisation being granted to the authorised examiner</p> <p>Tick if you have another appointment or role in the MOT testing service, or have had one before</p>	
<p>Enter your MOT testing service user ID. You need to <a href="#">create an account</a> if you do not already have one.</p>	

## Part A

### **A9. Authorised examiners returning from short term cessation**

To be used only by Authorised Examiners wishing to reapply for authorisation when subject to a short-term cessation.

This form must be completed and submitted with relevant supporting documents before the end of the cessation period.

Enter your AE number

Enter your VTS number (which was subject to short-term cessation)

#### **Declaration**

I declare that:

- any changes to the entity have been notified in sections A1 to A8
- the site stated in this application remains unchanged from the previous authorisation
- I have read, understood and accept the Statement of Responsibilities
- I have the authority to accept it on behalf of the applicant(s)

Signature or type name

Date

## Part B

### **B1. Authorised examiner principal (AEP)**

Sole traders, every partner in a partnership, and every director in a company needs to fill in part B. Use separate declaration sheets if there's more than one.

Title	Surname
First name	Middle name
Driving licence number	Date of birth
Home address	
Postcode	
Tick if you have held, or currently hold another appointment or role in the MOT testing service	
Enter your user ID number (for your MOT testing service account). You need to <a href="#">create an account</a> if you do not already have one.	
Have you been subject to disciplinary action in the last 5 years, or are you awaiting the outcome of a disciplinary decision within any scheme managed by DVSA or government agencies?	
Yes	
No	
If yes give details of the disciplinary action, including any action you have taken to regain your repute	

## Part B

### B2. Personal declaration of non-conviction and bankruptcy

#### Basic DBS check

Enter the full web address of your DBS check result. For example, <https://www.apply-basic-criminal-record-check.service.gov.uk/view-e-result/abcdefgh>

You can find this in an email from Basic DBS check.

#### DBS consent code (England and Wales only)

Enter your DBS consent code to let DVSA check your record.

In Scotland, we will contact you after you have applied to ask for your one-time share code.

#### Declaration

I, the person named as a sole trader / partner / company director of the business named at A4 confirm that I do not have an unspent conviction where one of the following has been imposed:

- a fine exceeding level 4 on the standard scale (currently £2,500)
- a community service order (or equivalent) requiring unpaid work for more than 60 hours
- any punishment outside the UK equivalent to these points

I am aware that if, in the future, it's brought to DVSA's attention that:

- there are any relevant unspent convictions that have not been disclosed, this may result in the cessation of authorisation to carry out
- statutory testing - this includes if the unspent conviction would not have led to the refusal of the initial application

I am adjudged bankrupt (in Scotland, had my estate sequestrated),

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

This statement must be signed by the person at B1.

Signature or type name      Full name      Date

## 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](https://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 link to your DBS check result and one-time share code (England and Wales only)

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