

- Please read the Trade Licence Guidance Notes (VTL301/1) carefully before filling in all sections of this form.
- Write in CAPITAL LETTERS or tick the appropriate box.
- To renew a licence use Trade Licence Expiry Reminder and Renewal Application Form (VTL305).

1. What is your type of business?

(see notes 1 and 3 on the VTL 301/1)

motor trader manufacturer repairer dealer valeting
 accessory fitter vehicle tester finance company lease hire company

2. Is the trade licence for use on:

all classes of vehicle? Yes No If yes, do you need cycle plates as well? Yes No
 cycle class only?

3. What period should the trade licence cover?

From _____ to _____

- Do you already hold a trade licence for the business premises the plates will be kept at? Yes No
- Have you held trade plates at these or any other premises in the past? Yes No
- If yes, list the trade plate numbers you have held, the date each was issued, and the DVLA local office that issued the trade plates.

5. Have you been refused a trade licence in the past? Yes No

If yes, give the following details.

- The date it was refused: / /
- The name and address of the DVLA local office that refused the application: _____

6. Do you have any convictions for a trade licensing offence? Yes No

If yes, what was the date of the conviction? / / (If you do not give full and accurate information your application will be refused.)

- Do you have convictions for any other offence under the Vehicle Excise and Registration Act 1994? Yes No

If yes, please provide full and accurate information.

7. **Do you work full-time in the motor trade?** Yes No

If yes, describe your business and explain why you need a trade licence.

If no, describe your motor trade activities and other business activities, and explain why you need a trade licence.

8. **Do you repair motor vehicles?** Yes No

If yes, give the following information.

- On average, how many vehicles do you repair each month?
- How many of these are in your fleet (if you have one)?
- How many vehicles are there in your fleet (if you have one)?
- How many mechanics do you employ?

9. **Do you have a fully equipped workshop on the premises this application is for?** Yes No

10. **Do you buy or sell motor vehicles?** Yes No

If yes, give the following information.

- On average, how many vehicles pass through your business each month?
- How many staff are employed on this work?

11. **Do you valet or fit accessories to vehicles?** Yes No

If yes, give the following information.

- On average, how many vehicles pass through your business each month?
- How many staff are employed on this work?

12. **Do you distribute or collect and deliver motor vehicles for the motor trade?** Yes No

If yes, give the following information.

- On average, how many vehicles pass through your business each month?
- How many staff are employed on this work?

13. **If you are a motor trader, vehicle manufacturer or tester, give your full business details and explain why you need a trade licence.**

14. **If there is any more information that may be appropriate to this application, please give it below.**

(Continue on separate sheet of paper if necessary.)

15. **When can we inspect your business premises and records?** _____

Date: / /

Time:

16. Give the name and address of the business where the trade licence and trade plates will be kept.

Business phone number:

If yours is a limited company, give the address of the registered office.

Business phone number:

Your name and address

(If a partnership, give names of all partners)

Your home phone and mobile number:

Please keep the Trade Licence Guidance Notes (VTL301/1) so you can refer to them in the future. Take or send this form to the DVLA local office nearest to the business premises the trade plates will be kept at.

You can find the address of your nearest DVLA local office:

- by phoning 0870 243 0444, or
- on the website at www.direct.gov.uk/dvlalocal

DVLA local offices are open between 9am and 5pm Monday to Friday, and between 9.30am and 5pm on the second Wednesday of each month.

Do not enclose any payment with this application form.

Declaration

This declaration must be signed by the motor trader, partner or director. Making a false declaration is a criminal offence for which you could be fined and sent to prison.

I declare that the information given on this form is correct.

Signature: _____ Date: _____

Name (in CAPITAL LETTERS) _____

If you are signing for a partnership, limited company or other company, give your position in the business (for example, motor trader, partner or director).

List of trade licences held

Name: _____ Holder number: _____

Address: _____

Probationary Yes No

Trade plate number	All classes or cycle class only		Amount paid	Trade licence serial number
	All <input type="checkbox"/>	Cycle <input type="checkbox"/>		
	All <input type="checkbox"/>	Cycle <input type="checkbox"/>		
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Signature of person who received the trade licence and trade plates: _____ Date: _____

Name: _____
(in CAPITAL LETTERS)

These notes should be retained by the applicant and its contents drawn to the attention of all persons who may have occasion to use Trade Plates.

The following notes are intended as a brief guide. For more detailed information reference should be made to the Vehicle Excise and Registration Act 1994 and the Road Vehicles (Registration and Licensing) Regulations 2002 (RV(R&L)Regs) (SI 2002 No 2742) available from the Stationery Office Publications Centre (Telephone: 0870 6005522 Fax: 0870 6005533 Website: www.ukstate.com).

1. Issue of Trade Licences

a. There is no automatic right to the issue of a trade licence. The Department's decision on whether to issue a trade licence will be taken after due consideration of all relevant information available. Applicants should include on a separate sheet any:-

- Convictions for a trade licensing offence;
- Convictions for any other offence under the Vehicle Excise and Registration Act 1994 excluding convictions 'spent' under the Rehabilitation of Offenders Act 1974.

b. They must either be:

Motor Traders - mechanically propelled vehicle manufacturers, repairers, or dealers, including those engaged wholly or mainly in collection and delivery, or manufacturers of trailers in conjunction with a business of motor trader or valeters and accessory fitters or;

Vehicle Testers - those other than motor traders who regularly in the course of their business engage in the testing on roads of mechanically propelled vehicles belonging to others.

The terms **motor trader** and **vehicle tester** are defined - see **note 3**.

c. An applicant who is refused a trade licence has a statutory right to request the Secretary of State for Transport to review the decision on the application. Any such request must be made in writing within 28 days after the date of refusal.

2. Permitted uses of Trade Licences

- a. A **motor trader** may use the trade licence on mechanically propelled vehicles **only** if they are temporarily in their possession in the course of their business as a motor trader. A motor trader who is a manufacturer may also use the licence on a vehicle kept solely for research and development purposes or on vehicles, which are from time to time, submitted to them for testing by other manufacturers.
- b. A **vehicle tester** may use the trade licence only on vehicles submitted to them for testing (including the vehicles trailer, its accessories or equipment).
- c. Trade licences must be used only for the particular business purposes for which they were issued. These may include:

- Test or trial of a vehicle, its accessories or equipment during or immediately after construction, modification or repair;
- Return journey to public weighbridge or for registration or inspection by an authorised official;
- Undertaking a test trial for the benefit of a prospective purchaser or the press;
- Demonstrating the operation of a vehicle, its accessories or equipment, when being handed over to a purchaser and delivering it to the place where they intend to keep it;
- Movement of vehicles for valeting or accessory fitting; and between traders' premises; between traders' premises and a workshop where special equipment or accessories are fitted; between traders' premises and a place where it starts or finishes a journey by train etc; between traders' premises and auctions or other places of sale;
- Proceeding to and from a DVLA Local Office for an inspection associated with an application to transfer or retain a vehicle registration mark;
- A trade licence is not transferable. If ANY change occurs in the name, proprietorship, legal entity or address of the holder, the DVLA Local Office should be notified immediately;
- Proceeding to and from places of test and for proceeding to a place for breaking and dismantling.

Note A vehicle used under a trade licence is exempt from the MOT testing requirements **only** when being tested during the course of, or on completion of, repairs or when being driven to and from a pre-arranged MOT examination. However, a vehicle which has failed the test or which has no valid MOT must be towed to the place of breaking.

THERE IS NO AUTOMATIC EXEMPTION FROM MOT TESTING FOR VEHICLES USED UNDER A TRADE LICENCE.

- d. A vehicle and its trailer are regarded as a single vehicle, therefore, the whole combination must be in temporary possession before its use under a trade licence would be permitted.
- e. The only **loads** which may be carried are those connected with the particular uses described in paragraph 2c - e.g. loads necessary for testing or demonstrating the vehicle, its accessories and equipment and which generally are returned to the place of loading (exemptions include non-returnable loads such as water spraying, muck spreading and refuse collection); parts, accessories or equipment carried for the purpose of being fitted to the vehicle conveying them or in some circumstances to a trailer. A driver using a trade licence for collection and delivery work may carry a load consisting of some form of alternative transport, appropriately licensed, for use on the return journey.



- f. The vehicle may be DRIVEN by the trade licensee, or anyone else driving with their consent, provided it is for a use authorised by the licence holder and that it falls within the requirements set out in schedule 6, part 2, 8-15 RV(R&L) Regs 2002.
- g. PASSENGERS may be carried in a vehicle using a trade licence, unless the vehicle can carry only one person, provided they are carried in connection with a purpose for which the licence was issued.

Note Trade plates should not be used on a vehicle which is carrying passengers for hire and reward. The purposes for which a trade licence can be issued do not allow passengers to be carried on a commercial basis.

3. Definitions

Motor Trader:

'motor trader' means a) a manufacturer or repairer of, or dealer in, mechanically propelled vehicles or b) any person not falling within para (a) who carries on a business of such description as may be prescribed and a person shall be treated for purposes as para (a) as a dealer in such vehicles if they carry on a business consisting wholly or mainly of collecting and delivering mechanically propelled vehicles, and not including any other activities except activities as a manufacturer or repairer of, or dealer in, such vehicles (This can include Hire and Leasing Companies and also Finance/HP Companies).

Vehicle Tester:

'vehicle tester' means a person, other than a motor trader, who regularly in the course of their business engages in the testing on roads of mechanically propelled vehicles belonging to other people.

4. General

a. Period of licence

A licence may be taken out for periods of 12 or 6 months. There are 7-11 month licences available to first time applicants and probationary licence holders only. There are, in all cases, fixed expiry dates:

- 30th June
- 31st December

No period of grace is allowed for renewal of a trade licence. Failure to renew promptly may require surrender of the trade plates.

b. Insurance

An applicant for a trade licence is not required to produce to the DVLA Local Office evidence of compliance with the provisions of Part 6 of the Road Traffic Act 1988. It is, however, an offence for any person to use a motor vehicle on the public road unless covered by insurance against third party risks.

c. Dishonoured cheques

A licence issued on receipt of a cheque which is subsequently dishonoured, is void from the date of issue and must be returned together with the trade plates to the DVLA Local Office.

d. Refunds

A licence may be surrendered at any time for a refund of duty for each complete month left to run. A month will only count for a refund if the licence is handed in or put in the post on or before the last day of the preceding month.

Note: Trade plates are the property of the Secretary of State for Transport and should be safeguarded by the holder who is responsible for them whilst in their possession. If a plate is lost, stolen, destroyed or defaced the holder should apply to the DVLA Local Office for a replacement - a charge will be made except in cases of fair wear and tear.

5. It is an offence to:

- make a declaration which is to the knowledge of the declarant false or in any material respect misleading;
- use a vehicle, which is permanently in the possession of the trade licensee unless they are a manufacturer and the vehicle is one kept solely for research and development;
- use more than one vehicle under a trade licence at any one time;
- keep a vehicle on a road for any one period, however short, if it is not being used except in certain emergency situations;
- use a vehicle for the general conveyance of goods or burden except as specified in 2e;
- use a vehicle without displaying the current trade plate licence and BOTH plates where appropriate;
- misuse, alter, deface or mutilate a trade plate or licence;
- exhibit anything that could be mistaken for a trade plate or licence;
- display trade plates or trade licence other than those issued by the DVLA Local Office;
- display trade plates if the holder no longer holds a trade licence which is in force or if they cease to be eligible to hold a trade licence;
- use the vehicle for any purpose other than those prescribed in the regulations.

6. Maximum penalties

Making a declaration, which is to the knowledge of the declarant false or in any material respect misleading; Fraudulently altering or using trade plates or fraudulently lending them or allowing them to be used by any other person:

- **£5,000 and on conviction on indictment to imprisonment for a term not exceeding two years.**

Using a trade licence for a purpose not permitted by the regulations:

- **£1,000 or five times the annual rate of duty chargeable in respect of the vehicle or vehicles whichever is the greater.**