



Section 1

Details of organisation

Name of organisation

Type of organisation

- | | |
|--|---|
| <input type="checkbox"/> Limited Company | <input type="checkbox"/> Charity |
| <input type="checkbox"/> PLC | <input type="checkbox"/> Local Authority |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Not-for-profit Company |
| <input type="checkbox"/> Sole Trader | <input type="checkbox"/> Other (please specify) |

! If approval is given, it will be to the legal entity shown here.
It can't be transferred from one legal entity to another.

Companies House Number (if applicable)

Registered address

Postcode

Does your organisation have a parent company, or is it part of a group
or linked to another organisation?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

If 'Yes', please give details

Section 2

Contact details

Name of person making the application

Job title

Telephone number (including code)

Email address

Correspondence address

Postcode

Name of contact person (if different from the above)

Job title

Telephone number (including code)

Email address

Section 3

Geographic areas

Tick the specified geographic areas you are applying for.

- 1 - Cumbria and Lancashire
- 2 - Greater Manchester
- 3 - Cheshire and Merseyside
- 4 - Cleveland, Durham and Northumberland
- 5 - North and West Yorkshire
- 6 - Humber and South Yorkshire
- 7 - Staffordshire and West Mercia
- 8 - West Midlands and Warwickshire
- 9 - East Midlands
- 10 - South West west area
- 11 - South West east area
- 12 - Kent, Surrey and Sussex
- 13 - Cambridgeshire, Essex, Norfolk and Suffolk
- 14 - Bedfordshire, Hertfordshire and Thames Valley
- 15 - London North and West
- 16 - London South and Central
- 17 - South Strathclyde, Dumfries and Galloway
- 18 - Lothian and Borders
- 19 - Glasgow and Strathkelvin
- 20 - North Strathclyde
- 21 - Tayside, Central and Fife
- 22 - Grampian, Highland and Islands

See www.gov.uk/dvsa/drinkdrive for a map of the areas the scheme covers and details of organisations running courses in them.

Section 4

Evidence requirements

1 Course content

Tick to confirm you're including this evidence.

- Guidance material given to trainers
- Course outlines, lesson plans and schedules given to attendees
- Samples of learning materials, including hardcopy or digital materials
- Outlines of the extra or alternative material you'll give to attendees with special requirements

2 Course delivery arrangements

Tick to confirm you're including this evidence.

- Policies, processes and procedures you follow to run courses
- A list of evidence you'll supply for audits
- Delivery locations, course schedules and staff allocation
- Processes and procedures you follow to ensure privacy and confidentiality
- Procedures for deploying staff

3 Course administration arrangements

Tick to confirm you're including this evidence.

- Processes and procedures you follow for handling complaints
- A declaration of compliance that suitable processes will be in place
- Registered name and structure of organisation

Section 5

Other approvals and accreditations

Do you hold any other relevant approvals or accreditations?
(for example ISO)

 Yes No

If 'Yes', please give details

Section 6


Payment methods

Pay by BACS transfer


For BACS payment please give a contact name and telephone number.

Name

Telephone number (including code)

 DVSA will give that person account details and a unique reference number for making the payment.

Pay by credit/debit card

 If you want to pay by credit/debit card, DVSA will contact you by telephone to take payment.

Section 7

Declaration


I declare that the information I've given in this form is true, complete and accurate.

Name

Signature

Date

| | | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|

 Background checks will be carried out on all organisations, and their directors, who apply for approval to deliver DDRS courses.

Please send the completed application to:

DDRS Administration
Driver and Vehicle Standards Agency
4th Floor
The Axis Building
112 Upper Parliament Street
Nottingham
NG1 6LP

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