

Guidance notes for completion of application form (DVSAER01) 'Apply to be a DVSA Earned Recognition scheme operator'



Please refer to section 4 of the [scheme guide](#) before completing this form.

You must meet all the eligibility criteria stated in section 1.4 of the scheme guide.

You should have read and understood the [terms and conditions](#) before completing the application form.

Please complete the form in full. If there's any missing information, the application will be delayed or rejected.

Mark any box that is not applicable as N/A.

SECTION 1

Is this a single or group application?

State whether you wish to apply as a single entity or as a group. An organisation containing multiple legal entities operating under one group using the same management systems and measures may choose to make a single group application. The audit standards and key performance indicators would apply and be measured over the group as a whole. An individual legal entity cannot be removed from the group accreditation unless it changes ownership or ceases to exist.

SECTION 2

Name of entity or group

State the name of the entity, as shown on your operator's licence, or the group applying for earned recognition. Include 'trading as' if applicable.

Contact name and position

Give the name of the person you want us to contact about this application. This should be a director, responsible person or transport manager.

Contact address

Give the address where we should send any correspondence.

Telephone number

Give the contact number for the business and extension number of the contact if applicable.

Email

Give the email address of the contact.

Website address

If you have a website, please state the address.

SECTION 2a

Name of entity

This box will be populated from the information stated in section 2.

Entity type

State your entity type. This may be any of the following:

- ✓ Sole trader
- ✓ Non-governmental organisation
- ✓ Public authority
- ✓ Unlimited partnership
- ✓ Limited partnership
- ✓ Limited liability partnership
- ✓ Private limited company
- ✓ Public limited company
- ✓ Unincorporated association

Companies House numbers included in this application

Give the Companies House number that relates to the entity.

Operator licence numbers for the entity

All operator licences held under that entity must be specified and included in the application.

*Please repeat for all the entities you want to add. If you need to add more than the form allows, write the details on a separate sheet and attach it to your email.

Have there been any variations to the licence(s) in the last 28 days?

State 'yes' or 'no' to whether there have been any variations made to the licences included in this application within the last 28 days. If 'yes', please give details.

Are there any planned changes that may affect the licence or conditions attached to it?

State 'yes' or 'no' to whether there are any planned changes to any licences or conditions attached to a licence included in this application. If 'yes', please give details.

SECTION 3

Systems capable of reporting key performance indicators

Select either yes or no. If you pick 'no' and you haven't spoken to a member of the ER team, your application may be rejected as being incomplete. Please refer to the scheme guide for further details.

Are you applying for a concession?

There are three concessions: paper-based maintenance records, partial fleet reporting for vehicle maintenance and domestic drivers' hours for bus operators.

Please refer to the scheme guide for further details. If you think you have a reason to apply for one or more of these concessions, contact DVSAER@dvsa.gov.uk.

Any concession must be agreed with the scheme manager before your application is submitted. If your request is accepted, you'll be given a 'C' code to enter on your application.

Name and contact email address of your validated systems providers

State the name of your validated systems providers for maintenance and drivers' hours, their contact names and email addresses.

If your business has its own in-house system validated by DVSA, you should state 'in-house' and provide a contact email address.

Please confirm you've told your suppliers of your intention to apply and use their system.

Last three periods of KPI reports

You need to submit three KPI reports with your application. These should be from your chosen IT system providers. Please contact your providers for further information

Three periods of drivers hours raw data

We need three periods of drivers' hours raw data. This will be analysed and compared with the submitted KPI data. If you're unable to locate the raw data, your provider will be able to help you.

Digital data should be sent via email to dvsaer@dvsa.gov.uk in the form of a Zip file containing raw data for all the vehicle units and driver cards.

Analogue records must be presented for the 3-month period before the last 28 days to allow drivers to follow drivers' hours regulations. It should be sent by a secure method to the Remote Enforcement Office, Merebank Road, Avonmouth, Bristol BS11 8AQ.

Following the validation process, all analogue data will be returned to the operator and copies of digital data will be securely destroyed

SECTION 4

Have you already completed an audit?

Before arranging an audit, please check the list published on www.gov.uk/learned-recognition to confirm they are authorised.

You can have an audit up to three months before you intend to submit your application.

Please provide your auditor with details of prohibitions, MOT results etc., especially if a particular depot or licence is affected. When the applications are being processed, a review of the information held by DVSA is carried out. If it's considered the audit hasn't addressed the issues raised, DVSA may ask for a directed audit to be completed. The applicant will be responsible for any extra audit costs.

Have you attached a copy of the completed audit?

Please tick yes if you have attached a copy with your application.

Name and email address of audit provider

Please give the full details of your nominated audit provider.

Are you involved with the carriage of dangerous goods?

The carriage of dangerous goods is part of the audit. If you're involved, please inform your audit provider.

Are you able to obtain an OCRS report?

You should already have access to this report. It details positive and negative events that are used to calculate your OCRS score. If you don't have access, you'll need to apply.

Have you given you OCRS report details to your audit provider?

The audit provider should ask for this report. It will help them decide on the most appropriate locations to carry out the audit.

SECTION 5

Please carefully read the declarations, and the DVSA Earned Recognition Scheme terms and conditions, before ticking the boxes.

The 'Submit' button will send the email to the correct address.

The subject line on the email must say '[new]', otherwise the application may not be processed.

Don't forget to attach any relevant documentation to the email.