



Driver & Vehicle  
Standards  
Agency



# Application for Driver CPC Training Centre Approval

## Section 1: Centre Details

1.1 Proposed centre name:

1.2 Correspondence address:

1.2.1 Website address:

1.2.2 Name of person responsible for Driver CPC:

1.2.3 Position (i.e. owner/director):

1.2.4 Telephone number:

1.2.5 Email address:

1.3 Name of primary contact:

1.3.1 Position in organisation:

1.3.2 Telephone number:

1.3.3 Email address:

1.4 Proposed approval Start Date:

Please note the proposed start date is an indication of when you would like the approval period to start; however this cannot be guaranteed and DVSA cannot be held responsible, should the approval period start after the date requested.

## Section 2: Approval Details

2.1 Please indicate the type of approval you are seeking:

- Driver CPC (DCPC) Only
- Taxi Driver Periodic Training (TDPT) Only
- DCPC & TDPT

2.1.1 Please confirm the Competent Authority (GB/NI) for which you are seeking centre approval for the delivery of Driver CPC (DCPC) Periodic Training

- GB Only
- NI Only
- GB and NI

2.2 Has this centre been previously approved?

Yes  No

2.2.1 If yes, what was the centre number?

AC

2.2.2 Has anyone of a senior capacity been linked with a previously approved Driver CPC centre?

Yes (see 2.2.3)  No (see 3.1)

2.2.3 Have they previously been involved in the delivery of Driver CPC where the DVSA/DVA have suspended or withdrawn centre approval on the basis of non-compliance?

Yes  No

2.2.4 If **Yes** - Please provide further details including the person's name, position, DCPC centre name and approval number.

## Section 3: Registered Details

**Important:** Approval is granted to the legal entity of your organisation and not the person who completes the application form (except in the case of a sole proprietor). There is no provision under the Vehicle Drivers (Certificates of Professional Competence) Regulations 2007 (as amended) for the transfer of an approval to another person or corporate body.

### 3.1 Type of organisation - Tick all that apply

Limited Company

Sole Trader

Partnership

LLP (Limited Liability Partnership)

Transport Operator

Charity

Local Authority

Other (please specify)

**3.2** If **Sole Trader** - Proprietor name:

**3.3** If **Partnership** - Partner name(s):

**3.4** LLP (Limited Liability Partnership):

**3.4.1** Companies House registration number or Charity number (if applicable):

**3.4.2** VAT No. (if applicable):

**3.4.3** Registered address:

## Section 4: Compliance

**Important:** If you, your centre or anyone connected to it have previously had approval suspended or withdrawn for non-compliance, or have unresolved compliance issues, you must have put in place robust and effective control measures to address these. All outstanding issues must be resolved satisfactorily before the competent authority can consider granting approval. You will be contacted following receipt of the application and invited to demonstrate what measures have been taken. Failure to have done so may result in the refusal of your application.

### 4.1 Please provide a Scheme of Control (SoC) with this application.

The SoC must detail the way you monitor and manage training delivered by your centre to assure DVSA/DVA that it is compliant with the statutory requirements and delivered to a high quality and standard. You will need to demonstrate how the SoC reflects the risks in relation to the size and structure of your business.

DVSA/DVA will conduct centre and course audits to ensure that your centre operates in accordance with the conditions of approval and the SoC. Guidance for the SoC can be found at: [www.gov.uk/guidance/set-up-a-driver-cpc-training-centre](http://www.gov.uk/guidance/set-up-a-driver-cpc-training-centre)

**Failure to comply with the SoC and Confirmatory Statements may result in your centre approval being suspended or revoked.**

### 4.2. Confirmatory statements

To further support your application and provide assurance that you will operate in a professional manner, please confirm aspects of your administration/delivery using the format below:

- 4.2.1** We confirm that we will inform DVSA/DVA of any changes to our contact details.
- 4.2.2** We will give full details of where and when we will be running approved Driver CPC or Taxi periodic training courses including the full name of the trainer delivering the course, no less than 48 hours of the start of the course. In addition, we will notify DVSA/DVA of any changes (including cancellations) to the trainer, training course, date, time and location of no less than 24 hours of the start of the course via [www.jaupt.org.uk](http://www.jaupt.org.uk)
- 4.2.3** We are a consortium and confirm that we will keep an accurate record of members linked to this approval, and update the details whenever there are changes for the purposes of Driver CPC and Taxi Driver periodic training (if applicable) via [www.jaupt.org.uk](http://www.jaupt.org.uk)
- 4.2.4.** We confirm that we will provide full access to training records and other relevant documentation for audit purposes.
- 4.2.5** We confirm, and can evidence when requested, that we will abide by the guidelines for the use of Driver CPC logo, Taxi Driver periodic training logo and SAFED logo (if applicable)

- 4.2.6** We confirm, and can evidence when requested, that we will advertise approved periodic training courses under the same name as on approval documentation.
- 4.2.7** We confirm that we will manage trainers appropriately to ensure all training courses are delivered in accordance with the course approval and are aware that failure to do this may result in the revocation of drivers training hours from DVSA's Recording & Evidencing system (Driver CPC)
- 4.2.8** We confirm and can evidence when requested, that we have a process to check the address, identification, eligibility, and entitlement (for on road training) of those attending an approved Driver CPC periodic training course.
- 4.2.9** We confirm that on completion of an approved Driver CPC periodic training course, the drivers training hours are uploaded to Driver CPC Recording and Evidencing (R&E) accurately within 5 working days of the course being completed.
- 4.2.10** We confirm and can evidence when requested, that we will promptly issue a certificate to each individual who attends and completes an approved periodic training course, including details of the attendee's name, course name, course number, trainer name, hours completed, Driver CPC approved centre number and the date of completion. Guidance on Driver CPC certificates can be found at: [www.gov.uk/guidance/run-a-driver-cpc-training-course#give-a-certificate-of-attendance](http://www.gov.uk/guidance/run-a-driver-cpc-training-course#give-a-certificate-of-attendance), and guidance on TDPT certificates can be found at: <https://www.jaupt.org.uk/useful-links/taxi-driver-periodic-training>
- 4.2.11** We confirm, and can evidence when requested, that we have in place suitable controls to accurately record attendance on training courses and can give proof of start, finish and break times of each training course that we run for the purposes of Driver CPC and Taxi Driver periodic training (if applicable). Guidance and an example can be found at: [www.gov.uk/guidance/run-a-driver-cpc-training-course#register-delegates-and-check-their-identities](http://www.gov.uk/guidance/run-a-driver-cpc-training-course#register-delegates-and-check-their-identities).
- 4.2.12** We confirm that we have appropriate controls in place to make sure we operate in accordance with the conditions of approval and SoC, across every site and consortium member where training is delivered for the purposes of Driver CPC and Taxi Driver periodic training (if applicable).
- 4.2.13** We confirm and will give proof when requested, that access to the R&E database will be restricted to only those involved in checking and uploading periodic training, and that robust password security protocols will be followed to safeguard the R&E database e.g. starters and leavers processes.
- 4.2.14** We confirm that we have appropriate controls in place to inform DVSA of any changes to our legal status and understand that the approval is granted to the legal entity. We understand that the Vehicles Drivers (Certificate of Professional Competence) Regulations 2007 do not permit the transfer of centre or course approvals.

**4.2.15** We confirm that a privacy notice will be issued to attendees informing them of the purpose for the collection of their personal data and the identity of anyone with whom it can be shared if this should become necessary for the purposes of Driver CPC and Taxi Driver periodic training (as applicable). Guidance for a Privacy Notice can be found at: [www.gov.uk/guidance/run-a-driver-cpc-training-course#introduce-the-course](http://www.gov.uk/guidance/run-a-driver-cpc-training-course#introduce-the-course).

## Section 5: Publication

**5.1** Would you like your centre to be publicised on the [GOV.uk](http://GOV.uk) website?

Yes

No

## Section 6: Payment

**6.1** Payment of the current fee is accepted via the methods below and should be made within 5 working days of application receipt by DVSA.

Cheque (Please make cheques payable to DVSA)

Credit / Debit card (A call to the centre will be made by DVSA to gain this information)

BACS (Please use the bank details below):

Bank Name: Nat West  
Sort Code: 60-70-80  
Account Number: 10004440

Please ensure your remittance advice is included.

Name:

Position:

Date:

**6.2** Application checklist

Payment Details (including remittance advice if paying by BACS)

Scheme of Control

Read and agreed to each of the relevant confirmatory statements

This form should be completed in full and sent via email to [JAUPT-Enquiries@DVSA.gov.uk](mailto:JAUPT-Enquiries@DVSA.gov.uk) or alternatively you may post it to:

**DVSA  
Cubix, Suite 208  
Noble House  
Capital Drive  
Linford Wood  
Milton Keynes  
MK14 6QP**

Any queries should be directed to [JAUPT-Enquiries@DVSA.gov.uk](mailto:JAUPT-Enquiries@DVSA.gov.uk) or alternatively on **01908 787 000**.