

Public inquiry prep checklist

Evidence assembly for a public inquiry. Take specialist transport law advice — this organises your file, it does not represent you.

OPERATOR	LICENCE NUMBER	HEARING DATE
TRAFFIC COMMISSIONER	PREPARED BY	DATE PREPARED

THE CALL-UP LETTER

	DONE	GAP
Issues raised in the letter listed out	☐	☐
Dates and periods in issue identified	☐	☐
Specialist representation instructed	☐	☐
Deadline for submitting evidence diarised	☐	☐

EVIDENCE TO ASSEMBLE

	HELD	GAP
Maintenance and inspection records for the period	☐	☐
Driver defect reports and rectification	☐	☐
Tachograph records and infringement follow-up	☐	☐
Driver licence and qualification records	☐	☐
Financial standing evidence	☐	☐
Transport manager arrangements and hours	☐	☐
Previous correspondence and undertakings given	☐	☐
Audit reports, internal or external	☐	☐

CHANGES MADE SINCE

	EVIDENCED	GAP
What changed, and when it changed	☐	☐
Evidence the change is embedded, not promised	☐	☐
Who implemented it and who monitors it	☐	☐
Results since the change, with records	☐	☐

ATTENDANCE

Who attends, and what each of them is there to speak to.

Operator or director	
Transport manager	
Maintenance provider	
Other witness	

OUTSTANDING QUESTIONS FOR YOUR REPRESENTATIVE

SIGN-OFF

PREPARED BY

SIGNATURE

DATE

REPRESENTATIVE

FIRM

DATE