



Application for a
CPC Practical Test Appointment
DL4V

CPC

Module 4

CUSTOMER INFORMATION

<https://www.nidirect.gov.uk/information-and-services/driving-living/driver-certificate-professional-competence>

TEST CENTRE LOCATIONS

ARMAGH

BALLYMENA

BELFAST

COLERAINE

COOKSTOWN

CRAIGAVON

DOWNPATRICK

ENNISKILLEN

LARNE

LONDONDERRY

MALLUSK

NEWRY

NEWTOWNARDS

OMAGH



Department for

Infrastructure

An Roinn

Bonneagair

www.infrastructure-ni.gov.uk



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. In the case of a refund, payment will be made to the named individual in 2(b).
- 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.
- 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 0300 200 7861
- 5. CPC Case Study Theory Test.** You must pass a case study theory test before booking a practical CPC test. For more information, including how to book a test, check on line at - www.nidirect.gov.uk/motoring. You may also book a case study theory test by phone on 0345 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 high 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 or bank holidays.
- 10. Fees.** Information on fees can be found on line at www.ni.direct.gov.uk/motoring or you can get information from your instructor or at test centres. 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 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. They are there to observe and will not take part in the test.

Reading Material. Two Driver CPC books are available to help you prepare for the initial Certificate of Professional Competence (CPC) tests. The official books, 'DSA Guide for Professional Bus and Coach Drivers' and 'DSA guide for Professional Goods Vehicle Drivers' focus on the syllabus of the two new modules: Case Studies and the Practical Demonstration Test. These books are 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.

1 Driver Number

FOR OFFICIAL USE

Fee rec'd £ Int
Cash/Chq/PO
Booking ref No:
Appointment Date
Test Result

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

Title Forename other initials
Surname
Address

Town County Postcode
DOB: / / Email address:

Home Tel No: Work Tel No:

2(b) Details of person 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 (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 case study 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, see page 4)

Lorry ☐ Bus ☐

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) ☐

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
D1	Minibus 9-16 passenger seats	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.	Ballymena
D1+E	Minibus 9-16 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 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.	Belfast (Balmoral Rd)
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.	Coleraine
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.	Craigavon
			Londonderry
			(New Buildings Industrial Estate)
			Omagh

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 closed box body which is at least as wide and (when in position) as high as the cab.	
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.	Belfast (Balmoral Rd)
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 eight 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 transmission system providing for a manual selection of gears by the driver and recording equipment as defined by Regulation (EEC) No. 821/85; 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.	Craigavon
C+E	Goods vehicle over 7.5 tonnes + trailer over 750kgs	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, fitted with anti-lock brakes, equipped with a transmission system providing for a manual selection of gears by the driver and recording equipment as defined by Regulation (EEC) No. 3821/85; or 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 a closed box body which is at least as wide and as high as the corresponding dimensions of the cab or tractor vehicle.	Londonderry (New Buildings Industrial Estate)

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. Vehicles with tanker or tipping bodies are not suitable. There is no need for the vehicle to be loaded for the Driver CPC practical test. 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 check on line at www.nidirect.gov.uk/motoring or contact any DVA Centre.

PRIVACY NOTICE

The information provided on this form may be made available to other Departments/Agencies for the purposes of preventing or detecting crime. Your personal information will be managed in accordance with the Privacy Notice available at www.infrastructure-ni.gov.uk/dfi-privacy or by calling **0300 200 7861**.