

## Application for a CPC Practical Test Appointment for

- Buses & Coaches ~ from 10/09/08
- Lorries ~ from 10/09/09

See the back cover for a full list of vehicle categories covered by this form.

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### CUSTOMER CHARTER STATEMENT AND CODE OF PRACTICE

The Driver & Vehicle Agency has a Customer Charter Statement and Code of Practice. You can get a copy from any Agency test centre or see them at any Citizens Advice Bureau or Public Library.

#### CUSTOMER INFORMATION

**Booking Enquiries: 0845 247 2473**  
**Fees Information: 0845 758 1416**  
**Customer Helpline: 0845 601 4094**  
**Text Phone Help Line: 028 9066 5453**  
**[www.dvani.gov.uk](http://www.dvani.gov.uk)**

#### OTHER USEFUL NUMBERS

**ROAD TRANSPORT LICENSING DIVISION**  
(OPERATOR LICENCE ENQUIRIES)  
Tel: 028 9025 4100

**DRIVING LICENCE ENQUIRIES**  
Tel: 0845 402 4000



An Agency within the Department of the

**Environment**

[www.doeni.gov.uk](http://www.doeni.gov.uk)



#### **HEADQUARTERS and BELFAST**

BALMORAL RD. BT12 6QL  
Tel: 028 90681831

#### **ARMAGH**

47 HAMILTONSBAWN RD.  
BT60 1HW  
Tel: 028 3752 2699

#### **BALLYMENA**

PENNYBRIDGE INDUSTRIAL EST.  
LARNE RD. BT42 3ER  
Tel: 028 2565 6801

#### **COLERAINE**

2 LOUGHAN HILL INDUSTRIAL EST.  
GATESIDE RD. BT52 2NJ  
Tel: 028 7034 3819

#### **COOKSTOWN**

SANDHOLES RD.  
BT80 9AR  
Tel: 028 8676 4809

#### **CRAIGAVON**

3 DIVINY DRIVE CARN INDUSTRIAL EST.  
BT63 5RY  
Tel: 028 3833 6188

#### **DOWNPATRICK**

CLOONAGH RD.  
FLYING HORSE RD.  
BT30 6DU  
Tel: 028 4461 4565

#### **ENNISKILLEN**

CHANTERHILL BT74 6DE  
Tel: 028 6632 2871

#### **LARNE**

BALLYBOLEY RD.  
BALLYLORAN. BT40 2SY  
Tel: 028 2827 8808

#### **LISBURN**

BALLINDERRY INDUSTRIAL EST.  
BALLINDERRY RD.  
BT28 2SA  
Tel: 028 9266 3151

#### **LONDONDERRY**

NEW BUILDINGS INDUSTRIAL EST.  
VICTORIA RD.  
BT47 2SX  
Tel: 028 7134 3674

#### **MALLUSK**

COMMERCIAL WAY HYDEPARK INDUSTRIAL EST.  
BT36 8YY  
Tel: 028 9084 2111

#### **NEWRY**

51 RATHFRILAND RD.  
BT34 1LD  
Tel: 028 3026 2853

#### **NEWTOWNARDS**

JUBILEE RD. BT23 4XP  
Tel: 028 9181 3064

#### **OMAGH**

GORTRUSH INDUSTRIAL EST.  
GT NORTHERN RD.  
BT78 5EJ  
Tel: 028 8224 2540

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## NOTES TO HELP YOU COMPLETE THE FORM.

- 1. Driver Number.** Copy your driver number from your driving licence.
- 2. Name and Address.** We will send your appointment letter to this address. Tell us if it changes. As your Driver Qualification Card (DQC) will be sent to the address on your driving licence, it is important that you keep your details up to date with DVA.
- 3. Disabilities and special circumstances.** Tell us if you are deaf, have severe hearing problems, are restricted in your movements, or have any disability that may affect your driving. If you cannot speak English or are deaf, you are allowed to bring an interpreter with you on the test. **This person must not be your driving instructor.**
- 4. Driving licence.** Complete or Tick the appropriate box. **Only NI or GB licences are acceptable for CPC test purposes. If you have a GB licence that does not include your photograph, you must show photographic evidence of your identity at the time of test. E.g. your passport.** If in doubt, check with DVA licensing by calling 028 7034 6960. For general driver licensing information, call 0845 402 4000.
- 5. CPC Case Study Theory Test.** You must pass a case study theory test before booking a practical CPC test. For more information, contact your local driving test centre or the advertised Case Study Theory Test enquiry line on 0845 600 6700.
- 6. Vehicle Category.** Tick the box as appropriate. See the test vehicle guidelines on the back.
- 7. Vehicle details and name of operator/training group.** Enter the appropriate details.
- 8. CPC Test Centre.** Tell us which test centre you want to use. There is a full list on the back cover.
- 9. Date of test.** We will do our best to arrange a suitable date. You pay the standard fee if you take your test Monday to Friday, 8.50am to 3.50pm. If you want such a test within 7 days, please tick the appropriate box. For a higher fee, tests are available on Saturdays (all year, 8.50am to 3.50pm) and on weekday evenings (May to September) from 4.30pm. Tests are not carried out on public and bank holidays.
- 10. Fees. Information on fees can be found on the Agency website at [www.dvni.gov.uk](http://www.dvni.gov.uk) or you can get information from your Instructor or at test centres. You can also call our 24 hour phone line. The number is 08457 581416 and these calls are charged at local rate.** Cheques should be made payable to DVA and crossed a/c payee. **Do not send cash by post.**
- 11. Send your form and fee.** Make sure you sign and date your application. Send your completed form and fee to the test centre you want to use. If you take your form to a centre, you can book your test at any centre you choose.

## OTHER NOTES

**Service.** We welcome all comments, whether they are critical or complimentary. Customer comment forms are available at every centre. If any aspect of our service has not been as good as you expected, tell us so we can put it right. Our leaflet 'Complaints Procedure', which is available at all test centres, fully explains what to do if you want to make a complaint. If you fail your test and think it was not conducted properly, you may appeal to a court of summary jurisdiction.

**Health & Safety.** As the test will include practical elements, suitable PPE (personal protective equipment) should be worn. E.g. Gloves, high visibility clothing, safety shoes etc.

**Supervised test.** The examiner might be accompanied by a supervisor. He or she is there to observe and will not take part in the test.

**Reading Material.** To help you prepare for your test a Driver CPC book has been produced. The official book, 'DSA Guide for Professional Bus and Coach Drivers' is specifically designed to help bus and coach drivers prepare for their initial Certificate of Professional Competence (CPC) by focusing on the syllabus of the two new modules: Case Studies and the Practical Demonstration Test. The book is on sale at bookshops and The Stationery Office (TSO).

If you wish, you may be accompanied by a friend or your instructor. For obvious reasons they cannot take part in the test in any way. Your friend or instructor is welcome to listen to the examiner's comments at the end of your test, whether or not they have observed the test.

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1. Driver Number

2. Name and Address

Title \_\_\_\_\_ First Name \_\_\_\_\_ Other initials \_\_\_\_\_  
 Surname \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Postcode \_\_\_\_\_  
 Date of Birth \_\_\_\_\_  
 Tel No. \_\_\_\_\_ Tel No. \_\_\_\_\_  
 (home) \_\_\_\_\_ (work) \_\_\_\_\_

FOR OFFICIAL USE

Fee rec'd £ \_\_\_\_\_ Int \_\_\_\_\_  
 Cash/Chq/PO \_\_\_\_\_  
 Application No. \_\_\_\_\_  
 Appointment Date \_\_\_\_\_  
 Date appt notice sent \_\_\_\_\_ Int \_\_\_\_\_  
 Test result \_\_\_\_\_

3. Please list any disabilities and special circumstances

4. Driving Licence (Complete or Tick the appropriate box)

Date of Issue    Expiry Date

Which of the following full entitlements do you hold at present?

C1 Goods over 3.5 - 7.5 tonnes  C LGV over 7.5 tonnes  D1 Minibus 9-16 passenger seats  D Bus with more than 16 passenger seats

Which of the following provisional entitlements do you hold at present?

C1 Goods over 3.5 - 7.5 tonnes  C LGV over 7.5 tonnes  D1 Minibus 9-16 passenger seats  D Bus with more than 16 passenger seats

5. CPC Case Study Theory Test

Have you passed a theory test? Yes  No  If yes, what date did you pass?    What category did you pass?

Pass Certificate No.  If passed outside NI, please state where

6. Vehicle category (please tick the type of vehicle you wish to be tested in)

C1, C1+E, C or C+E  D1, D1+E, D or D+E

7. Vehicle details and name of operator/training group

Name of operator/training group  Reg No.

8. CPC Test Centre

Which test centre do you wish to use?

9. Date of test (please tick all boxes that apply)

**Standard Fee**  
 Monday to Friday, 8.50 a.m. to 3.50 p.m.   
 Monday to Friday, 8.50 a.m. to 3.50 p.m. (within 7 days)   
**Higher Fee**  
 Saturday, 8.50 a.m. to 3.50 p.m.   
 Monday to Friday, from 4.30 p.m. (May to Sept)

Earliest Date you can accept  Alternative dates

List any unsuitable dates

**10. Fee**

I enclose payment by Cheque or Postal Order for £

Please make it payable to DVA and crossed 'A/C Payee only'. Do not send cash by post

**11. Where to send your form and fee**

Send your completed form and fee to the centre where you wish the test to be carried out. The addresses are shown on the front cover.

**12. Signature**

**Date**

## Vehicle Categories and Test Vehicle Guidelines

### Buses (Categories D1, D1+E, D & D+E)

(1) Vehicle Category	(2) Type of Vehicle	(3) Test Vehicle	(4) Where tests are conducted (see front cover for full centre address)
D1	Minibus 9-16 passenger seats	Passenger vehicle with 9-16 passenger seats, having a maximum authorised mass of 4,000 kilograms, with a minimum length of five metres and capable of a speed of at least 80 kilometres per hour on the level; fitted with anti-lock brakes and equipped with recording equipment as defined by Regulation (EEC) No.3821/85.	<div style="font-size: 3em; margin: 0 auto;">}</div> Ballymena Belfast (Balmoral Rd) Coleraine Craigavon Londonderry (New Buildings Industrial Estate) Omagh
D1+E	Minibus 9-16 passenger seats + trailer over 750kgs	A combination of a minimum test vehicle for sub-category D1 and a trailer having a maximum authorised mass of 1,250 kilograms and capable of a speed of at least 80 kilometres per hour on the level; the cargo compartment of the trailer shall consist of a closed box body which is at least two metres wide and at least two metres high.	
D	Bus with more than 16 passenger seats	Any vehicle in category D having a length of at least 10 metres, a width of at least 2.40 metres and capable of a speed of at least 80 kilometres per hour on the level; fitted with anti-lock brakes and equipped with recording equipment as defined by Regulation (EEC) No. 3821/85.	
D+E	Bus with more than 16 passenger seats + trailer over 750kgs	A combination of a minimum test vehicle for category D and a trailer having a maximum authorised mass of 1,250 kilograms, a width of at least 2.40 metres and capable of a speed of at least 80 kilometres per hour on the level; the cargo compartment of the trailer shall consist of a closed box body which is at least two metres wide and two metres high.	

### Lorries (Categories C1, C1+E, C & C+E)

(1) Vehicle Category	(2) Type of Vehicle	(3) Test Vehicle	(4) Where tests are conducted
C1	Goods vehicle over 3.5 to 7.5 tonnes	Any vehicle in sub-category C1 having a maximum authorised mass of 4,000 kilograms, with a length of at least five metres and capable of a speed of at least 80 kilometres per hour on the level; fitted with anti-lock brakes and equipped with recording equipment as defined by Regulation (EEC) No. 3821/85; the cargo compartment shall consist of a closed box body which is at least as wide and (when in position) as high as the cab.	<div style="font-size: 3em; margin: 0 auto;">}</div> Belfast (Balmoral Rd) Craigavon Londonderry (New Buildings Industrial Estate)
C1+E	Goods vehicle over 3.5 to 7.5 tonnes + trailer over 750kgs	A combination of a minimum test vehicle for sub-category C1 and a trailer having a maximum authorised mass of 2,000 kilograms; this combination shall be at least eight metres in length and capable of a speed of at least 80 kilometres per hour on the level; the cargo compartment of the trailer shall consist of a closed box body which is at least as wide and at least as high as the corresponding dimensions of the tractor vehicle; the closed box body may also be slightly less wide than the tractor vehicle provided that the view to the rear is only possible by use of the external rear-view mirrors of the tractor vehicle.	
C	Goods vehicle over 7.5 tonnes	Any vehicle in category C other than an articulated goods vehicle having a maximum authorised mass of 12,000 kilograms, a length of at least 8 metres, a width of at least 2.40 metres and capable of a speed of at least 80 kilometres per hour on the level; fitted with anti-lock brakes, equipped with a gearbox having at least 8 forward gears and recording equipment as defined by Regulation (EEC) No. 3821/85; the cargo compartment shall consist of a closed box body which is at least as wide and at least as high as the corresponding dimensions of the cab.	
C+E	Goods vehicle over 7.5 tonnes + trailer over 750kgs	(a) an articulated goods vehicle combination having a maximum authorised mass of 20,000 kilograms, a length of at least 14 metres and a width of at least 2.4 metres and which is capable of a speed of 80 kilometres per hour on the level, or  (b) a combination of a minimum test vehicle for category C and a trailer having a length of at least 7.5 metres (each having a width of at least 2.4 metres), a maximum authorised mass of 4,000 kilograms and which has, in aggregate, a maximum authorised mass of 20,000 kilograms and an overall length of 14 metres and which is capable of a speed of 80 kilometres per hour on the level; the relevant cargo compartment of the articulated goods vehicle combination or the trailer shall consist of a closed box body which is at least as wide and as high as the corresponding dimensions of the cab or tractor vehicle.	

Note: You must provide a vehicle that complies with the requirements shown in column 3 above, for the vehicle category for which you are being tested. If your vehicle does not meet the requirements, **your test will not go ahead and you will lose your fee.** For more detailed information about vehicle recalls and particular types of vehicle which may not be suitable please see our website at [www.dvni.gov.uk](http://www.dvni.gov.uk) or contact any DVA Centre.

"The Department of the Environment uses personal data you provide for the purpose of booking a Driving Test. Personal data may also be used by the Department and may be passed to authorised third parties for other purposes in accordance with the Data Protection Act 1998."