



Department for

Infrastructure

An Roinn

Bonneagair

Department for

Infrastructure

www.infrastructure-ni.gov.uk

Northern Ireland licensing

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APPLICATION TO INVOKE REGULATION 29

You should complete this form if any of the following circumstances have occurred and you wish to carry on the trade or business of the holder of a goods vehicle operator's licence:

- (a) **the death of the holder of a licence**
- (b) **the holder of a licence becoming a patient under Part VIII of The Mental Health (Northern Ireland) Order 1986, on the ground that he is incapable, by reason of mental disorder, of adequately managing his property and affairs**
- (c) **the bankruptcy of the holder of a licence**
- (d) **in the case of a company, the holder of a licence going into liquidation or an administration order being made; or**
- (e) **the appointment of a receiver or manager of the trade or business.**

In certain circumstances, the Department can direct that a person carrying on the trade or business of the licence holder can be treated as if they were that licence holder and can also decide the period the licence can continue. The Department can allow:

- 18 months if it appears that there are special circumstances or
- in any other case, 12 months

Alternatively, if the transport operations are to be discontinued, you should complete the enclosed SUR(NI)1 application form to apply to surrender the licence.

What to do next

Send your completed form, along with any supporting documents to: Northern Ireland, DfI Central Licensing Office, Quarry House, Quarry Hill, Leeds, LS2 7UE. It is recommended that you use a tracked method of postage.

If the application relates to a company that has gone into liquidation or an administration then the form must either be completed and signed by the liquidator, administrator, or receiver, or be accompanied by written authority for someone else to correspond. **A former director does not have authority to make this application.**

Data Protection

The Goods Vehicle Operator Licensing privacy notice tells you what you can expect when the Department for Infrastructure (the data controller) collects your data. The Department will use your personal information as part of their work for assessing access to the occupation of goods vehicle operators. You can access the privacy notice here: infrastructure-ni.gov.uk/articles/gdpr-privacy-notices-dfi-business-areas.html.

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

Revised September 2026

To be completed by the person nominated to take over the operator's licence.

1. Licence number(s)

2. The name of the “actual holder” of the licence

3. Give the full name(s) of the person(s) to be nominated to operate this licence under Regulation 29

a. Trading name, if any

b. Address for correspondence including postcode

c. Telephone no/mobile no/fax no/email address

4. What, if any, is your connection with the business that is the subject of this application?

5. Why is Regulation 29 being sought?

(a) the death of the holder of the licence

Yes ☐ No ☐

If **yes**, can you please provide the date of death below:

(b) the holder of a licence becoming a patient under Part VII of The Mental Health Act (Northern Ireland) Order 1986, on the ground that he is incapable, by reason of mental disorder, of adequately managing his property and affairs;

Yes ☐ No ☐

(c) the bankruptcy of the holder of the licence

Yes ☐ No ☐

(d) in case of a company, the holder of the licence going into liquidation or an administration order being made

Yes ☐ No ☐

(e) the appointment of a receiver or manager of the trade or business of the actual holder of the licence

Yes ☐ No ☐

6. Please provide further details of the circumstances that have led to this application being made

7. Do you hold a current operator's licence in Northern Ireland or Great Britain or have you previously held a licence?

Yes ☐ No ☐

If **yes**, please provide all licence number(s)

8. Have you ever had an application for an operator's licence refused or an operator's licence revoked in Northern Ireland or Great Britain?

Yes ☐ No ☐

If **Yes**, Please state in which jurisdiction

9. Has the person proposing to carry on the trade or business received any convictions, which would be notifiable to the Department?

Yes ☐ No ☐

If **Yes**, Please provide further details below

Name of person/company convicted

Name of court

Date of conviction

Offence and penalty given

10. During the last three years:

a. Have you been made bankrupt?

Yes ☐ No ☐

b. Are you bankrupt now?

Yes ☐ No ☐

c. Have you been involved in a company that has gone into receivership/liquidation owing money?

Yes ☐ No ☐

d. Have you been disqualified from acting as a director of a company or from taking part in the management of a company?

Yes ☐ No ☐

If you have answered yes to any question above please provide full details including dates and circumstances.

11. DECLARATION

This declaration must be made by the person who wishes to carry on the trade or business of the actual licence holder.

I declare that the statements made in this application are true. I understand that the licence may be revoked if I do not comply with the undertakings made below and that it is an offence to make a false statement.

I undertake to make proper arrangements so that:

the rules on drivers' hours and tachographs are observed and proper records kept; vehicles and trailers are not overloaded

vehicles will operate within speed limits

vehicles and trailers, including hired vehicles and trailers, are kept fit and serviceable

drivers report promptly any defects or symptoms of defects that could prevent the safe operation of vehicles and/or trailers, and that any defects are promptly recorded in writing; and

records are kept for (15 months) of all driver defect reports, safety inspections, routine maintenance and repairs to vehicles and trailers, and these are made available on request

an unauthorised operating centre is not used.

I will:

have adequate financial resources to maintain the vehicles and trailers covered by the licence

abide by any conditions which may be imposed on the licence; and

maintain adequate financial resources for the administration of the business
(standard licence applicants/holders only).

I understand that failure to comply with the conditions or undertakings recorded on a licence can result in regulatory action being taken against the licence holder and that failure to comply with conditions is a criminal offence.

Signed:

Date:

Full name in CAPITALS

Where a company holding the licence has gone into liquidation or administration then the following declaration must be signed and completed by the liquidator, administrator or receiver.

I confirm the following:

I have read and am aware of the contents of the above form

I make this application in order that the above person can continue to operate under the existing operator's licence for a period to be specified by the Department but understand that I will retain ultimate responsibility for compliance with operator licence requirements.

Signed:

Date:

Full name in CAPITALS:

Position: