

**TM1: Application to add a Transport Manager to a licence**

**Filling in the form**

This form is to be completed by the nominated transport manager and returned to the office of the traffic commissioner at the central licensing office (CLO) by the applicant for the licence or the licence holder.

Guidance notes “TM1G” are provided to help you to complete this form, and to make sure you provide the correct documentation in support of your application. Many applications are delayed because the required information and documentation are not received. To prevent this from happening you must read the guidance notes for each question carefully so that you complete the form correctly.

If you have any further questions about filling in this application form, or a general query regarding operator licensing, please call the contact centre on 0300 123 9000\*

**Data Protection**

The personal information you provide on this form will be used for the purposes of a traffic commissioner's statutory functions. This may include sharing the information you provide with other traffic commissioners, 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 Office of the Traffic Commissioner.

**1. Your details. (See guidance note 1)**

Family name	First name(s)	Date of birth
Place of birth (as stated on your birth certificate)		
Home address		

**2. On which licence(s) are you applying to be the transport manager? (See guidance note 2)**

Full name of operator	Licence number	Full name of operator	Licence number

\*Calls provided by BT are charged at a low rate.  
Charges from other providers may vary.

**(Continued from question 2)**

Full name of operator	Licence number	Full name of operator	Licence number

**3. Which operating centre(s) on that/those licence(s) will you be responsible for? (See guidance note 3)**

Postcode:	Postcode:

**Continue on a separate sheet if necessary**

**4. Address of place of work if not the same as the place(s) listed in section 3. (See guidance note 4)**

Postcode:

**5. Which type of transport manager will you be for the licence(s) listed in section 2? (See note 5)**

Internal	
External	

**6. How many hours per week will you spend on your transport manager duties? (See guidance note 6)**

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Total	

**7. Are you the holder of, an applicant for, or the transport manager on, any other licence? (See guidance note 7)**

Yes  (Please go to section 8)

No  (Please go to section 9)

**8. Please list the other licence(s). (See guidance note 8)**

Licence number	Transport manager or licence holder / applicant?	Operating centre(s) for which you are responsible	Total number of authorised vehicles at those operating centres	Hours worked per week for that licence

**9. List all other permanent or regular employment. (See guidance note 9)**

Name and address (including postcode) of employer	Position held	Hours and days of work

**10. Evidence of professional competence. (See guidance note 10)**

Please indicate how you demonstrate professional competence by ticking one of the boxes.

Certificate of professional competence	<input type="checkbox"/>
Acquired rights (formerly known as Grandfather Rights)	<input type="checkbox"/>

**11. Convictions and penalties. (See guidance note 11)**

Has any person named in this application been convicted of any relevant offence which must be declared to the traffic commissioner?

Yes  No

If yes, please complete the box below

Date of conviction	Offence	Name of court	Penalty

**12. Previous licence history. (See guidance note 12)**

Have you had any association in the past with a licence that has been:

	Yes	No
Revoked	<input type="checkbox"/>	<input type="checkbox"/>
Curtailed	<input type="checkbox"/>	<input type="checkbox"/>
Suspended	<input type="checkbox"/>	<input type="checkbox"/>

If **yes** give the licence number and/or the name and address of the licence holder.

Licence number	Name and address (including postcode)

**13. Transport manager declaration (see guidance note 13) and declaration by the applicant for the licence or the licence holder (see guidance note 14).**

The transport manager must sign the declaration on the following page. Then pass the form to the relevant licence holder/applicant for them to complete their declaration.

Please send the completed form, together with the relevant documents (see sections 5 and 10 of the guidance notes), to:

**Office of the Traffic Commissioner,  
The Central Licensing Office,  
Hillcrest House,  
386 Harehills Lane,  
Leeds,  
LS9 6NF**

**13a . Transport manager’s declaration:**

**By signing the declaration you are confirming your status as an internal transport manager, an external transport manager or both.**

**Internal transport manager’s declaration:**

I confirm that:

- I shall effectively and continuously manage the transport activities of the licence holder/applicant;
- I have a genuine link to the licence holder/applicant; and
- I am resident in the European Community.

I understand that my responsibilities include:

- The making of arrangements to ensure that drivers comply with drivers’ hours and tachograph rules and with speed limits;
- The making of arrangements to ensure that the vehicles are maintained properly, including the inspection of vehicles at the appropriate time and the action taken to remedy defects found;
- The reporting and recording of vehicle defects by drivers;
- The method of compilation and the accuracy of all records, which must be kept for a period of not less than 15 months;
- The making of arrangements to ensure that the vehicle/s are not overloaded;
- Ensuring that authorised vehicles will be kept at the authorised operating centre(s) when not in use;
- Where appropriate, notifying the relevant traffic commissioner (in writing) of all prosecutions and convictions concerning the operator, the drivers and me within 28 days of the court hearing; and
- Notifying the relevant traffic commissioner of my resignation.

**External transport manager’s declaration:**

I confirm that:

- I am resident in the European Community;
- I shall perform my tasks solely in the interests of the licence holder/applicant;
- I shall be the transport manager for a maximum of 4 operators, with a combined maximum total fleet of 50 vehicles; and
- I have a contract with the licence holder/applicant which specifies the tasks I must perform as transport manager. These include:
  - The making of arrangements to ensure that drivers comply with drivers’ hours and tachograph rules and with speed limits;

- The making of arrangements to ensure that the vehicles are maintained properly, including the inspection of vehicles at the appropriate time and the action taken to remedy defects found;
- The reporting and recording of vehicle defects by drivers;
- The method of compilation and the accuracy of all records, which must be kept for a period of not less than 15 months;
- The making of arrangements to ensure that the vehicle/s are not overloaded;
- Ensuring that authorised vehicles will be kept at the authorised operating centre(s) when not in use;
- Where appropriate, notifying the relevant traffic commissioner (in writing) of all prosecutions and convictions concerning the operator, the drivers and me within 28 days of the court hearing;
- Notifying the relevant traffic commissioner of my resignation; and
- Any role that I have in:
  - Verifying contracts and documents;
  - Basic accounting;
  - Any other role in safety procedures.

Should I fail to meet any of the above requirements I understand that the traffic commissioner has the power to disqualify me from being a transport manager in any European Union country.

<b>Signature of transport manager</b>	<b>Date</b>

**14. Declaration by the applicant for the licence or the licence holder. (See guidance note 14)**

I confirm that to the best of my knowledge and belief the details given in this form are correct.

<b>Signature of licence holder/applicant</b>		<b>Date</b>

<b>Print Name</b>

<b>Position in business</b>	

<b>Name of operator you are signing on behalf of</b>