

Application for trainee licence (Licence to give instruction)

Register of Approved Driving Instructors

**If this is your first application for a trainee licence
apply online at www.businesslink.gov.uk/transport**

The Business Link website contains all the latest news and information essential for driver trainers and road users.



Please read the *Notes for guidance* before completing this form.

I wish to:

Apply for a
trainee licence

☐

Notify DSA of a change
to my school details

☐

Your Details

1

Title:

Mr.

Mrs.

Miss

Ms.

Other

☐
☐
☐
☐

First name(s):

Surname:

Home address:

Postcode:

Telephone number (with area code):

Mobile number:

Email address:

Date of Birth:

ADI Personal Reference Number:

What is the driver number on your driving licence?

If you have a current trainee licence,
please say when it ends.

When did you pass your theory test (Part 1) and test of driving
ability and fitness (Part 2)?

Part 1

Part 2

What date do you want your licence
to start? (Mondays only)

Please give the name, address and telephone number of the
training school from which you will give instruction.

Name:

Address:

Postcode:

Telephone number (with area code):

Please state the name and ADI number of your trainer:

Name:

ADI PRN:

Character Details

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Since the date you applied for registration as a potential driving instructor, have you:

- Been convicted of any motoring or non-motoring offences? (You must declare spent as well as unspent convictions.) Yes ☐ No ☐
- Received any fixed penalties for motoring offences? Yes ☐ No ☐
- Been disqualified from driving? Yes ☐ No ☐
- Been registered as a sex offender or disqualified from working with children in any way? Yes ☐ No ☐

If you have, please give details on a separate sheet stating offence(s), name of court, date of conviction and penalty imposed.

If you are disqualified from working with children, it is an offence for you to apply for a trainee licence.

Are there any outstanding court proceedings against you for motoring or non-motoring offences? Yes ☐ No ☐

If you have, please give details on a separate sheet stating alleged offence(s), name of court (if known) and date of hearing (if known).

Please note that we may contact the relevant court or organisation to check any declarations you have made. We may also ask you to obtain a criminal record disclosure.

Declarations

3

Declaration of Manager/Owner

I declare that, as manager/owner of the establishment named on the licence:

- I have read the booklet ADI 14
- I agree to provide the training/supervision to the person named on the licence.

Signed (Manager/Owner):

Dated:

Name (in CAPITALS):

Address:

Postcode:

ADI PRN
(if applicable):

Your Declaration

I apply for a trainee licence and declare that:

- The details given in this form are to the best of my knowledge true and correct
- I have read the booklet *Your road to becoming an Approved Driving Instructor* (ADI 14)
- I have read and accept the "Conditions of Issue" in the ADI 3L Notes for Guidance
- I wish to undertake the additional training ☐ supervision ☐
option of the licence conditions (Please tick one box - only required for first trainee licence applications.)
- I understand that I must notify the Registrar of Approved Driving Instructors within seven days if I:
 - Change my home address or school from which I am based;
 - Am convicted of any offence, including motoring offences, fixed penalties and non-motoring offences
 - Am registered as a sex offender or disqualified from working with children in any way.

I understand that failure to receive the required training or supervision when it is a condition of the licence issued to me will result in the revocation of my licence.

If the school from which I am based changes, I will send a new form ADI 3L to DSA within seven days giving the details of my new school.

Do you agree to keep to the Voluntary Code of Practice*? Yes ☐ No ☐

Warning: If you make a false statement on purpose so that you keep your name on the Register, or if you give instruction without having a licence, you may be liable for a fine of up to £2,500.

Dated:

Signed:

Check list - Have you:

- enclosed the correct fee* or completed the payment slip below? (Cheques and postal orders should be made payable to Driving Standards Agency)
- enclosed your instructor training declaration form (ADI 21T) if appropriate?
- enclosed a recent passport style photograph?
- signed the form?
- ensured the manager/owner of your school trainer has completed and signed their section?

Now please return the form together with your fee and photograph to:

Credit and debit card payments:

Driving Standards Agency, The Axis Building,
112 Upper Parliament Street, Nottingham, NG1 6LP

Cheque and postal order payments:

Driving Standards Agency, PO Box 280,
Newcastle-upon-Tyne NE99 1FP

* Information about the voluntary Code of Practice and fees can be found at www.businesslink.gov.uk

ADI 3L - Notes For Guidance

Contact us if you have any queries:

Tel: **0300 200 1122**

Email: **adireg@dsa.gsi.gov.uk**

Please read these notes and our booklet *Your road to becoming an Approved Driving Instructor* (ADI 14) **before** you fill in this form. You will be asked to declare that you have read the booklet when you sign the form.

If you have not already had a copy you can buy one by ringing **0300 123 1126** and paying by credit/debit card, or writing to:

Driving Standards Agency, PO Box 280,
Newcastle-Upon-Tyne NE99 1FP.

Cheques and postal orders should be crossed and made payable to the Driving Standards Agency. Please visit our website to check the correct price, or contact us by email or phone.

Payment for your trainee licence

Payment will be taken from your account as soon as your application has been received. This does not indicate that your application has been successful. If it is refused we will issue you with a full refund.

Issue of a trainee licence

Please note that it should not be assumed that you will automatically be issued with a trainee licence once you have applied. Applications can be refused by the Registrar if they do not meet the necessary requirements. To be eligible for a trainee licence you must have passed the theory and driving ability parts of the entrance tests within the last two years, and not used up the maximum three attempts you are allowed at the instructional ability test (Part 3). You must also continue to be a “fit and proper” person.

Please note that your trainee licence becomes invalid if you fail your Part 3 for a third time or your two year qualifying period expires. It would then be illegal for you to give any more paid instruction and to do so could lead to prosecution

We will usually issue only **one** trainee licence. This will last for six months. The licence is to help you get practical experience of giving driving instruction, which may help you to pass the instructional ability test. **If, for any reason, you stop giving driving tuition during the term of your licence, return it to us straight away with a covering letter explaining your circumstances.**

If you need to change schools, you need to complete a new form with the new details. Your new trainer must also complete

the *Declaration of Manager/Owner* section. You should then send the form and a recent passport style photograph to:

Driving Standards Agency, The Axis Building,
112 Upper Parliament Street, Nottingham, NG1 6LP.

No further additional fee is needed.

Conditions of issue:

The issue of trainee licences is governed by The Motor Cars (Driving Instruction) Regulations 2005 (as amended). The conditions for issue include:

- Within two years of passing your Part 1 of the qualifying examination, you must also have passed your Part 2 within a maximum of three attempts, and have had no more than two attempts at Part 3, the test of instructional ability
- you must have received at least 40 hours training in the six months before the date of your first application for a trainee licence
- if you have chosen the supervision option, you must receive supervision from your trainer for 20% of all lessons you give
- if you have chosen the additional training option, you must receive at least 20 hours further training in the topics covered in the training programme within the first three months of the licence or before you take your part 3, whichever is the sooner. At least 25% of the training must be practical in-car training. You must also receive a further five hours' training if you fail your first or second attempt at the Part 3.
- you must receive either the supervision or additional training whilst your licence is still valid
- you must not advertise yourself as if you are a fully qualified instructor
- you are a “fit and proper” person.

Character details:

So that we can assess if you continue to be a “fit and proper” person, you must tell us about any motoring or non-motoring offences (including fixed penalties and cautions) that you may have been convicted of or awarded since you applied for registration as a potential driving instructor. We are entitled by law to ask you to declare spent as well as unspent convictions.

You must also tell us if you are now or ever have been a registered sex offender and/or been disqualified from working with children in any way.

(continued over the page)

Please do not detach slip

I wish to pay by Visa / Mastercard / Delta.
(delete as appropriate)



Please charge	£	to my account
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My card number is:

[illegible]

Start Date:

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Expiry Date:

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Issue Number:

11

If paying by credit/debit card I agree that any refund be made to the card holder

Signature of
candidate:

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Date:

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Name of card holder:

Address:

Signature of card holder:

ADI 3L - Notes For Guidance (continued)

If you have declared an offence you should give full details on a separate sheet, including how it happened. It will help the Registrar to make a quicker decision.

Please note that we may contact the relevant court or organisation to check any declarations you have made. We may also require you to obtain a criminal record disclosure.

If you are disqualified from working with children, it is an offence for you to apply for a trainee licence or to become an Approved Driving Instructor.

Processing your personal data

The Driving Standards Agency (DSA) directly manages all personal data it processes as an executive agency of the data controller, the Department for Transport.

We use the personal data you give us to help run the Register of ADIs and practical driving test. We also use your details for statistics and analysis to assess equality and improve our customer service.

We must ensure the integrity of the driving test. We may use the personal data you supply for the purposes of preventing or detecting crime and catching or prosecuting offenders. This may include hidden monitoring when appropriate.

We do not disclose or share personal data with any third parties other than in line with the Data Protection Act 1998. This may include, but is not restricted to, disclosure to the police, HM Revenue and Customs, local governments and DVLA. In the case of transfers from DVLA, this may include details of endorsements for the purpose of ensuring that registered ADIs continue to be fit to remain on the register.

For further information, please see our website www.dsa.gov.uk or look for our Notification Document on the Information Commissioner's website www.ico.gov.uk. Our registration number is: **Z7122992**.

For official use only

Form checked

Accepted

Incomplete

Warning

Refuse