

# 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.com](mailto:LGVinstructorregister@rtitb.com)

Please select which qualification(s) you wish to be approved to be an exam centre for:

Assessor      Instructor      Driver CPC Instructor

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](http://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)
- Classroom risk assessment
- Equal Opportunities Policy
- The appropriate fee via credit card details, cheque, postal order, or purchase order number
- Manoeuvring area risk assessment
- Fully completed and signed application form
- Health and Safety Policy

## 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 **Sarah Brown**, for and on behalf of NRI: