

Application for a practical

Driving Test Appointment for cars, motor cycles and light vehicles not exceeding 3.5 tonnes

See the back cover for a full list of vehicle categories covered by this form. For a test in a car and large trailer, please get form DL3V.

TELEPHONE BOOKING

Book your test by telephone
0845 247 2472

Text Phone: 0845 247 2474
or online at www.dvani.gov.uk
(debit/credit card payments only)

All calls charged at local rate.

Calls are recorded for quality assurance purposes.



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 Citizen's Advice Bureau or Public library.

CUSTOMER INFORMATION

Booking enquiries: 0845 247 2473
Fees information: 0845 758 1416
Customer help line: 0845 601 4094
Text phone help line: 028 9066 5453
www.dvani.gov.uk



HEADQUARTERS

BALMORAL RD. BT12 6QL
Tel: 028 9068 1831

ARMAGH

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

BALLYMENA

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

BELFAST

BALMORAL RD. BT12 6QL
Tel: 028 9068 1831

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 RATHERILAND 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

OTHER USEFUL NUMBERS

ROAD TRANSPORT LICENSING DIVISION

(OPERATOR LICENCE ENQUIRIES)
Tel: 028 9025 4100

DVA (MOTOR TAX ENQUIRIES)

Tel: 0845 4024000

(All calls charged at local rate)



Department of the

Environment

www.doeni.gov.uk



Application for a practical

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NOTES - TO HELP YOU COMPLETE THE FORM.

- 1 **Driver number.** Copy your driver number from your licence.
- 2 **Name & address.** We will send your appointment letter to the address at 2(a). In case of a refund, payment will be made to the named individual in 2(b). Tell us if either address changes.
- 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.** Make sure your licence covers the vehicle you will use on the test. **Only NI and GB licences are acceptable. If you have a GB licence which does not include your photograph, you must show photographic evidence of your identity at the time of test.** If in doubt, check with DVA Licensing by calling 0845 402 4000.
- 5 **Extended driving test.** If a court has ordered you to sit a driving test, you must get a new current provisional licence before booking a theory or practical test. This test may be an extended test. You may have been notified of this when you were disqualified and your new provisional licence will be endorsed accordingly. Extended driving tests are available Monday - Friday during normal working hours at the Belfast and Londonderry centres.
- 6 **Vehicle category.** Tick the box as appropriate. See the minimum test vehicle requirements on the back.
- 7 **Motorcycle Manoeuvres test.** You must pass the Motorcycle Manoeuvres test before you can book an on road motorcycle test.
- 8 **Theory test.** You must pass a theory test before booking a practical driving test. For more information contact your local driving test centre or the advertised theory test booking line, 0845 600 6700. You can now book your Theory Test on line, please see our agency website at www.dvani.gov.uk, and click on the booking section.
- 9 **Test centre.** Tell us which test centre you want to use (see the list on the front). Tests in Belfast are conducted at both Balmoral Road and Dill Road. In Londonderry, 'L' driving tests start from Waterside House. Saturday and evening motorcycle tests (A1, A, B1 and P) are carried out only at Ballymena, Lisburn, Newtownards and Omagh. **(For extended driving tests, see note 5 above.) (Motorcycle Manoeuvres tests can be done at Mallusk, Downpatrick, Ballymena, Craigavon, Londonderry (New Buildings) and Omagh.)**
- 10 **Instruction details (ADI).** If you have been taught by an ADI or trainee licence holder, please give their number. Also please indicate if taught by a friend, relative or parent. Please be aware that you should not give payment to anyone who is not a registered ADI or trainee licence holder.
- 11 **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 Sundays, public and bank holidays.
- 12 **Fees.** You can get information on fees from test centres or your ADI. You can also call our 24-hour Information line. The number is 0845 758 1416 and all calls are charged at local rate. You may pay by cheque, postal order or credit/debit card. Payment by cheque without a cheque guarantee card requires a 10-day clearance. To pay by credit/debit card, please complete section 11(b). Include the card issue number if paying by Switch/Maestro. Do not send cash by post. Payments will not be accepted at any test centre, after 4pm. Non-cash payments may be left in any centre's post box located in the reception area. You can book your practical test online. Please see our website at www.dvani.gov.uk.
- 13 **Send your form and fee.** Please send them to the right test centre. Details are on the front. For a test at Dill Road, Castlereagh, send it to the Belfast centre at Balmoral Road. For a test at Waterside House, send it to the Londonderry centre at New Buildings. If you go in person to a test centre (excluding Dill Rd & Waterside House), you can book your test.
- 14 **Signature.** Make sure you sign and date your application, then send it with the correct fee to the centre you want to be tested at.

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.

Reading material. Before coming for your test a sound knowledge of The Highway Code for Northern Ireland is essential. A number of other useful publications are available. These include - 'Driving - the essential skills', and The Official Driving Test', both published by the Driving Standards Agency (DSA) and 'Know your traffic signs' published by the Crown. These publications are on sale at bookshops and The Stationery Office (TSO). There are some minor differences in the DSA publications in relation to NI. For more information, contact our HQ on 0845 601 4094 or refer to the Agency website at www.dvani.gov.uk

Sitting in on the test. A friend or your instructor may sit in the car during your driving test. 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 the test, whether or not they have sat in on the test.

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

Before you apply: make sure you are ready for the test. Be guided by your instructor: he or she will know when your driving is good enough.

**If you do not receive an appointment within 10 days, tell us immediately.
If you miss your appointment, you may lose your fee.**



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FOR OFFICIAL USE

Fee rec'd £ _____ Int. _____
 Cash/cheque/PO/debit card/credit card _____
 Booking ref no. _____
 Appointment date _____
 Process date _____ Int. _____
 Test result _____



1 Driver number

2(a) Details of candidate. Please give full name and address

Title _____ Forename _____ Other initials _____
 Surname _____
 Address _____

 Town _____ County _____ Postcode _____
 D.O.B. ____ / ____ / ____ E-mail address _____
 Home tel.No _____ Work tel.No _____

2(b) Details of person paying if different from 2(a)

Please give full name and address. In the case of a refund, this is to whom the payment will be made.

Title _____ Forename _____ Other initials _____
 Surname _____
 Address _____

 Town _____ County _____ Postcode _____
 Home tel.No _____ Work tel.No _____

3 Please list any disabilities and special circumstances

4 Driving Licence (please tick or complete as appropriate)

Provisional Full Country of issue Date of issue ____ / ____ / ____ Expiry date ____ / ____ / ____
 (if not NI)

5 Extended Driving Test

Do you want an extended test? Yes No Centre Belfast Londonderry

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

A1 **Manoeuvres Test** (light motorcycle) **A** **Manoeuvres Test** (motorcycle) **B1** (Motor tricycle/quadricycle) **B** (Car) **P** **Manoeuvres Test** (moped)
A1 **On Road Test** (light motorcycle) **A** **On Road Test** (motorcycle) **Other** **P** **On Road Test** (moped)

7 Motorcycle Manoeuvres Test

Have you passed the motorcycle manoeuvres test? Yes No If yes what category did you pass in, if no, see note 7 on opposite page

What date did you pass? Pass certificate no.

8 Theory test

Have you passed the theory test? If yes, what category did you pass in If no, see note 8 on opposite page

What date did you pass? Pass certificate no. If you passed outside NI, please state where

9 Test centre

Which test centre do you wish to use? Note: For extended driving tests, see note 5 opposite

10 If you have taken instruction from an approved driving instructor (ADI), or a trainee licence holder, please give the instructor's name and school. If not - please advise if a relative, friend, etc provided lessons.

Will you be using the ADI's car for the test? Yes No

11 Day of test (please tick all boxes that apply)

Standard Fee:

Monday to Friday, 8.50am to 3.50pm

Monday to Friday, 8.50am to 3.50pm within 7 days

Higher Fee:

Saturday, 8.50am to 3.50pm

Monday to Friday, 4.30pm (May to Sept)

Earliest date you can accept

Alternative Dates

List any unsuitable dates

12 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.

If you wish to pay by debit/credit card, visit any test centre, telephone the call centre (0845 247 2472) or log onto our website (www.dvni.gov.uk)

13 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.

14 Signature

Date

Vehicle categories and minimum test vehicle requirements

(1) Vehicle category	(2) Type of vehicle	(3) Minimum test vehicle
A1	Light motorcycle	A motorcycle between 75cc and 120cc (fitted with stand).
A	Motorcycle	A motorcycle over 120cc but not more than 125cc capable of 100km/hr (fitted with stand).
B1	Motor tricycle / quadricycle	A motor-powered tricycle or quadricycle capable of at least 60km/hr.
B	Motor car	Four-wheeled motor vehicle of no more than 3.5 tonnes capable of at least 100km/hr. Fitted with front and rear seats, fully functional seat belts for the front and rear seats, an appropriate head restraint for the front passenger seat, and a suitable rear view mirror fitted for use by the examiner. A mirror fitted to the sun visor is not acceptable. (Vehicles fitted with electronically operated parking brakes are not acceptable for the purpose of the driving test.)
F	Agricultural tractor, but excluding any motor vehicle included in Category H	An agricultural tractor (excluding any motor vehicle included in Category H).
G	Road roller	A road roller.
H	Track laying vehicle steered by its tracks	A track-laying vehicle steered by its tracks.
K	Mowing machine or pedestrian-controlled vehicle	A mowing machine or pedestrian-controlled vehicle.
P	Moped	A motorcycle that does not exceed maximum design speed of 30mph, kerbside weight 250kg and cylinder capacity (if applicable) of 50cc. If first used before 1 September 1978, it must also be equipped with pedals by which it can be propelled.

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 driving test will not go ahead and you will lose your fee. Check our website www.dvni.gov.uk for information about vehicle recalls and particular types of vehicle which may not be suitable 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."