



# Application form to appeal a train driving licence decision

This form should be used to make an appeal to the Secretary of State for Transport against the decision of the Office of Rail and Road (ORR) relating to the granting, updating, renewal, duplication, suspension, or withdrawal of a train driving licence under Regulation 35 of the Train Driving Licences and Certificates Regulations 2010 (TDLCR).

Before completing this form, please carefully read the Department for Transport (DfT) guidance [Appeal a train driving licence decision](#).

## 1. Appellant details

Name:	
Surname:	
Date of birth:	
Job title:	
Address:	
Telephone number:	
Email address:	
Please indicate whether these are home or work contact details:	
Name and address of your employer:	

## 2. Appellant train driving licence details

If you have/had a train driving licence, please provide details

GB licence number:	
Name of issuing authority:	
Date of first issue:	
Date of expiry:	
Is the licence currently suspended or withdrawn?	
If licence has been suspended or withdrawn, please provide the date the license was suspended or withdrawn:	
If licence has been suspended or withdrawn, please give reason(s):	
Please indicate from the options below why you are making an appeal: (Write 'Yes' or 'No' in response to each option You can select more than one if appropriate)	
Refusal to grant initial licence?	Yes      No
Refusal to update, renew or duplicate an existing licence?	Yes      No
Decision to suspend licence?	Yes      No
Decision to withdraw licence?	Yes      No
Decision to prohibit from driving train?	

### 3. Appellant train driving certificate details

If you have/had a train driving certificate, please provide details of the certificate relevant to your appeal

Issuing body (full name and address of train operator or infrastructure manager):	
Issue date of certificate:	
Expiry date of certificate:	
Is the railway undertaking or infrastructure manager aware of your appeal to DfT under TDLCR?  If you answer 'yes', please provide contact details. Please use the space below.	Yes                  No

#### 4. Information about the appeal

Please use the space below (the box will scroll as necessary) to provide information you want DfT to know that is relevant to your appeal. This should include:

- a brief description of the reasons why you are seeking a review of a decision made by the ORR relating to the granting, updating, duplication, renewal, suspension, or withdrawal of a train driving licence.
- a comprehensive timeline relevant to the appeal, giving details of all key events that are relevant.
- details of all the internal appeal procedures undertaken to date with an employer/the ORR about the matters relevant to this appeal, and what the outcome of this was for each. Additionally, tell us whether or not there are any further internal appeals that have not yet concluded or if you are pursuing a claim against your employer through an employment tribunal.

**(If the relevant internal appeal procedures are not completed, DfT cannot not hear an appeal. We may not hear an appeal if you are pursuing an employment tribunal case until its outcome is known).**

## 5. Determination of the appeal

Under TDLCR (Regulation 35), the Secretary of State for Transport, or their appointed independent legal counsel, must ask the appellant and the ORR if they wish to appear and be heard on the appeal.

Separately, we will contact the ORR, to ask if they wish an ORR representative to appear in person.

Do you wish to appear in person and be heard on the appeal?	Yes	No
---	-----	----

## 6. Other information

Please use the space below to add any further details about the appeal that you have not already told us about.

If you are attaching copies of documents, list each of these along with a brief explanation of their relevance to the appeal case. Do not send any original documents, only copies.

The box will scroll text as necessary.

## 7. Declaration

I declare that the information provided in this form is true and complete to the best of my knowledge.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Full name (in capitals) \_\_\_\_\_

## 8. Sending this form to DfT

By email: supply a signed copy of this application form and any other attachments, supporting documents or information. The subject line of the email should be marked 'Confidential Licence Appeal Form FAO Head of Railway Safety: [your full name]'

Please send to [rail.safety@dft.gov.uk](mailto:rail.safety@dft.gov.uk)

Completed?

By post: alternatively, you can supply hard copies of this signed application form and any other attachments, supporting documents or information. This should be marked confidential and sent to:

Secretary of State for Transport  
Rail Safety Team  
Great Minster House  
33 Horseferry Road  
London SW1P 4DR

Completed?