



Please send this completed declaration to the Registrar *at the same time* you submit an application for a Trainee Licence. If this is your first application for a trainee licence, apply online at [www.gov.uk/instructors](http://www.gov.uk/instructors)

To be completed by the person applying for a Trainee Licence  
(in BLOCK CAPITALS).

### Your Declaration

# 1

Personal Reference Number:

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Name of applicant:

Home address:


Postcode:

Name and Address of the Training Establishment:


Postcode:

I hereby declare that within the last 6 months I have received a total of not less than 40 hours training in the giving of driving instruction as required.

Signed :

Dated:

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#### Processing your personal data:

The Driver and Vehicle Standards Agency (DVSA) 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.

To be completed by the Approved Driving Instructor responsible for the training (in BLOCK CAPITALS).

### Instructor's Declaration

# 2

I hereby declare that within the last 6 months the above named trainee has been given a total of not less than 40 hours training in the giving of driving instruction as required. A record of such training is set out overleaf.

Name of Instructor:

Business Address:


Postcode:

ADI PRN:

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Signed :

Dated:

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#### Processing your personal data: (cont.)

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 [gov.uk/dvsa](http://gov.uk/dvsa) or look for our notification document in the information commissioner's website: [www.ico.gov.uk](http://www.ico.gov.uk)

Our registration number is: **Z7122992**.

Name and address of establishment from which instructor training was received:


Postcode:

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**Training objectives**

**Date training given**

**No. of hours**

**Signature of Trainee**

**Signature of ADI**

Explaining the controls of the vehicle, including the use of dual controls

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Moving off

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Making normal stops

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Reversing and while doing so entering limited openings to the right or to the left

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Turning to face the opposite direction, using forward and reverse gears

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Parking close to the kerb, using forward and reverse gears

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Using mirrors and explaining how to make an emergency stop

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Approaching and turning corners

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Judging speed, and making normal progress

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Road positioning

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Dealing with road junctions

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Dealing with crossroads

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Dealing with pedestrian crossings

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Meeting, crossing the path of, overtaking and allowing adequate clearance of other vehicles and other road users

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Giving correct signals

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Comprehension of traffic signs, including road markings and traffic control signals

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Method, clarity, adequacy and correctness of instruction

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Observation and correction of driving errors committed by pupils and general manner

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Attitude and approach to pupil

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Ability to inspire confidence in pupil

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**Total Hours**

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**(Not less than 40 hours)**