

# Driving Tests & ADI FAQ

We have developed this FAQ for Tier 1 stakeholders to assist them in dealing with member enquiries. This is mutually beneficial in ensuring you have up-to-date information to share with your members, and we thank you for deflecting many enquiries away from the DVSA Contact Centre. This FAQ will be updated as new information becomes available.

Please submit any new question requests to [externalaffairs@dvsa.gov.uk](mailto:externalaffairs@dvsa.gov.uk)

## Hyperlinked List

**Hold Ctrl and click question to go directly to the answer**

### 1.0 GENERAL

**1.1 DVSA have stopped conducting driving tests because of the risks to its staff. Is it ok for me to continue providing driving lessons?**

**1.2 Is DVSA able to provide any advice to self-employed instructors**

**1.3 The government is changing laws, why doesn't DVSA just do this to help instructors?**

### 2.0 ADIs

**2.1 My registration lapses in April/May/June, but I am observing the government's advice on social distancing. Do I need to renew at this time?**

**2.2 I have recently applied to renew my registration, but I am observing the government's advice on social distancing. Can I suspend/withdraw my application?**

**2.3 My Registration lapsed / lapses at the end of March 2020 and you have issued my new certificate, but I am observing the government's advice on social distancing. Can I withdraw my application?**

**2.6 If DBS applications take longer to be processed under the circumstances and I can't renew my badge can I still teach with it out of date?**

**2.7 I have lost my certificate of registration and require a duplicate.**

**2.8 Will DVSA provide a grace period for people to start working again without having to pay the fee?**

**2.9 I have pupils who are key workers. How can I book tests for them?**

**2.10 My standards check has been cancelled by DVSA, will this be held against me?**

**2.11 Key workers – we have heard today of a number of working ADIs who have been verbally and even physically abused while on lessons. Could there be some kind of press release about ADIs who are continuing lessons and tests for key workers?**

### 3.0 PDIs

**3.1 My Part 1 Pass will expire in the next three months. Can I have an extension?**

**3.2 DVSA has cancelled my part 3 test and my part 1 pass has expired / will expire soon**

- 3.3 I have applied for my first trainee licence, but no longer want the start date requested in the current circumstances. Can I delay it?**
- 3.4 I have/am about to apply for a replacement trainee licence, but realise that I may not be able to make any use of it. What are my options?**
- 3.5 I have a trainee licence, but am no longer using it in the current circumstances. What should I do?**
- 3.6 I provided you with representations about a further trainee licence, but have heard nothing. What is happening?**
- 3.7 Will DVSA extend the trainee licences of those affected?**
- 3.8 Will DVSA grant additional trainee licences of those affected?**
- 3.9 I have applied to start the qualification process, when will you approve my application?**
- 4.0 ORDIT**
- 4.1 I am due an ORDIT inspection, will this take place?**

## 1.0 GENERAL

### 1.1 DVSA have stopped conducting driving tests because of the risks to its staff. Is it ok for me to continue providing driving lessons?

Driving instructors should follow the latest Government advice on COVID-19 and social distancing.

### 1.2 Is DVSA able to provide any advice to self-employed instructors

The government has established a dedicated business support website, which includes details on the Self Employment Income Support Scheme. Further details can be found here: <https://www.businesssupport.gov.uk/coronavirus-business-support/>

### 1.3 The government is changing laws, why doesn't DVSA just do this to help instructors?

The government is putting in place emergency legislation with the purpose of preserving life.

## 2.0 ADIs

### 2.1 My registration lapses in April/May/June, but I am observing the government's advice on social distancing. Do I need to renew at this time?

No, regulation provides that you can apply to re-register up to a year after your registration lapses without having to undergo the qualification process again. When you decide to return to instruction you will need to provide an application, an up to date DBS (no older than 6 months) and pay the £300 fee. You will need to register before you start providing paid instruction again.

### 2.2 I have recently applied to renew my registration, but I am observing the government's advice on social distancing. Can I suspend/withdraw my application?

Regulation provides that you can apply to re-register up to a year after your registration lapses without having to undergo the qualification process again. If you would like to withdraw your application, let us know by email and we will refund your fee.

When you decide to return to instruction you will need to provide a new application, an up to date DBS (no older than 6 months) and pay the £300 fee. You will need to register before you start providing paid instruction again.

### 2.3 My Registration lapsed / lapses at the end of March 2020 and you have issued my new certificate, but I am observing the government's advice on social distancing. Can I withdraw my application?

Regulation provides that you can apply to re-register up to a year after your registration lapses without having to undergo the tests process again. If you would like to withdraw your application, please cut your certificate in half and send a photo of the destroyed certificate to [PADI@dvs.gov.uk](mailto:PADI@dvs.gov.uk). We will refund your fee.

When you decide to return to instruction you will need to provide a new application, an up to date DBS (no older than 6 months) and pay the £300 fee. You will need to register before you start providing paid instruction again.

### 2.6 If DBS applications take longer to be processed under the circumstances and I can't renew my badge can I still teach with it out of date?

The DBS check is part of the application process to help the Registrar ensure that applicants remain a fit and proper person to have their name included in the register. It is an offence to provide paid instruction if your name is not on the register. We are unaware that DBS checks are taking longer than normal, but are in regular dialogue with our supplier, and may review the situation if necessary.

More information from our supplier can be found here <https://www.gbgplc.com/dbs-response-to-covid-19/>

### 2.7 I have lost my certificate of registration and require a duplicate.

The DVSA office in Nottingham is now closed and staff are working remotely so we cannot produce a duplicate. We will provide a duplicate as soon as we are able to. In the

meantime, we will issue you an email that confirms that your name is included in the register and it is legal for you to teach for reward.

**2.8 Will DVSA provide a grace period for people to start working again without having to pay the fee?**

It is a legal requirement that to provide paid instruction your name must be included in the register, DVSA has no powers to waive the fee, which is a statutory part of the application.

**2.9 I have pupils who are key workers. How can I book tests for them?**

You can contact DVSA at [critical.worker.driving.test@dvsa.gov.uk](mailto:critical.worker.driving.test@dvsa.gov.uk)

**2.10 My standards check has been cancelled by DVSA, will this be held against me?**

DVSA is not conducting any non-essential tests at this time. Your standards check will be rebooked for you when we are in a position to start conducting tests again.

**2.11 Key workers – we have heard today of a number of working ADIs who have been verbally and even physically abused while on lessons. Could there be some kind of press release about ADIs who are continuing lessons and tests for key workers?**

The DVSA will continue to monitor the situation and review any incidents of criminality.

## 3.0 PDIs

### 3.1 **My Part 1 Pass will expire in the next three months. Can I have an extension?**

There is no provision in legislation to allow an extension to the part 1 pass. However, the requirement is that an application is made before the expiry of the part 1 pass, not that the test is passed. If you had a part 3 booked, which has been cancelled, your booking will remain on hold until such time as DVSA is in a position to conduct tests

### 3.2 **DVSA has cancelled my part 3 test and my part 1 pass has expired / will expire soon**

Regulations allow for a test to be conducted after the part 1 expiry so long as the test is applied for before. Although your test has been cancelled, the application will remain on hold until we are able to start testing again.

### 3.4 **I have/am about to apply for a replacement trainee licence, but realise that I may not be able to make any use of it. What are my options?**

We can accept the application and the normal processes will apply, including requiring an explanation why you have been unable to use your previous licence.

You can withdraw your application and we will refund the fee. You can then reapply when the situation improves. [only if the part 1 expiry is before 1 July 2020] However, as your part 1 pass will expire on [date] you must submit your application before that date. This is a legislative requirement.

### 3.5 **I have a trainee licence, but am no longer using it in the current circumstances. What should I do?**

The advice on gov.uk still applies, that if you are not able to use your licence you should notify DVSA. However, the Nottingham office is now closed and staff are working remotely, so please don't return it. Please cut it in half and send a photo of the destroyed licence to [PADI@dvsa.gov.uk](mailto:PADI@dvsa.gov.uk) so we know you aren't using it. We will not be able to offer you a refund for the lost time, but the Registrar will take into account that you destroyed your licence if you apply for a replacement one.

### 3.6 **I provided you with representations about a further trainee licence, but have heard nothing. What is happening?**

The DVSA office in Nottingham is now closed and staff are working remotely. Unfortunately we were given little notice, so have not been able to process everything nor take paperwork out of the building.

If you think that in the current circumstances you won't be able to use your licence, you can withdraw your application and we will refund the fee. You can then reapply when the situation improves.

If you wish to progress your application, please email a copy of the representations that you have previously provided, and we will pass to the Registrar for a decision.

### **3.7 Will DVSA extend the trainee licences of those affected?**

There is no legislative provision to extend trainee licences. Trainees will need to apply for an additional licence. The Registrar will take all of the circumstances into account when making a decision whether or not to grant an additional licence,

### **3.8 Will DVSA grant additional trainee licences of those affected?**

It isn't possible to provide a generic response. The Registrar will take all of the circumstances into account when making a decision whether or not to grant an additional licence,

### **3.9 I have applied to start the qualification process, when will you approve my application?**

We are not processing any applications at this time. As you may be aware DVSA is not conducting any theory or practical tests including the ADI qualification tests, at this time. We will begin processing applications once DVSA is able to start conducting tests again.

## 4.0 ORDIT

### 4.1 I am due an ORDIT inspection, will this take place?

DVSA is not conducting any non-essential tests at this time. As the ORDIT register is non-statutory, we will extend registrations until we can conduct inspections.

