



# Vehicle Application Guidance (2023)

If you are considering applying to licence a vehicle, please ensure that you read the Vehicle Age & Exceptional Criteria document.

We now check to ensure that there is not a manufacturing recall on your vehicle. Applications will not be accepted until the fault has been remedied.

Please ensure that the following information is submitted at the time of applying:

- Fully Completed Application Form
- 2. Motor Insurance Policy (A Schedule of Insurance is unacceptable)
- A current MOT
- Up to date Road Tax information
- Compliance Test Certificate
- V5 Registration Document
- Current DBS Certificate (if applicable)

Most existing operators and drivers will already have presented an enhanced DBS certificate for licensing purposes.

For vehicle proprietors who are not licenced as an operator or a driver, a basic DBS certificate is required.

For existing licence holders, you are advised that an application should be submitted prior to the expiry date of the current licence of the vehicle concerned, allowing 48 hours for the application to be processed.

Vehicle licence/plate applications should be submitted using the drop/post box situated at the Contact Centre on Parker Lane, Burnley to the left of the main entrance doors at the junction of Grimshaw Street.