



Register of Transport Operators

Transport operators who intend to tender for SPT contract work require to have a SPT Operator Reference number. Operators of local registered services will also need to have a SPT Operator Reference number as this assists in processing the local service registrations. Transport operators should apply for their reference number **before** submitting any local service registrations or contract tenders.

The information sought in this form will provide us with the basic information that we need so that we are able to contact you if we have any queries relating to your registrations or tender submissions and that we have the correct licence and operating centre details.

Upon receipt of the correctly completed form SPT will place you on our Register of Transport Operators and will write to you with your SPT Operator Reference Number. This number should be quoted in all correspondence with SPT and must be quoted in any tenders you submit.

For those transport operators who are interested in tendering for contracts, SPT advertises all tenders via the Public Contracts Scotland website at www.publiccontractsscotland.gov.uk. This is a secure website that is free to use and you should register at the website in order to access SPT tender information. You can sign up to receive e-mail alerts whenever SPT advertises contracts that tenders are being sought.

Update of information

This form can also be used by operators who have already registered with SPT and who have an Operator Reference Number to update their details, for example, change of address, telephone numbers or e-mail address. All changes to contact details must be notified to SPT using this form, which must be signed.

Please complete, sign and return the attached form to:

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

Telephone 0141 333 3102 or 0141 333 3395
e-mail: compliance@spt.co.uk

Note: If you are sending the completed form by e-mail, it must be in PDF format.

**Register of Transport Operators
Information form**



Please complete this form using block capitals

Name of Operator: <i>(NOT your trading name)</i>	
Trading Name:	
SPT Operator Reference Number: <i>(for operators already registered)</i>	
Status of Operator: <i>(e.g. Sole Trader, Partnership, Limited Company)</i>	
Company Registration No: <i>(If applicable)</i>	
Names of Partners or Directors: <i>(For Partnerships and Limited Companies)</i>	
Full Postal Address: <i>(including postcode)</i> Note: all correspondence will be sent to this address	
Telephone Number(s):	
Fax No:	
Mobile No(s):	
e-mail address(s):	
Web address: <i>(if applicable)</i>	
Name of main contact and position in business:	
Name(s) of other contacts and positions in business:	

Licence Information

Type of Licence(s) Held: <i>(e.g. PSV, Taxi or Private Hire)</i>	
Name(s) of Licence Holder(s):	
Operator Licence Number(s):	
Name of Transport Manager: <i>(PSV Licence holders only)</i>	

(continued overleaf)

Type of Operation:

Please tick each mode of transport you operate:

Minibus (less than 9 seats)	<input type="checkbox"/>	Taxi	<input type="checkbox"/>	Coach	<input type="checkbox"/>
Minibus (9 – 16 Seats)	<input type="checkbox"/>	Private hire car	<input type="checkbox"/>	Boat/Ferry	<input type="checkbox"/>
Bus (17 seats and over)	<input type="checkbox"/>	Car	<input type="checkbox"/>	Train	<input type="checkbox"/>

Operating Centre Details

Garage Address: 	
Garage Tel: No:	Post Code:

Important Information

Before the award of any contract, as part of the tender evaluation process, SPT will require evidence that tenderers have both suitable insurance and any licence(s) required. It is a condition of contract that operators allow SPT officials to inspect their vehicles, maintenance facilities, including maintenance records and operation of contracts. In addition, **before commencing** any Regulated Work, as defined by the Protection of Vulnerable Groups (Scotland) Act 2007, all drivers/attendants will be required to be vetted by SPT on behalf of the relevant Council(s) through Disclosure Scotland to determine their suitability.

SPT may require to view copies of licences and certificates of insurance relevant to your local registered services in order to process your application for a SPT Operator Reference number.

In order to process your application for a SPT Operator Reference number, it will also be necessary for SPT to view, use and, in some circumstances, share the personal information which you provide on this form and such licences and certificates of insurance as you may provide to SPT, with the appropriate authorities within SPT's area and/or other relevant bodies and/or as permitted or required by law.

Irrespective of whether SPT allocates you a SPT Operator Reference number in accordance with this application, SPT may also share the personal information provided on this form and such licences and/or certificates of insurance as you may provide, with appropriate authorities and/or other relevant bodies as permitted or required by law.

Acknowledge & Acceptance

I have read and understood the above and hereby:

- 1) Declare that the information supplied is true and accurate;**
- 2) Consent to the personal information which I have provided in this form being processed by SPT as described in this notice; and**
- 3) Agree to provide copies of licences and certificates of insurance for inspection as required by any SPT Officers.**

Signed:

Date:

Name of Signatory:
(BLOCK CAPITALS)

Position in Business:
(e.g. Principal, Partner, Director)

Please contact the Compliance Team at the address below (Telephone 0141 333 3102 or 0141 333 3395) if you have any other queries with regard to completing this form. Alternatively, you can e-mail us at compliance@spt.co.uk. **Please note: only signed forms will be processed.**

This form should be returned to: The Compliance Team, Strathclyde Partnership for Transport, 131, St. Vincent Street, GLASGOW, G2 5JF.