

Application for Exam Centre Approval

Please complete and return to NRI, Access House, Halesfield 17, Telford, TF7 4PW
or scan and email to LGvinstructorregister@rtitb.co.uk

Is this the first application for approval or is it a renewal application?

First application

Renewal application (to ensure continuity of approval, renewal applications should be received no less than 2 weeks before the expiry date of the current approval)

Please select the categories you wish to be approved to be an exam centre for:

C1 C C+E

Registered Company Name:

Trading Name (if different):

Registered Company Number:

ICO Certificate of Registration Reference (Data Protection):

Type of Organisation:

Operator Training Provider Other (please state):
Council FE College

Registered company address:

Street: Town:
County: Post Code:
Tel Number: Company email:

Is this where exams will take place? Yes No

If no, please provide the full address and postcode:

Is the manoeuvring area at this address? Yes No

If no, please provide the full address and postcode:

Is the manoeuvring area 15 minutes or less travel time from the exam centre? Yes No

If no, what is the travel distance/time?

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Responsible Person Contact Details:

Name

Telephone number

Email address

Examination Centre Contact Details (if different from above):

Name

Telephone number

Email address

Sales Contact Details:

Please enter the details as you wish them to appear on the NRI website.

Name

Telephone number

Email address

Company website address

Accounts Details:

Street

Town

County

Post Code

Country

VAT number

Telephone number

Email address

Contact name

Contact position

Inland Revenue UTR number
(sole traders &
partnerships only)

If you would like NRI to publish news of your approval on www.lgvinstructorregister.com/news and our social media, please tick here

If you would like NRI to send a press release announcing your approval, please tick here

Please supply the name of your preferred press outlet here:

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Please provide the vehicle Registration numbers and Trailer numbers for all vehicles to be used for NRI examinations

Vehicle Registration numbers	Trailer Registration numbers	Vehicle Category
		C1 C C+E
		C1 C C+E
		C1 C C+E
		C1 C C+E
		C1 C C+E
		C1 C C+E

Application checklist

- | | |
|---|---|
| Exam routes (including map, photos & written instructions) | Manoeuvring area risk assessment |
| Classroom risk assessment | Fully completed and signed application form |
| Equal Opportunities Policy | Health and Safety Policy |
| The appropriate fee via credit card details, cheque, postal order, or purchase order number | |

Payment Information

- A cheque made payable to RTITB for £
- A postal order made payable to RTITB for £
- An official purchase order for £
- (Please attach a copy and enter order number here:)
- Payment by credit/debit card
- (please provide a contact number for us to contact you on to take payment:)

Declaration

For and on behalf of the organisation named below, I confirm that I have read and agree to the Terms and Conditions of Approval found at <https://lgvinstructorregister.com/terms-and-conditions-of-exam-centre-approval/>

Signed by: (name of the Director in BLOCK CAPITALS) For and on behalf of: (Registered Company Name)

Signature: Date:

Signed by **Richard Brewer**, for and on behalf of NRI:

