**Customer information requirements for MOT application**

1. Full Name Address of Company including Post Code

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1. Company registration No

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Site owned Please tick

Site Leased Please tick

If leased copy of lease required

1. Full Address of site if different from Company Address including Post Code

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1. Is the Company Sole Trader, Partnership or Ltd

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1. Please supply a company letter head with a statement to allow Keith Mclaren to act on your behalf details can be emailed to you

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1. Full name and address of AE including no

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1. New AE If you are not known to DVLA please supply 3 passport size photographs signed on the back. A letter from solicitor confirming this is a true likeness. Copy of driving license, date of birth
2. You may need to attend various courses held regionally at DVLA offices as both AE & Tester, we will supply application details for these courses
3. VTS No If any

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Class 4 Please tick

Class 7 please tick

Upgrade OPTL Please tick

1. Do you have planning permission if so please send copy of confirmation from your Local Authority

If you do not have any planning documents how long have you carried out vehicle repairs on this site? \_\_\_\_\_\_\_\_\_\_\_

1. Please confirm you have no convictions
2. Personal email address and telephone no

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\*There are some items that can be supplied later and will not delay application\*

**If you need clarification any of the above items**

 **please call Keith on 01382698050/07734206351**