



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

In order for you to be accepted as a transport manager on a licence or licences a traffic commissioner must be satisfied that you are of good repute, have an acceptable qualification, and have the ability to ensure that the licence(s) for which you have responsibility are continuously and effectively managed.

### 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. You should also consult the [Senior Traffic Commissioner's Statutory Guidance and Statutory Directions on transport managers](#).

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)	
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Home address
Email address:

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

Full name of operator	Licence	Full name of operator	Licence

**3. Place of work. This should be where you are usually based, and where we can send correspondence for your attention.**

Postcode:

**4. Which type of transport manager will you be for the licence(s) listed in section 2? (see guidance note 4)**

Internal	<input type="checkbox"/>
External	<input type="checkbox"/>

**5. How many hours per week will you spend on your transport manager duties?**

Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Total

The [Senior Traffic Commissioner’s Statutory Guidelines and Statutory Directions](#) give the starting points for the number of hours transport managers would usually be expected to devote to their role (these are also given in guidance note 6) If you will not be working the indicated number of hours then you will need to supply an explanation to the traffic commissioner as to how you will be able to ensure continuous and effective management of the vehicles and trailers for which you are responsible (see guidance note 5).

**6. Are you the holder of, an applicant for, or the transport manager on any other licence(s)? (see guidance note 6)**

- Yes  (please go to section 7)
- No  (please go to section 8)

**7. Please list the other licence(s) (see guidance note 7)**

Licence number	Transport manager or licence holder/applicant	Number of vehicles authorised by the licence	Hours per week worked for that licence

**8. List all other permanent or regular employment (see guidance note 8)**

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

**9. Evidence of professional competence (see guidance note 9)**

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

Certificate of professional competence	
Acquired rights (formerly known as Grandfather Rights)	

**10. Convictions and penalties (see guidance note 10)**

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

**11. Previous licence history (see guidance note 11)**

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)

## **12. Transport manager declaration (see guidance note 12) and declaration by the applicant for the licence or the licence holder (see guidance note 13)**

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 for the relevant declaration below (as per your answer to section 5) you are confirming your status as an internal transport manager, an external transport manager, or both, and understand that your duties include;**

- Drivers administration - including the checking of drivers' licences and driver CPC qualifications (DQC), ensuring that the retention of drivers hours records (no less than 12 months) and working time records (no less than 24 months) and both are made available upon request;
- Drivers management - ensuring compliance with the driving hours rules (EU or Domestic Hours rules); that drivers record their duty, driving time and rest breaks; to download and store digital tachograph unit data (at least every 90 days) and from the drivers' smart cards (at least every 28 days); ensuring that the following records are retained - drivers' hours, Working Time Directive (WTD), and that they are available to be produced during the relevant period; ensuring that drivers are adequately trained and competent to operate relevant vehicles and equipment.
- Drivers operations - ensuring drivers are completing and returning their driver defect reporting sheets and that defects are recorded correctly and cross checked, and that drivers and mobile workers take adequate breaks and appropriate periods of daily and weekly rest;
- Vehicle administration - including ensuring that vehicle maintenance records are retained for a period of no less than 15 months, ensuring that vehicles are specified as required and that operator licence discs are current and displayed correctly; ensuring safe loading with appropriate indicators fitted, that tachograph calibrations are up to date and displayed, that there are up to date insurance certificates; a suitable maintenance planner is complete and displayed with preventative maintenance inspection dates at least 6 months in advance, to include the Annual Test and other testing or calibration dates;
- Vehicle management - ensuring that vehicles and trailers are kept in a fit and roadworthy condition, that defects are either recorded and repaired promptly and where not roadworthy are taken out of service; to make vehicles and towed equipment for safety inspections, service, repair and statutory testing available at the appropriate times and within the notified O-licence maintenance intervals; to liaise with maintenance contractors, manufacturers, hire companies as might be appropriate. Ensuring that vehicles and trailers are parked at the nominated operating centre(s) when not in use.
- Licence administration – ensuring that the traffic commissioner is made aware of any relevant matters within 28 days including convictions and prosecutions of the transport manager(s) or drivers and also of my own resignation should I leave the employment of the operator.

(continued from section 13a)

**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.

**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.

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. I also understand that I do not become a CPC holder for the licence(s) named until this is confirmed in writing by the Traffic Commissioner.

Signature of transport manager

Date

**13b. Declaration by the applicant for the licence, or the licence holder (see guidance note 13)**

I confirm that to the best of my knowledge and belief the details given in this form are correct and understand that the above named applicant does not become a CPC holder for the licence(s) named until this is confirmed in writing by the Traffic Commissioner.

Signature of licence holder/applicant

Date

Print Name

Position in business

Name of operator you are signing on behalf of