



# Driver & Vehicle Agency Road Freight Vehicle Licence Application/Renewal Form

RFL2(NI)

## Please read these notes before filling in this application form

- You must already have a Road Freight Operator's Licence before you apply for a Road Freight Vehicle Licence, ie Disc
- Please give the address from which the business operates
- Gross Weight means the weight of a goods vehicle as shown on the manufacturer's plate and in the registration book.

## Important

- You must enclose with this form legible photocopies of both **NI Road Tax and NI Goods Vehicle Certificate Discs**. The Goods Vehicle Certificate Disc must show your name, as it appears on your operators' licence
- Valid discs must be held at the date of issue of the Road Freight Vehicle Licence
- If you are licensing a new vehicle (ie new to your operator licence) you must provide proof of ownership, **ie receipt or hire purchase agreement**. Please note: A registration book can not be relied on as proof of ownership.
- If you are Hiring or Leasing a vehicle you must provide a copy of the Lease Agreement together with a valid **Insurance Certificate/Cover Note which should be vehicle specific and in your own name**
- A fee of £60 is payable per Disc – cheques must be made payable to DVA.

## Failure to supply the correct documentation/ information will result in your application being returned

Please send the completed form, documentation and fee to

Driver & Vehicle Agency  
Road Transport Licensing Division  
148-158 Corporation Street  
Belfast BT1 3DH

Telephone: (028) 9025 4100  
Fax: (028) 9025 4086  
Minicom: (028) 9025 4414

Your details held on the Road Freight Operator Licensing Register may be released where lawful and in accordance with the Data Protection Act.

## Note

**Vehicles must not be parked overnight on public roads. This is a condition of your Road Freight Operator's Licence and failure to comply with a condition on your licence is an offence and liable on conviction to a fine.**

Please use **CAPITAL LETTERS**

## 1 Your details

- 1 State full name and address of the user of the vehicle, who must be the holder of the Road Freight Operator's licence.

Name
Address
Postcode
Telephone Number
Mobile Number

- 2 Please give your Northern Ireland Road Freight Operator's Licence Number and expiry date

Licence Number
Expiry Date

- 3 Please give below details of the vehicles for which Road Freight Vehicle Licences are required

Vehicle Number	1	2	3
Registration Mark			
Type of Vehicle (ie Rigid or Articulated)			
Gross Weight of Vehicle			
Chassis Number (last 6 digits)			

## For official use only

National  International

Vehicle Number	1	2	3
Licence Number			
Date Issued			
Expiry Date of GVC			
Expiry Date of Veh Tax			
Expiry Date of RFVL			

- 4 Please give the address of your operating centre

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- 5 If you have changed your operating centre please provide details

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## 2 Declaration

Please read carefully before signing

### Warning

A person who deliberately makes a false or misleading statement is liable on conviction to imprisonment, a fine or both.

A person who uses a motor vehicle on a road to carry goods for reward without a Road Freight Vehicle Licence is liable on conviction to a fine.

### Declaration

I have read and understand the above warning. As far as I know, the information I have given in this application is true and complete.

**This form must be signed by the licence holder, nominated transport manager, a partner named on the licence, or in the case of a limited company a recognised official of that company.**

Signature

Date

Status of Signatory



An Agency within the Department of the  
**Environment**  
www.doeni.gov.uk



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