



Apply to open, run or change an MOT testing station

Use this form to apply for or vary your MOT authorised examiner (AE) status, or make changes to a vehicle testing station (VTS).

- 1 Read the guidance notes on how to apply.
- 2 Type the details into the form and click to tick the appropriate boxes.
- 3 Save the form to your computer, and then email it DVSA with supporting documents.

Introduction

Type of application

MOT authorised examiner application

What to fill in

Apply to become an authorised examiner (AE)

Parts A and B

I am currently an approved AE

Sections A1, A2, A3, A6/A7

Make a change to a current AE (for example, change of director)

Part A (and B if applicable)

Change of AE designated manager

Part A (and B if applicable)

MOT testing station application

What to fill in

Apply to set up a new MOT testing station

Part C

Apply to take on an MOT testing station that's currently testing

Section C1

Apply to take on an MOT testing station that was previously approved but is no longer testing

Part C

Make a change to a current MOT testing station, for example, change test classes or equipment

Part C

Part A

A1. Declaration

I declare that the information I've given in this form is true, complete and accurate.

This statement must be signed by the sole trader, partner in a partnership, or a director of the company.

Name

Position

Date

Email

Telephone

Mobile

Part A

A2. Statement of responsibilities

All MOT tests must be carried out following the rules in:

- Section 45 of the Road Traffic Act 1988
- the Motor Vehicles (Tests) Regulations
- the MOT inspection manual
- the MOT testing guide
- the requirements for authorisation
- supplementary information DVSA issues from time to time, that's applicable at the time of test

All MOT tests must be carried out:

- at the premises shown on the authorisation certificate (VT9) - you're given this when you're approved
- using only the equipment and facilities specified in your authorisation - it must be in good working order and equipment calibrated at the required intervals
- only on classes of vehicle you're authorised to test
- only by people listed on the MOT testing service as testers
- using an assistant for those parts of the tests requiring it
- without avoidable distraction or interruption

You must test any vehicle in a class you've been authorised for, unless its size or weight mean it cannot be properly or safely tested on the approved facilities.

If a test cannot be carried out immediately, you must offer an appointment for the earliest practicable time, subject to:

- physical limits
- reasons for not starting test

The AE has full responsibility for the actions of their MOT testers and for ensuring that acceptable standards of MOT testing are maintained.

Part A

A2. Statement of responsibilities

AEs must, as soon as possible, tell DVSA if:

- the AE, one of its partners, directors or company officers gets any criminal conviction - regardless of whether or not it's related to MOT testing
- any of their testers gets a criminal conviction from a court for either:
 - an activity directly connected with MOT testing
 - an activity that may have a bearing on the MOT testing service
 - acts of violence or intimidation

You must tell DVSA if:

- the AE is declared bankrupt (also known as 'sequestration' in Scotland)
- the partnership is dissolved
- the AE is a company for which:
 - a court has issued a winding-up order
 - you choose to liquidate your limited company (also called 'winding up' a company) or partnership
 - you're a sole trader who is insolvent
 - a receiver or manager of the body's undertaking is appointed
 - if a lender takes possession of assets or property set out in a debenture (a document that lays down the terms and conditions of a loan you had with them), which was secured by a 'floating charge'

DVSA can terminate your authorisation if you do not comply with these requirements, or if you've made any false statements in this application.

Declaration

I declare that:

- the information provided in part A and its supporting documents is, to the best of my knowledge, true and correct
- I have read, understood and accept the statement of responsibilities
- I have the authority to accept it on behalf of the applicants
- I understand that if any information at this point or later is found to be incorrect that it may result in termination of approval to carry out statutory testing

Signature or type name

Full name

Date

Part A

A3. Current AE number

If you are currently authorised, enter your AE number.

State the reason for change to the authorised business (if applicable)

Date of proposed change

Part A

A4. Your business details

Select the type of business you have.

Sole trader

Partnership

Limited company

Designated council

Name of sole trader, each partner in a partnership, or limited company name

Company name

Registered office address

Postcode

Telephone number (with area code)

Email address

Correspondence address

Enter your correspondence address if it's different to your registered address, otherwise leave this blank.

Correspondence address

Postcode

Telephone number (with area code)

Email address

Registered company number

Documents being sent with this application

Partnership agreement

Letter authorising a person to act on behalf of the business or partnership is included with this application (not needed for sole traders)

Part A

A5. Authorised examiner designated manager (AEDM)

Title	Surname
First name	Middle name
Driving licence number	Date of birth

Home address

Postcode

I confirm I have completed an award in MOT test centre management or DVSA's MOT manager course and have created an account in the MOT testing service

or

I can confirm that I will complete an award in MOT test centre management before authorisation being granted to the authorised examiner.

Tick if you have another appointment or role in the MOT testing service, or have had one before

Enter your MOT testing service user ID if you already have an account.

Declaration

I (the person named at A5) have read the relevant sections of the MOT testing guide and the requirements for authorisation, and fully understand the role of an AEDM and the obligations placed on me.

Signature or type name

Date

Part A

A6. Company declaration of non-conviction (company and partnerships)

I confirm this business (named at A4) has no unspent criminal convictions.

I'm aware that if, in the future it is brought to DVSA's attention that there are any unspent convictions that have not been disclosed, this may result in cessation of authorisation to carry out statutory testing.

Cessation may occur even though the unspent conviction may not have been of a nature that would have led to refusal on the initial application.

Declaration

I declare that all information, to the best of my knowledge, is true and correct.

This statement must be signed by the duly authorised partner of a partnership, an officer of the company, a duly authorised person in a company or partnership, of the chief executive officer (or nominated person) in a designated council.

Signature or type name Full name Date

Part A

A7. Company details of conviction (company and partnerships)

I confirm that this business (named at A4) has the following unspent convictions.

Date of conviction	Court	Offence	Sentence (years)

Declaration

I declare that all information, to the best of my knowledge, is true and correct.

This statement must be signed by the duly authorised partner of a partnership, an officer of the company, a duly authorised person in a company or partnership.

Signature or type name Full name Date

Part B

B1. Authorised examiner principal (AEP)

Sole traders, every partner in a partnership, and every director in a company needs to fill in part B. Use separate declaration sheets if there's more than one.

Title	Surname
First name	Middle name
Driving licence number	Date of birth
Home address	
Postcode	
Tick if you have held, or currently hold another appointment or role in the MOT testing service	
Enter your user ID number if you have held or do hold another appointment or role.	
Are you or have you been subject to MOT disciplinary action in the last 5 years? If yes, give the details.	
Yes	
No	
A verified copy of my photo ID is being sent with this application.	

Part B

B2. Personal declaration of non-conviction and bankruptcy

I, the person named as a sole trader / partner / company director of the business named at A4 confirm that I:

- have no unspent criminal convictions connected with vehicles and/ or the motor trade or involving violence or intimidation in accordance with the Rehabilitation of Offenders Act 1974
- am not currently adjudged bankrupt, or, in Scotland, have had my estate sequestrated nor have been within the last 5 years

I am aware that if, in the future, it's brought to DVSA's attention that:

- there are any relevant unspent convictions that have not been disclosed, this may result in the cessation of authorisation to carry out statutory testing - this includes if the unspent conviction would not have led to the refusal of the initial application
- I am adjudged bankrupt (in Scotland, had my estate sequestrated), that cessation of authorisation is automatic

Declaration

I declare that all information, to the best of my knowledge, is true and correct.

This statement must be signed by the person at B1.

Signature or type name Full name Date

Part C

C1. MOT testing station details

What is the MOT testing station number?

What is the trading name of the MOT testing station?

MOT testing station address

Postcode

Telephone number (with area code)

Email address

MOT test classes

Which MOT test classes do you want to test?

Class 1

Class 4

Class 2

Class 5

Class 3

Class 7

Test lane facilities

Tick if this MOT testing station will include a one person test lane (OPT) facility

Tick if this MOT testing station will include an automated test lane (ATL) facility

Specify any proposed changes to the approved premises or test equipment.

Part C

C2. Supporting documents

Solicitor's letter

Tick to confirm you're sending a solicitor's letter with your application that states either you own the land or there's an enforceable lease in place between you and the landowner

Tick to confirm your solicitor's letter states you have the legal right to operate within the premises, you have exclusive use of the premises for MOT testing, and that planning permission is in place

Site plan

Tick to confirm you're sending a site plan with your application, which shows the location of the premises, test bay, access and parking

Enter the site plan number

Drawing of the test bay layout

Tick to confirm you're sending a fully dimensioned drawing of the test bay layout with your application

Enter the drawing number

Data protection

We collect, use and store your personal data so that we can process your application to open, run or change an MOT testing station.

We may share your personal data if we have a lawful reason, for example, as part of a criminal investigation or to prevent fraud.

Find out more at www.gov.uk/dvsa/privacy