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**Change of control notification**

*Licence holders can use this form to tell us about changes of control. Expand the boxes as needed.*

Before completing this form please read chapter 7 of our licensing guidance[[1]](#footnote-1).

A signed copy of this form and any supporting notes should be emailed to [licensing.enquiries@orr.gov.uk](mailto:Licensing.enquiries@orr.gov.uk) or posted to: Licensing Team, The Office of Rail and Road, 25 Cabot Square, London E14 4QZ.

## 1. Licence holder’s details

|  |  |
| --- | --- |
| Name of licence holder |  |
| Company registration number |  |
| Contact details |  |

## 2. The new controller

2a. Please provide details of the new controller:

|  |  |
| --- | --- |
| Name of new controller |  |
| Company registration number, date and place of incorporation |  |
| Nature of main activities |  |
| Railway licence holders with whom you are already involved |  |
| Date of change of control |  |

2b. Please list below details of each person or company holding more than 3% of the total issued share capital in the new controller. In the case of nominee holdings, also give the name of the beneficial holder.

|  |  |  |  |
| --- | --- | --- | --- |
| **Full name of shareholder** | **No. of shares** | **Class of shares** | **% of total issued** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## 2c. Please list below details of every director of the new controller.

|  |  |  |
| --- | --- | --- |
| **Full name of director** | **Company and position held** | **Country of residence** |
|  |  |  |
|  |  |  |
|  |  |  |

2d. If the new controller is a subsidiary of another company, tick here [ ] and   
provide details of the ultimate controller, its shareowners and directors in the above format.

2e. Tick here [ ] if the company is part of a larger group and enclose a diagram showing any changes to the group’s structure; or if it is not, tick here [ ].

## 3. Financial information

3a. If this notification relates to a change of control of an operator with a franchise awarded by the Department for Transport or the Scottish Executive, have they given consent to the change of control? If yes, tick here [ ] and go to section 4.

3b. If the notification relates to a concession awarded by any other public body, please tick here [ ], give details below, then go to section 4.

|  |
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|  |

3c. What impact, if any, will the change of control have on the licence holder’s ability to meet its financial obligations?

|  |
| --- |
|  |

**4. Insurance**

4a. What impact, if any, will the change of control have on the licence holder’s third party liability insurance arrangements?

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| --- |
|  |

**5. Safety competence**

5a. What impact, if any, will the change of control have on the licence holder’s safety arrangements?

|  |
| --- |
|  |

## 6. Additional Information

## 6a. Please attach:

* details of any bankruptcy order (as defined in section 381(1) of the Insolvency Act 1986 (as amended)) or bankruptcy restrictions order (as detailed in Schedule 4A of the Insolvency Act 1986 (as amended)) made against the new controller or its company officers;
* details of any legal proceedings against directors, company officers and major shareholders named in this form;
* details of any previous, current or pending legal action against the new controller, including, but not restricted to, any convictions for serious or repeated failures in respect of social and labour law, or customs law where the new controller moves freight subject to customs procedures; and
* details of any prosecutions or enforcement orders made against the new controller by environmental agencies, local authorities or any safety regulator, and a description of remedial action taken or proposed.

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| --- |
| **Declaration**  I am aware that, under the provisions of section 146 of the Railways Act 1993 (as amended) and under regulation 15 of the Railway (Licensing of Railway Undertakings) Regulations 2005, (as appropriate) it is a criminal offence to make a statement which I know is false in a material particular, or recklessly to make a statement which is false in a material particular. I declare that, to the best of my knowledge and belief, the information given above and in support of this notification is true and complete. |
| Signed:  Name:  Position of signatory: (Director or authorised person)  Date: |

1. <https://www.orr.gov.uk/sites/default/files/om/licensing-guidance.pdf> [↑](#footnote-ref-1)