



# GV(NI)80: APPLICATION TO CHANGE VEHICLES

## About this form

You should complete this form if you wish to apply to change the specified vehicles on your goods vehicle operator's licence.

## What to do next

Send your completed form, along with any supporting documents to the Department of the Environment, The Central Licensing Office, PO Box 180, Harehills Lane, Leeds, LS9 1BU.

## Data Protection

The personal information you provide on this form will be used for the purposes of the Department of the Environment's statutory functions. This may include sharing the information you provide with GB traffic commissioners, Department for Transport (DfT), other government departments and enforcement agencies. Standard licence/application information will also be included in a national register which is available to other member states. Further information is available from the DOE.

**Note: it is a criminal offence to give false information in this application.**

## Your contact details

1) Name	<input type="text"/>	
2) Trading Name (if any)	<input type="text"/>	
3) Licence Number	<input type="text"/>	
4) Address (please give the address at which you can contacted for business purposes)	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	Postcode:	
5) Contact telephone numbers	Business:	Fax:
	Home:	Mobile:
6) E-mail address	<input type="text"/>	

## 7) Vehicle details

### Standard Licence holders only

If you are removing all the vehicles from your licence you must be aware that standard licence holders must be able to prove they have a formal arrangement for access at all times to at least one vehicle registered or in circulation in Northern Ireland.

This could be by specifying a vehicle for use under an O-licence or by demonstrating on request that the licence holder has a vehicle available – so vehicles may be either wholly owned or held under a hire-purchase, hire/leasing arrangement or other type of formal arrangement.

Please give details of each vehicle that you want to delete from or add to the licence within the authorised limit. (Continue on a separate sheet if necessary)

Registration number of each vehicle to be deleted from the licence		Details of vehicle(s) to be added to the licence		
		Registration Number	Gross plated weight	Body type (see note 7a)

**7a) Body type number:** 1. Flat sided or skeletal 2. Box body or van 3. Tanker  
4. Other type (e.g. cement mixer, livestock carrier)

If a tipper, put a T after the number. If refrigerated, put an R after the number. If articulated, indicate the most commonly used trailer and put an A after the number. If a vehicle falls into more than one class, give each letter that is relevant (e.g. an articulated, refrigerated box body is 2AR).

## 8) Declaration

**I declare that the statements made in this application are true and that and that there have been no other changes that affect the licence.**

**I understand that it is an offence to make a false declaration.**

List of documents to be returned with this application

- **8a** Discs for removed vehicles are enclosed
- **8b** If 'No' to 8a say if the discs have been

Yes  No   
Stolen  Lost  Destroyed

Please use the box below to provide further details of the circumstances of missing documents. If documents have been stolen please provide the Crime Reference Number.

I undertake to return any lost discs that are found later

Your full name in block capitals

Signed  Dated

Position in business – please tick **one** below.

Owner  Partner  Director

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