



Office of the  
Traffic Commissioner

MR BEN BROWN  
UTTLESFORD DISTRICT COUNCIL  
COUNCIL OFFICES  
LONDON ROAD  
SAFFRON WALDEN  
CB11 4ER

Office of the Traffic Commissioner  
East of England  
HILLCREST HOUSE  
386 HAREHILLS LANE  
LEEDS  
LS9 6NF

Our reference:OF0216604

13/09/2023

Dear Mr Brown

Thank you for your letter dated **07.09.2023** regarding the loss of your transport manager [REDACTED] from your goods vehicle operator's licence.

## Your licence is at risk

Please read this letter and the deadlines given carefully. If you do not take the appropriate action in time, the traffic commissioner will revoke your licence under section 27(1)(a) of the Goods Vehicles (Licensing of Operators) Act 1995 (the Act).

## Your request for a period of grace

You have requested further time to nominate a suitable replacement. The Traffic Commissioner has granted your application for a period of grace. This means that your licence can remain in force until **13<sup>th</sup> January 2024** without a specified transport manager.

During the grace period, you must ensure ongoing compliance with all other terms and conditions under which your licence was granted.

This includes:

- vehicle maintenance
- scheduled safety inspections
- drivers' hours rules
- retaining associated records and making them available on request

The traffic commissioner reached their decision in accordance with Section 27(3A) of the Act. The traffic commissioner has recorded that you no longer meet the requirement to designate a suitable number of transport managers satisfying the requirements of paragraph 14A(1) and (2) or 14A(1) and (3) of Schedule 3 of the Act as necessary to meet the ongoing requirement set out in Section 13A(3) of the Act. In doing so the traffic commissioner has complied with the requirements of Section 27(2) of the Act.

## Your deadline for compliance

The period of grace will end on **13<sup>th</sup> January 2024**.

This should be a sufficient period for you to add a suitable transport manager to your licence. Before this deadline you must satisfy the traffic commissioner that you have made suitable transport manager arrangements. If you do not, your licence will be revoked.

## Take action well in advance of the deadline

The requirement is not met until the traffic commissioner accepts a proposed transport manager. The traffic commissioner must have accepted them as capable of meeting the requirements of paragraphs 14A(1) and (2), or (1) and (3), of Schedule 3 of the Act before the period of grace expires.

You must:

- submit the application in time
- provide sufficient information to satisfy the traffic commissioner

We recommend you submit your application at least 4 weeks before the deadline.

## What you need to do

You must apply for a new transport manager as soon as possible.

## Complete a transport manager application

Sign in to your VOL online account at [www.gov.uk/manage-vehicle-operator-licence](https://www.gov.uk/manage-vehicle-operator-licence) and complete a transport manager application.

## Upload your nominated transport manager's CPC

You need to upload the full page of your nominated transport manager's Certificate of Professional Competence in Road Haulage to your VOL account.

## Upload relevant documents or explanations

The individual(s) must be capable of meeting the relevant requirements. You may need to send supplementary evidence to demonstrate this to the traffic commissioner. Please refer to our previous letters for details.

## What if I need more time?

You should make every effort to appoint a transport manager in time and must consider contingency plans. There is no power to extend a period of grace beyond the maximum six months except in cases where the previous transport manager is

physically incapacitated or deceased and it will take more than six months to recruit a replacement where the maximum increases to nine months.

Any request for an extension must:

- be submitted well in advance
- include what steps have been taken to recruit a new transport manager

You should not assume that a request will be granted.

## **Once we have received your information**

Your application for a transport manager will be considered in accordance with the Act.

## **We may request further information**

We may need further information, depending upon the answers provided in your application and information held by the Office of the Traffic Commissioner. You should allow time for this.

## **You will be notified of the traffic commissioner's decision**

If the traffic commissioner accepts your nominated transport manager, a new licence document will be issued via your VOL user account. The transport manager details will be included within the licence document.

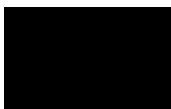
If the traffic commissioner is unable to accept the transport manager, you will be sent a letter giving reasons.

## **Your licence will be revoked if you do not respond or if your nominated transport manager is not suitable**

If you do not add a suitable transport manager to your licence before the grace period ends, the traffic commissioner is obliged to revoke the licence and will do so. They must do so under section 27(1)(a) of the Act.

You must take prompt action if you wish to continue to operate.

Yours sincerely



Sign in to [the Vehicle Operator Licensing system](http://www.gov.uk/manage-vehicle-operator-licence) at [www.gov.uk/manage-vehicle-operator-licence](http://www.gov.uk/manage-vehicle-operator-licence) to make applications, vehicle changes, and manage your licence.

VOL username and passwords must not be shared, you can always add additional new users.