



## Advertisement for a new operator licence

It is your responsibility to advertise your application for an 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 the contact centre on 0300 123 9000 if you have any queries.

- On the next page is a form that you can use for your advertisement(s)
- 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 <https://www.gov.uk/government/collections/hgv-operator-licensing-forms> if you need it.
- Examples of completed advertisements are shown below.
- 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.

### Example 1

Goods Vehicle Operator's Licence

J MACKAY  
trading as HIGHLAND LIGHT TRANSPORT  
of 2 OSBORNE STREET  
INVERGARRY  
IN2 1AB  
is applying for a licence to use  
26 BALFOUR YARD  
NAIRN STREET  
INVERGARRY IN2 1AB  
as an operating centre for 5 goods vehicles  
and 10 trailers  
and to use  
2 MARCH ROAD  
INVERGARRY  
IN2 1BR  
as an operating centre for 2 goods vehicles  
and 2 trailers

Owners or occupiers of land (including buildings) near the operating centres) who believe that their use or enjoyment of that land would be affected, should make written representations to the Traffic Commissioner at Quarry House, Quarry Hill, Leeds, LS2 7UE 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 Traffic Commissioner's office.

### Examples of completed advertisement templates.

Please note in Example 2 certain sections have been crossed through / deleted because they do not apply – this applicant has no trading name and is only including one operating centre in this advertisement.

However the wording at the end of the advertisement must always be included without any changes.

### Example 2

Goods Vehicle Operator's Licence

A N OTHER LTD  
trading as [crossed out]  
of 5 MAZE STREET  
WALSALL  
WS1 3AJ  
is applying for a licence to use  
UNIT 5  
CHARN WOOD INDUSTRIAL ESTATE  
WALSALL WS2 2BE  
as an operating centre for 6 goods vehicles  
and 4 trailers  
and to use  
[crossed out]  
as an operating centre for        goods vehicles  
and        trailers

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## Advertisement

Your name (name of operator) ►

Your trading name (if any) ►

Your full correspondence address  
(as stated in Section 1) ►

Full address of first operating centre  
including postcode. If there is a unit  
number you must also include this.  
This must be the same as the  
address given in Section 10. ►

Enter the total number of vehicles  
and trailers to be kept at this  
address. These must match the  
numbers given in Section 10. ►

If you are applying for two operating  
centres and the same newspaper  
can be used for both, you should  
enter the details here. ►

If you are only putting one operating  
centre in this advert then you  
should strike through this section.

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 for a licence to use

as an operating centre for \_\_\_\_\_ goods vehicles  
and \_\_\_\_\_ trailers

and to use

as an operating centre for \_\_\_\_\_ goods vehicles  
and \_\_\_\_\_ trailers

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near the operating centres) who believe that their  
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