



Department for

Infrastructure

An Roinn

Bonneagair

Department for

Infrastructure

www.infrastructure-ni.gov.uk

Variation Application Advertisement Goods Vehicle Operator Licensing

It is your responsibility to advertise your application to vary your operator's licence in one or more local newspapers which circulate in the locality of each operating centre included in your application. If you do not do this correctly you may face the extra cost and delay of having to re-advertise, or your application may be refused. Please read the following advice carefully and call **NI Direct on 0300 200 7831** if you have any queries.

NOTE: A variation application has to be advertised in a local newspaper **ONLY** if the application proposes:

- the addition of a new operating centre
 - the removal of any restrictions on the licence, (for example the removal of a maximum weight restriction for vehicles)
 - more vehicles than the licence authorises
 - changes to, or the removal of, conditions or undertakings affecting the use of an existing operating centre
- An example of a completed advertisement, and a form that you can use for your advertisement(s), is shown on the following pages.
 - If the same newspaper circulates in the locality of all operating centres on your application you can include them in the same advertisement. However, if one or more of the operating centres are not covered by that newspaper then you will need to place additional advertisements.
 - If you have to include details of more than two operating centres on one advertisement you may need to write out your advertisement on a fresh piece of paper.
 - When you have filled in the form for the advertisement, tear along the dotted line and send it to a suitable local newspaper. You can download a spare form from infrastructure-ni.gov.uk/publications/goods-vehicle-operators-licence-advertisements if you need it.
 - You must send the whole page including the full title and date of the newspaper, which contains your advertisement to the Department. Photocopies are not acceptable. If you wish to send your application form to the Department before you insert your advertisement you must send in the whole page containing the advertisement as soon as possible.
 - **Remember: An application must be advertised within 21 days (before or after) of the receipt of your application by the Department.** For example, if the application is received on 1 June, the advertisement must appear in a newspaper on a day between 11 May and 22 June.

Revised March 2023

Example advert

<p>Variation Application Advertisement</p> <p>It is your responsibility to advertise your application for major changes to your operator's licence in one or more local newspapers which circulate in the locality of each operating centre included in your application. If you do not do this correctly you may face the extra cost and the delay of having to re-advertise, or your application may be refused. Please read the following advice carefully and call NI Direct on 0300 200 7831 if you have any queries.</p> <ul style="list-style-type: none"> • You need to place an advertisement if your application is to add an operating centre, increase the vehicles and/or trailers authorised at an operating centre or for changes to, or removal of conditions or undertakings affecting an existing operating centre. • When you have filled in the form for the advertisement, tear along the dotted line and send it to a suitable local newspaper. You can download a spare form from infrastructure-ni.gov.uk/ if you need it. • An example of a completed advertisement is shown opposite. • You must send the whole page including the full title and date of the newspaper, which contains your advertisement to the Central Licensing Office (CLO). Photocopies are not acceptable. If you wish to send your application form to the CLO before you insert your advertisement you must send in the whole page containing the advertisement as soon as possible. • Remember: An application must be advertised within 21 days (before or after) of the receipt of your application by the CLO. For example, if the application is received on 1 June, the advertisement must appear in a newspaper on a day between 11 May and 22 June. 	<p style="text-align: center;">Goods Vehicle Operator's Licence</p> <hr/> <p style="text-align: center;">G M Walton</p> <hr/> <p>Trading as GMW Transport Services</p> <hr/> <p>of 44 Grey Road</p> <hr/> <p style="text-align: center;">Moneyreagh</p> <hr/> <p style="text-align: center;">BT23 8GR</p> <hr/> <p>is applying to change an existing licence as follows:</p> <p>To keep an extra <u> 2 </u> goods vehicles and <u> 2 </u> trailers at the operating centre at</p> <hr/> <p style="text-align: center;">Castle Lane</p> <hr/> <p style="text-align: center;">Moneyreagh</p> <hr/> <p style="text-align: center;">BT23 6CL</p> <hr/> <p>giving it a total of <u> 8 </u> goods vehicles and <u> 18 </u> trailers.</p> <p>And to add:</p> <hr/> <p style="text-align: center;">59 Burren Cove</p> <hr/> <p style="text-align: center;">Warrenpoint</p> <hr/> <p style="text-align: center;">BT34 9BC</p> <hr/> <p>as an operating centre for <u> 5 </u> goods vehicles and <u> 10 </u> trailers.</p> <p>Owners or occupiers of land (including buildings) near the operating centre(s) who believe that their use or enjoyment of that land would be affected should make written representations to the DfI at Central Licensing Office, PO Box 180, Leeds, LS9 1BU stating their reasons within 21 days of this notice. Representors must at the same time send a copy of their representations to the applicant at the address given at the top of this notice. A Guide to Making Representations is available from the website infrastructure-ni.gov.uk/.</p>
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Advert template

Variation Application

Your name (name of operator)
Your trading name (if any)
Your full correspondence address including postcode (as stated in Section 1)

Only use this part if you want to keep more vehicles and/or trailers at an existing centre. Give the number of vehicles and trailers applied for at the full address including postcode. If there is a unit number you must include it.

Use this part if you want to add or change a centre

Only use this part if you want to change any conditions or undertakings on your licence

Then copy from your licence the exact wording of the condition or undertaking you want to change here

Of the condition or undertaking, set out the wording you want to have instead here

Only use this part if you want to remove any conditions or undertakings on your licence, copy the exact wording of the conditions or undertakings here

Then give the full address including postcode of the operating centre concerned here

All advertisements must finish with this section and you must not amend any of the wording otherwise you will have to place a fresh advertisement

Goods Vehicle Operator's Licence

Trading as

of

is applying to change an existing licence as follows:

To keep an extra ___ goods vehicles and ___ trailers at the operating centre at

giving it a total of ___ goods vehicles and ___ trailers.

To add an operating centre to keep ___ goods vehicles and ___ trailers at

To change existing conditions or undertakings applying at the operating centre at

From

To

To remove the following conditions or undertakings which read

and which applies to the operating centre at

Owners or occupiers of land (including buildings) near the operating centre(s) who believe that their use or enjoyment of that land would be affected, should make written representations to the DfI, at Central Licensing Office, PO Box 180, Leeds, LS9 1BU stating their reasons, within 21 days of this notice. Representors must at the same time send a copy of their representations to the applicant at the address given at the top of this notice. A Guide to Making Representations is available from the website:
infrastructure-ni.gov.uk/