



Guide to completing SPT's Register of Transport Operators form

This guide is to assist applicants in completing the Register of Transport Operators form correctly and gives guidance on each of the sections. **Please read this carefully before filling the form or providing us with your updated details.**

1. General

Strathclyde Partnership for Transport (SPT) requires all operators who submit local service registrations or who tender for SPT contract work to have a SPT Operator Reference Number. Completing the form gives us the information we need to ensure that we have the correct details on our system and that we know what type of work you undertake. It also enables us to issue an Operator Reference Number which is needed to enable us to process local service registrations and that is used for tendering purposes.

This form is also used by operators who have already registered to update their details and advise us of any changes to their address, contact details, licences etc.

2. Basic Information

Operators are required to provide their details, including contact details. Please fill in the operator's name. This is not necessarily the same as your trading name. For a sole trader it will be the name of an individual. If you are a business partnership, the operator's name will be that of the partners. For a limited company it will be the name of the company as detailed on the Certificate of Incorporation issued by Companies House.

- For a partnership, we require the names of all partners in the business.
- For a Limited (Ltd.) company we require the company registration number, the full name of the company as detailed on the Certificate of Incorporation, the name of the company secretary and the names of the directors of the company.

This information enables us to correctly identify who is involved with the company. We require the full postal address and all correspondence will be sent to the address provided. Please ensure that you include the post code and telephone numbers. If you do not have a fax number, please put "Not applicable" in the space provided. Please provide a valid e-mail address. If you have a website, please provide us with the web address.

Please provide the name of the main contract person and their position in the business and the name of your Transport Manager (if applicable) and any other contact persons if appropriate. This will ensure that we know who to contact in case of any queries. Please tell us what licence you hold, for example, it may be a taxi licence or a PSV Operator's Licence. We require the name of the licence holder and the licence numbers. This enables us to check that applicants are licensed operators.

You may send us a copy of your current licence(s) and certificates of insurance as this will assist us if you are in a position to undertake contracts that do not need to be advertised. These are generally short term contracts to a limited value. Please note that **before** any contract can be awarded a vehicle inspection will require to be carried out. If you intend to

undertake schools transport contract work, you will also have to ensure that drivers and attendants have Disclosure Scotland clearance **through SPT before** commencing any work.

3. Type of Operation

Please place a tick against each mode of transport you operate. This gives us an indication of the type of vehicle(s) you operate. For example some taxi operators also operate minibuses or some bus operators also operate coaches.

4. Operating Centre Details

We require details of your operating centre. This is where you normally garage and operate your vehicle(s) from.

5. Declaration

This is required to validate the form and to provide information as to who completed the form. It also requires the signatory to certify that the information provided is true and accurate and agree to the information provided being processed in accordance with provisions of the Data Protection Act, 1998. The information which you provide on this form will be processed by SPT in order to maintain a register of operators. We may also share information that you have provided on this form with the appropriate authorities within SPT's area and other relevant regulatory bodies and/or as required by law.

6. Returning the form to SPT

Please ensure that before you return the form to SPT you check all details are correct. Please note that we can only accept signed and properly completed forms. Incomplete or unsigned forms will be returned. The completed form should be returned to:

The Compliance Team, Strathclyde Partnership for Transport, 131 St. Vincent Street, GLASGOW, G2 5JF.

7. Further Information

If you are unsure of any of the above points and would like further information, please telephone the Compliance Team on 0141-333-3102 or 0141-333-3395 between 0930 and 1530 hours. Please note that the office is closed on public holidays. Alternatively, you can e-mail us at compliance@spt.co.uk

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