



Driver & Vehicle Standards Agency

Enforcement
Crosshill Rd
Bishopbriggs
Glasgow
G64 2QA

The Company secretary
ABC Transport Ltd
95 High Street
Leicester
LE1 2AB

[Example of a DVSA enforcement letter, all details have been changed]

14/09/2019

Operator licence No: OM0123456

GOODS VEHICLE OPERATOR LICENSING GOODS VEHICLE (LICENSING OF OPERATORS) ACT 1995

Dear Sir

It is a condition of an operator's licence that the holder must satisfy the traffic commissioner that vehicles operated under the licence are properly maintained and that an effective system of inspection and maintenance is in place.

In support of the traffic commissioner an assessment of the arrangements for maintaining the vehicles operated under operator licence number OM0123456 is required to be carried out and a report submitted of the findings.

A vehicle examiner proposes conducting this assessment at 95 High Street, Leicester, LE1 2AB. For the purpose of the assessment will you please arrange for vehicles and trailers to be made available for examination. You will also require to bring with you inspection and repair records for all vehicles and trailers covering the last 15 months or since operated if less than 15 months and if applicable your maintenance contract.

Any defect reports in respect of these vehicles covering the period concerned will also be required. If your operator's licence requires a certificate of professional competence holder it will be necessary for that person to be present to be interviewed following the assessment.

A deadline has been set by the traffic commissioner for the report to be provided. Without your cooperation it may be necessary for me to return the report incomplete which may have implications for your licence. Please make contact at the above address to confirm the arrangements, or if not acceptable to you, to make alternative arrangements.

If you prefer, you can confirm the arrangements by returning the acknowledgement slip

attached, or contact me on 07712345678 to make alternative arrangements.

Yours faithfully,

[signature]

Vehicle examiner

Please detach this section and return to the address below, or alternatively send an email to:

John.Bloggs@dvsa.gsi.gov.uk

Operator Name: ABC Transport Ltd

Operator Licence Number: OM0123456

Please complete and return to:

DVSA Enforcement
Crosshill Rd
Bishopbriggs
Glasgow
G64 2QA

I will contact you re an operator visit on 07712345678 or by E-mail.

Signed:

Print Name And Designation:

Date: