



Our reference: **IA/00612/13**

Can you please send me:-

a) A breakdown of £300 fee we pay every 4 years what it is used for

The ADI registration fee covers a number of elements. The majority of teams and staff within DSA cover a number of areas and DSA does not record the costs of delivering each of the elements covered within the ADI registration fee. The estimated amounts below have been extracted from the un-audited 2012-13 unit costs model.

Area	£	Includes
Fee	300	
Estimated Costs		
Registration team	149	Costs of staff, including the registrar, who are involved in the consideration of applications, and for criminal record check, production of the laminated certificate & windscreen wallet
Examiners	146	Staff, travel and property costs for delivering check tests at test centres
Product quality and development costs	32	Research and policy teams involvement in regulation, maintenance and development of standards.
Administration and Overheads	28	Maintaining ADI's contact details being displayed on the public platform, maintaining the computer database on which registration is held, production of Despatch magazine, plus a proportion of the overall DSA administration costs (HR, Finance etc).
Total cost of ADI registration	355	



b) The rules for election of registrar and all rules he needs to abide and rules when he deals with ADIs and penalties for any breaches

The Registrar is not appointed by election but by recognised civil service appointment procedures.

The Registrar is specifically identified in The Road Traffic Act 1988 as being responsible for the Register of Approved Driving Instructors on behalf of the Secretary of State. It also states that one of the conditions of entry is that the person is a fit and proper person to have his name entered on the register.

The Registrar has wide discretion as to what this means and the following legislation is relevant:

The following further legislation is also relevant to the Registrar's role.

The Motor Cars (Driving Instruction) Regulations 2005

The Motor Vehicles (Driving Licences) Regulations 1999

Part 5, The Protection of Freedoms Act 2012

The Safeguarding Vulnerable Groups Act 2006

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1976

The Police Act 1997 (Criminal Records) (Amendment No 2) Regulations 2012

The Road Traffic Offenders Act 1988

The Criminal Justice Act 1982

Driving Instruction (Suspension and Exemption Powers) Act 2009

The Driving Instruction (Compensation Scheme) Regulations 2012 SI 1548

DSA has published a suitability statement on TMG's website. <http://www.tmgcrb.co.uk/wp-content/uploads/suitability-policy-statement.pdf>



Driving
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