

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

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 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/>
We offer a 10 working day 'cooling-off' period. If within 10 working days of NRI receiving your application you decide you no longer wish to be an NRI Approved Examination Centre your application may be cancelled by notifying us in writing. Any charges applied will be credited/refunded (whichever is applicable). After 10 working days no fees will be credited or refunded.

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

Signature:

Date:

Signed by **Karl White**, for and on behalf of NRI: