

# Operator Licence Compliance Information Service 2016

A close-up photograph of a wooden gavel with a brass band, resting on a wooden block. The gavel is positioned diagonally across the frame, with the head in the upper right and the handle extending towards the lower left. The background is a warm, golden-brown color with a diagonal white line cutting across it from the top left to the bottom right.

DELIVERING SAFE, EFFICIENT, SUSTAINABLE LOGISTICS



With regularly changing legislation, tightening safety regulations and increased enforcement it is vital that you ensure your operation complies with the laws governing the transport industry.

FTA's Operator Licence Compliance Information Service (OLCIS) subscription has been specifically designed to provide information and support on what you need to do to stay compliant to your operator licence undertakings and how and when you can achieve this.

## Why subscribe to OLCIS?



### Knowledge

You can access our extensive information base at any time to ensure you are best placed to ensure compliance, make good business decisions, keep on top of legal developments and increase your knowledge.



### Savings

Cut costs through minimising business risk, eliminating the cost of third party solicitors or consultants for advice and gaining discounts on other FTA products and services.



### Compliance

Be confident in your compliance with our support and guidance that is tailored to your operation. Our experts can help you unravel complicated legal policies, explain how they relate to your operation and advise on putting measures in place.



### Efficiency

Save time with all the information you need in one place. Our guide also contains sample documentation so you can avoid reinventing documents and our clear implementation advice also helps you to reduce the time spent on planning.

## Is OLCIS relevant to me?

OLCIS has been developed from years of experience in dealing with commercial vehicle operators and is particularly valuable for businesses for whom transport is not their key operational function. The service is designed to help operators both obtain and comply with the undertakings of their operator licence through simple, accessible, relevant information and best practice advice.



# What does my subscription include?

## OLCIS guide

This regularly updated loose leaf A4 folder covers all the areas you may need to comply with current transport legislation and details frequently asked questions and best practice tips to give you peace of mind when running your transport operation.

Sections include the following:

- Operator licensing
- Working time
- Drivers' hours
- Speed limits
- Tachographs
- Vehicle loading
- Vehicle taxation
- Fuel
- Driver licensing
- Traffic issues
- Vehicle maintenance
- Glossary
- Useful contacts



In addition you receive a vehicle maintenance year planner, which allows you to see at a glance all of your vehicles and identify when each of them will need a safety inspection, preventative maintenance inspection, annual test preparation and road fund licence renewal, and a CD with templates and sample letters.

## Compliance Advice Centre

Telephone<sup>†</sup> and email access to our team of transport compliance experts, available from 9am–5pm, Monday to Friday. Our advisors are fully trained in all aspects of transport legislation – they deal with some 25,000 calls a year – and are on hand to answer any legal or operational queries you may have.

<sup>†</sup>Calls are charged at the standard national rate

## Compliance website

This dedicated website provides all the information contained within the folder; and more, and is available 24 hours a day, seven days a week. The easy-to-navigate sections within the site include frequently asked questions and archive copies of email news updates. Also available to download is a range of tools such as sample letters, forms and memos to help in the management of your transport operation.



## e-services

Exclusive to OLCIS subscribers is a range of specifically designed e-services to ensure that you are kept up-to-date with any change or potential change to legislation.

These services include:

- monthly e-news to keep you informed of the latest information, legislation updates and transport news
- a 'radar view' email to highlight legislative changes for the year ahead to enable you to plan and manage change effectively
- a free Online Supplier Directory for members to list their business and free to search for others
- Twitter feed and Facebook page to keep you up-to-the-minute with FTA developments and industry news
- traffic and weather alert updates

## Regional member briefings

Held at venues nationwide, FTA hosts twice-yearly briefing sessions delivered by industry experts which focus on key legislative changes and topical issues affecting the transport industry. Places are free to all subscribers and delegates receive a pack featuring the latest compliance information.

## What else do FTA offer?

### Vehicle Inspection Services

[www.fta.co.uk/vis](http://www.fta.co.uk/vis)

Vehicle inspections and audits on all vehicles and equipment.

### Tachof<sup>ta</sup>

[www.fta.co.uk/tacho](http://www.fta.co.uk/tacho)

Tachograph and drivers' hours analysis, interpretation and support.

### Training

[www.fta.co.uk/training](http://www.fta.co.uk/training)

Industry-leading nationwide public and in-company courses.

### Shop<sup>fta</sup>

[www.shop.fta.co.uk](http://www.shop.fta.co.uk)

The trusted choice for transport supplies and consumables.

### Consultancy

[www.fta.co.uk/consultancy](http://www.fta.co.uk/consultancy)

Tailored solutions, reviews and advice.

### Events

[www.fta.co.uk/events](http://www.fta.co.uk/events)

Various annual topical industry conferences and events.

### International Service

[www.fta.co.uk/international](http://www.fta.co.uk/international)

Additional services and support for those operating internationally.

### Cost Information Service

[www.fta.co.uk/costinformation](http://www.fta.co.uk/costinformation)

Two guides available to help reduce and benchmark transport costs.

### Carbon<sup>fta</sup>

[www.fta.co.uk/carbon](http://www.fta.co.uk/carbon)

Practical advice on reducing, reporting and recording emissions.

### FTA Fuel Card

[www.fta.co.uk/fuelcard](http://www.fta.co.uk/fuelcard)

Cost savings through discounted fuel prices and interest free credit.<sup>§</sup>

### FTA Recovery

[www.fta.co.uk/recovery](http://www.fta.co.uk/recovery)

Free to subscribe to, FTA Recovery is a reduced rate pay-as-you-use service delivered by the AA.

### Driver Licence Checking Service

[www.fta.co.uk/driverlicence](http://www.fta.co.uk/driverlicence)

Save time with secure driver licence and Right to Work checks.

Our full range of services are available to view online at [www.fta.co.uk](http://www.fta.co.uk)

<sup>§</sup>Cards are free in the first year and then £6 per vehicle thereafter. Applications will be subject to a credit check.

# Operator Licence Compliance Information Service Application Form

Please tear off, complete and return the attached form. If you require any assistance please call 03717 11 22 22.



*“The savings we make through taking FTA Recovery and the FTA Fuel Card services actually cover the cost of our FTA membership.”*



*“Access to all areas of expertise at FTA assists us with any compliance or operational issues that we encounter.”*

## Operator Licence Compliance Information Service Application 2016

Return by post to **Membership Recruitment, Freight Transport Association, Hermes House, St John's Road, Tunbridge Wells, Kent TN4 9UZ** by fax to 01892 552 360 or scan and email to [member.admin@fta.co.uk](mailto:member.admin@fta.co.uk)

### Required fields in red

#### Your details

Title \_\_\_\_\_ First name \_\_\_\_\_ Surname \_\_\_\_\_

Job title \_\_\_\_\_

Direct dial no \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

#### Company details

Company name \_\_\_\_\_

Trading names (if any) \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Website \_\_\_\_\_

Company registration no \_\_\_\_\_ VAT reg no (if known) \_\_\_\_\_

#### Company profile

##### No of vehicles operated

Large commercial vehicles (>3.5t) \_\_\_\_\_ Vans (>3.5t) \_\_\_\_\_ Passenger carrying vehicles \_\_\_\_\_

Nature of business \_\_\_\_\_

FTA Recovery (please tick to register for free)

FTA Fuelcard (please tick to apply for this free-to-join discounted fuel service)<sup>§</sup>

#### Declaration

I hereby apply for membership and agree to abide by the terms of the Articles of Association of Freight Transport Association Ltd (a copy of which is available on request)

Signature \_\_\_\_\_ Date \_\_\_\_\_

A VAT invoice will be issued to you on registration of your membership

#DOWNLOAD

<sup>§</sup>Cards are free in the first year and then £6 per vehicle thereafter. Applications will be subject to a credit check.

## Payment details

|   |                       |                   |                |
|---|-----------------------|-------------------|----------------|
| OLCIS subscription £520.00  |                       |                   | £ _____        |
| <b>50 per cent discount for FTA members £260.00</b>   |                       |                   | £ _____        |
| <b>Additions</b>  |                       |                   | <b>+</b>       |
| Carbonfta   | £260.00 each          | No required _____ | £ _____        |
| Guide to Van Excellence   | £260.00 each          | No required _____ | £ _____        |
| International Service   | £125.00 each          | No required _____ | £ _____        |
| <b>Total</b>  |                       |                   | £ _____        |
| <b>Please add VAT at the appropriate rate of the above figure</b>   |                       |                   | £ _____        |
| <i>Cost Information Service</i>   |                       |                   |                |
| Manager's Guide to Distribution Costs   | £170.00 each (no VAT) | No required _____ | £ _____        |
| Manager's Fuel Price Information Service  | £197.00 each (no VAT) | No required _____ | £ _____        |
| Bundle of both items  | £317.00 each (no VAT) | No required _____ | £ _____        |
| <b>Transaid donation – <a href="http://www.fta.co.uk/transaid">www.fta.co.uk/transaid</a> (to opt-out please cross through price)</b> |                       |                   | £ <b>10.00</b> |
| <b>Grand total (including VAT)</b>  |                       |                   | £ _____        |

- Direct debit** (a direct debit form will be sent to you) **1 per cent** discount with this option
- Cheque enclosed** (payable to FTA) £ \_\_\_\_\_
- Please invoice me** **Purchase order number** (if required) \_\_\_\_\_
- Credit card** (we will contact you for your card details)



*“Excellent training is just part of the whole compliance picture I get from FTA.”*



*“Shopfta’s unique publications are built from a wealth of industry knowledge.”*

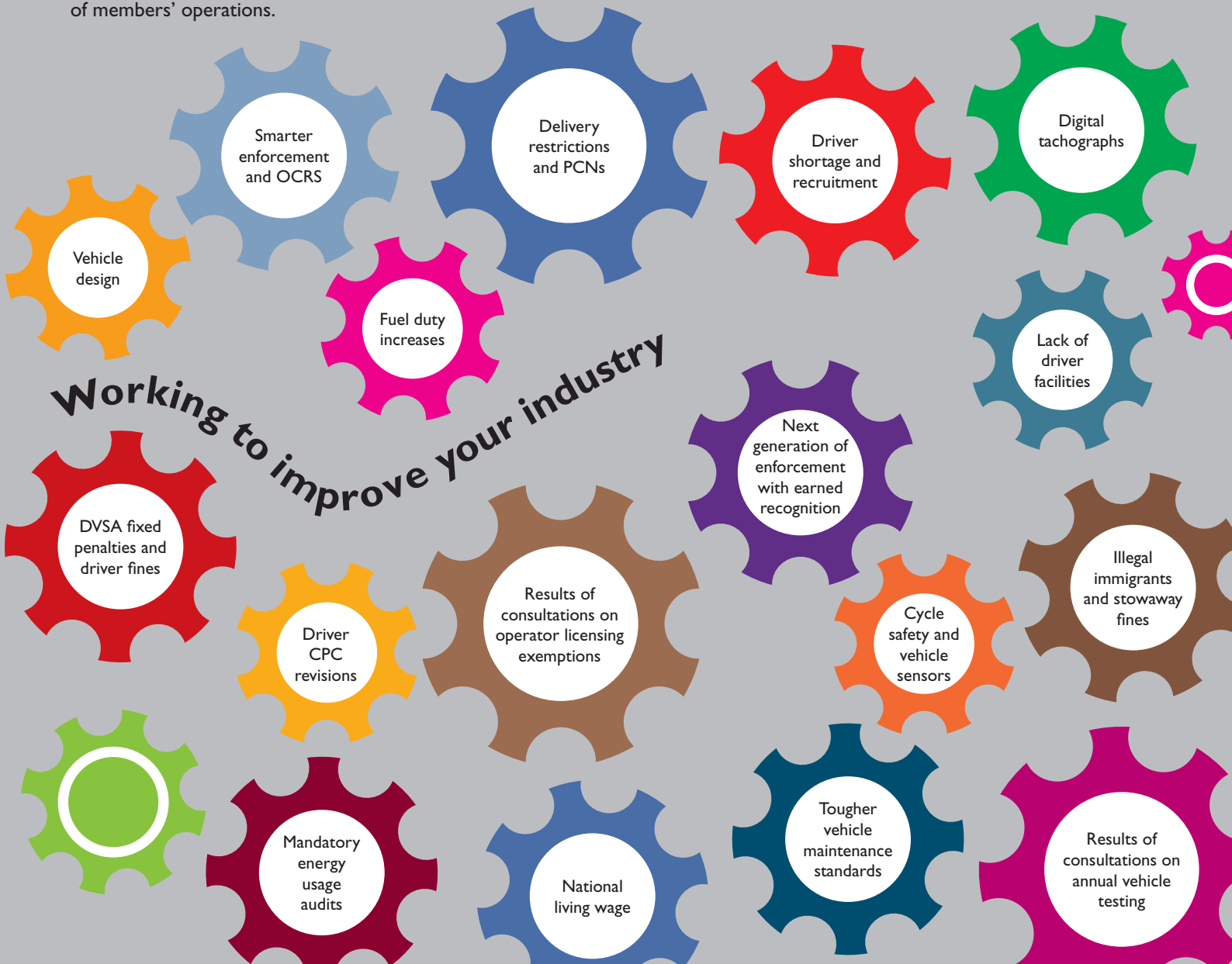


*“FTA’s Transport Manager events provide a valuable guide in today’s tough business climate.”*



# Supporting our members throughout 2016

We proactively work to help minimise the impact of any new legislation, represent the best interests of our members at a regional, national and European level and make improvements to the logistics industry as a whole. Below is an example of just some of the issues that we are working on throughout 2016 that are posing a threat to or could impact on the efficiency, costs and complexity of members' operations.



## WANT MORE INFORMATION ON OLCIS SUBSCRIPTION?

Get in touch today!



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Tel: 03717 11 22 22 Fax: 01892 534985 Web: [www.fta.co.uk/olcis](http://www.fta.co.uk/olcis)

Freight Transport Association Limited

*Delivering safe, efficient, sustainable logistics*

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