



To be completed by the Licence Holder (in BLOCK CAPITALS).

Your Declaration

1

Personal Reference Number:

Expiry date of licence:

Name of licence holder:

Home address:

Postcode:

Name and Address of the Training Establishment on Licence:

Postcode:

I hereby declare that since the issue of my Trainee Licence I have received a total of not less than 20 hours additional training in the giving of driving instruction as required. A record of such is set out overleaf.

Signed :

Date:

Where to send your form:

Please send this completed declaration to the Registrar so that he receives it not later than 3 months from the date of issue of the licence.

The address to which it should be sent is:

Register of Approved Driving Instructors
DVSA
1 Unity Square
Nottingham, NG2 1AY

Alternatively send a scanned copy to PADI@dvs.gov.uk

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

Instructor's Certification

2

I hereby certify that since the issue of their Trainee Licence, the above named trainee driving instructor has been given a total of not less than 20 hours additional training in the giving of driving instruction as required.

Name of Instructor:

Business Address:

Postcode:

ADI PRN:

Signed :

Date:

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. 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 or look for our notification document in the information commissioner's website: 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 20 hours)