



IN PERFECT PARTNERSHIP  
QUALITY TESTING EQUIPMENT



# Set up an MOT test station

## 1. Overview

You must meet a number of legal requirements if you want to set up an MOT test station.

You need:

- suitable premises
- approved MOT equipment
- [authorised examiner \(AE\)](#) status

The premises and equipment you need will depend on the [vehicle classes](#) you want to test.

Before you can carry out MOT testing you also need:

- an [MOT manager](#) to run the test centre
- a [Nominated Tester](#) to carry out the tests



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## 2. Your application

You must have authorised examiner (AE) status to set up an MOT test station.

The person running the test station must attend a 2-day [MOT manager course](#) before the test station can carry out tests.

### ***What an AE must do***

An AE can be an individual, partnership or company authorised by the Driver and Vehicle Standards Agency (DVSA).

The AE is responsible for making sure that:

- the test facilities and equipment are checked and well-maintained
- the [Nominated Testers](#) are assessed correctly and complete training and quality checks
- DVSA staff have access to the premises for checks on staff and equipment
- MOT documents are correctly stored and access to electronic MOT test systems is only given to eligible users
- MOT tests are properly conducted
- DVSA is informed about significant changes to the business within 7 working days

### ***Apply for AE status***

To apply for AE status, send [form VT01](#) to DVSA.

Use the same form if you already have AE status and want to open a test station.



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Depending on your business type you may need to provide the following information:

- a declaration of non-conviction signed by all people involved, including company directors
- a declaration of non-conviction for the company signed by a director/partner
- a copy of the register of company's record of appointments, or a partnership agreement
- a letter signed by a director to confirm compliance with the Companies Act 2006
- a letter signed by all people involved to declare that they haven't been declared bankrupt or had assets seized against a debt (sequestrated) within the last 5 years
- a copy of a DVSA MOT manager course certificate for the person who has completed the course

The application form has guidance notes to tell you the information you need to include.

There is no fee for applying to become an AE.

Send the form to your [local DVSA office](#).

If your application is refused, DVSA will write to you - you can appeal the decision and ask for a hearing by writing to DVSA within 14 days.

AE status doesn't transfer with a business. If you're buying an existing MOT station, you need to apply for AE status in your own right.



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### ***When you must reapply***

You must reapply for AE status if your company is reconstructed in a way that means it's given a new company registration number.

### ***Premises***

You need to [make sure your premises are suitable](#) and testing bay sizes are correct for the [vehicle classes](#) you'll be testing.

You also need [approved testing equipment](#).

### **Approval in principle**

Your premises will be given an approval in principle when applying for authorisation. This will help you avoid committing to expensive work or alterations before your premises are approved.

If you've got AE status but want to make changes to the test facilities, [write to your local DVSA office](#) before any changes are made. Include supporting drawings, to show that the changes won't affect the testing station's approval.

## 4. Equipment you need

You need to have a:

- computer, laptop or tablet with internet connection & printer

These need to meet the [minimum IT specification](#).



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### ***Approved testing equipment***

Different classes of vehicle need different specialist test equipment.

You must make sure you have at least the minimum level for each vehicle class you're approved to test.

All equipment must be kept in good working order and calibrated properly:

- [brake pedal application devices](#)
- [decelerometers](#)
- [diesel smoke meters](#)
- [exhaust gas analysers \(catalyst vehicles\)](#)
- [exhaust gas analysers \(non-catalyst vehicles\)](#)
- [floor/pull along brake testers](#)
- [hand held devices](#)
- [headlamp aim testers](#)
- [oil temperature measurement devices](#) (these are sometimes integral to diesel smoke meters)
- [plate brake testers](#)
- [roller brake testers](#)
- [speed limiters](#)
- [tow bar socket testers](#)
- [tyre tread depth gauges](#)
- [wheel play detectors](#)

There are 3 categories of decelerometers:

- category A are approved for all classes of vehicle
- category B are approved for class 3, 4, 5 and 7 vehicles
- category C are approved for class 1 and 2 vehicles



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## 5. Meeting ongoing standards

### ***Information for the public***

You must clearly and publicly display the [MOT test fees and appeals poster \(VT9A\)](#) in your station.

### ***Assessments***

The Driver and Vehicle Standards Agency (DVSA) will carry out regular risk-based site assessments of your station to make sure you continue to meet the standards.

This will involve checking your station is well maintained and that it offers clean and comfortable facilities, eg suitable customer waiting areas.

Find out more about the [risk assessments](#) DVSA will carry out.

The [risk scoring guide](#) uses the same structure as the guide above. It explains how site assessments are carried out and what evidence is used to decide if an MOT test station is at the required standard. You can use it together with the [MOT site assessment calculator](#) to help you see what results you might get from a site assessment.

### ***Best practice guidance***

You should conduct regular checks to make sure your MOT testing station meets the standards at all times. Read the [DVSA guidance on best practice](#).



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### ***Special Notices***

DVSA uses '[Special Notices](#)' to tell you about changes to the MOT scheme. AEs receive these automatically.

### ***Withdrawal of authorised examiner (AE) status***

DVSA may take disciplinary action or stop you operating as a testing station if your service is not good enough.

If you lose AE status for disciplinary reasons, anyone else applying for AE status at the same test station must prove they're sufficiently independent from you.

## **6. MOT testing manuals and guides**

View or download [MOT inspection manuals and guides](#) for class 1,2,3,4,5 and 7 vehicles.

You can also download DVSA's guide to [exhaust emission standards](#) for road vehicles.