

# Apply to be a certified motorcycle instructor to conduct Compulsory Basic Training (CBT) or Direct Access Scheme courses



Driver & Vehicle  
Standards  
Agency

Please read the notes on the final page prior to completion.

The form should be completed electronically or in block capitals using black ink, boxes should be marked with an 'X' where appropriate.

## 1 Details of applicant

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other \_\_\_\_\_

First name(s) \_\_\_\_\_

Last name \_\_\_\_\_

Home address line 1 \_\_\_\_\_

Address line 2 \_\_\_\_\_

Address line 3 \_\_\_\_\_

Town / City \_\_\_\_\_

Postcode \_\_\_\_\_

Email address \_\_\_\_\_

Mobile number \_\_\_\_\_

Date of birth \_\_\_\_\_

## 2 Licence details section

Driving licence number \_\_\_\_\_

Length time full category A or A2 licence held \_\_\_\_\_

Please indicate qualifications held:

CBT assessment successfully completed? Y/N \_\_\_\_\_

DAS assessment successfully completed? Y/N \_\_\_\_\_

### 3 Character details

Please attach your current DBS certificate which must have been issued in the last three months.

DBS certificate included Yes/No \_\_\_\_\_

Have you received any fixed penalties for motoring offences within the last four years? Yes/No \_\_\_\_\_

If yes, please give details \_\_\_\_\_

Have you any cautions or convictions (current or spent) for motoring offences?

Yes/No \_\_\_\_\_

If yes, please give details below: (Use a separate sheet if necessary)

Offence(s): \_\_\_\_\_

Name of court: \_\_\_\_\_

Date of conviction: \_\_\_\_\_

Penalty imposed: (penalty points and / or ban etc.)

\_\_\_\_\_

Have you any cautions or convictions (current or spent) for non-motoring offences?

Yes/No \_\_\_\_\_

If yes, please give details below: (Use a separate sheet if necessary)

Offence(s): \_\_\_\_\_

Name of court: \_\_\_\_\_

Date of conviction: \_\_\_\_\_

Penalty imposed: \_\_\_\_\_

Are you waiting for any kind of court proceedings to be taken against you?

Yes/No \_\_\_\_\_

If yes, please give details below: (Use a separate sheet if necessary)

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#### **4 To be completed by ATB**

ATB name \_\_\_\_\_

ATB number \_\_\_\_\_

ATB address line 1 \_\_\_\_\_

ATB address line 2 \_\_\_\_\_

ATB postcode \_\_\_\_\_

#### Declaration by ATB authority holder

I [name of authority holder] \_\_\_\_\_

Apply for [name of applicant] \_\_\_\_\_

to be authorised on behalf of this ATB as a;

Choose type of instructor qualification held; \_\_\_\_\_

Certified Down Trained Instructor ☐

Certified CBT Assessed Motorcycle Instructor ☐

Certified Direct Access Instructor ☐

#### Declaration by the CBT assessed instructor

To be completed only by the certified assessed instructor who “down trained” the applicant.

I [name of down training instructor] \_\_\_\_\_

certify that, in accordance with part V of the regulations I have personally trained

[name of applicant] \_\_\_\_\_

in the full requirements for instruction of compulsory basic training. I confirm they are now able to deliver CBT to the required standard.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor certificate number: \_\_\_\_\_

## 5 Declaration of responsibilities by applicant

(i) I declare that the information I have given in this form (including any attachment if applicable) is to the best of my knowledge true and correct. I understand that I must inform DVSA within 7 days:

- if I am convicted of any offence (including motoring offences and fixed penalty notices)
- if I change my address

(ii) I understand that all CBT courses must be provided in accordance with the regulations.

(iii) I understand that I have a responsibility to ensure that:

- CBT course are conducted only on sites which have been approved by DVSA
- sites must be clear of all obstructions, including vehicles and pedestrians, and maintained to a suitable standard
- all participants must wear appropriate safety apparel bearing the name of the ATB throughout the duration of the CBT course
- training machines used during the CBT course will comply with all legal requirements at all times
- DL196 certificates will be kept in a safe and secure place

### CBT assessed instructors

(iv) In accordance with the conditions of Appointments, I shall ensure that other certified instructors authorised with the ATB continue to be taught, have reasonable access to and are regularly monitored by me, as a CBT assessed instructor.

(v) In addition to the ongoing supervision mentioned above I will personally monitor the standard of instruction and assessment of all certified instructors within my jurisdiction on at least 4 occasions a year.

### Direct Access instructors

(vi) I understand and agree to abide by the conditions applying to direct access supervision.

**Applicant's signature** \_\_\_\_\_

Date of signing \_\_\_\_\_

I give permission for DVSA to use the photograph on my driving licence for my motorcycle instructor certificate

Yes / No \_\_\_\_\_

## Notes

Please read notes before completing this form. Applications will only be considered if they have been fully and accurately completed.

If you have said No to allowing DVSA to use the driving licence photograph you must send one passport size photograph of the applicant. This must be named and dated on the rear by the applicant.

### 1. Licence details

The applicant is required to give details about their driving licence. In order to become a certified motorcycle instructor the applicant must be aged 21 or over and have held a full British motorcycle licence category A/A2 for a period of at least 3 years. This can include an aggregate of A2 and A.

### 2. Character details

The applicant must provide a valid DBS certificate issued within the last three months. The applicant must give details of any motoring or non-motoring offences which will be taken into account in assessing their suitability to be authorised as a certified motorcycle instructor. Each applicant is required to notify the Agency of any offence within 7 days (including motoring and non-motoring). A serious view is taken of any failure to do so. If the applicant has declared an offence, details of any circumstances should be included on a separate sheet and securely attached to the application.

Details of convictions, licence endorsements and disqualifications not yet spent should be declared.

The Rehabilitation of Offenders Act 1974 explains when a conviction becomes spent and when you do not have to declare it. You can get further advice from the Citizen's Advice Bureau or your legal advisor.

Any information provided by the applicant may be communicated to the Approved Training Body if a query with the application should arise.

### 3. Regulations

The regulations referred to are The Motor Vehicles (Driving Licences) Regulations 1999 (as amended).

### 4. CBT Instructor Assessments

Details of Instructor Assessments will be communicated to your Approved Training Body (Bodies)

### 5. Declarations made on behalf of the ATB

The Agency requires that the declarations made on behalf of the ATB contained within the form be signed only by a person named as an authority holder.

## 6. CBT Instructor certificates

An instructor will be required to successfully complete the CBT and DAS assessment again if they have not held a certificate for a period of 12 months from the date of expiry or removal of their last CBT instructor certificate.

Before sending the form the ATB should check that:

- All relevant sections are completed and declarations signed
- The applicant has either given permission to use the photograph from their driving licence or have enclosed a named and dated passport size photograph.

When completed please email this form and the DBS certificate to: [cbt@dvsa.gov.uk](mailto:cbt@dvsa.gov.uk)

(Once you have signed the form you may scan, copy or photograph the document and send it to DVSA. It must be completed fully and be clearly legible.)

If you are unable to email your forms you may post them to;

CBT Section  
Driver and Vehicle Standards Agency  
1 Unity Square  
Queensbridge Road  
Nottingham  
NG2 1AY

DVSA aim to process correctly completed applications within 10 working days of receipt.