# Logo: Office of Rail and RoadAnnex 1 – Application form

**Train Driving Licences & Certificates Regulations 2010**

**Application form for entry on to ORR’s register of recognised Training and Examination Centres**

Please read our [guidance document](https://www.orr.gov.uk/media/15949/download) before completing this form.

You are also encouraged to contact ORR before completing this form – please email [TDL.Applications@orr.gov.uk](mailto:TDL.Applications@orr.gov.uk?subject=Training%20and%20Examination%20Centre%20enquiry).

About you

**1. Name of applicant**

Click or tap here to enter text.

**2. Postal address**

Click or tap here to enter text.

**3. Email address**

Click or tap here to enter text.

**4. Phone number**

Click or tap here to enter text.

**5. Is this application being made in accordance with the Train Driving Licence and Certificates Regulations 2010 for:**

a recognised training centre

a recognised examination centre

both

### Your application

The Office of Road and Road will assess you application using the criteria in the Train Driving Licence and Certificates Regulations 2010. You should read these regulations before making your application, as well as guidance produced by ORR.

Our assessment will be based on your application including any information provided at our visit and afterwards. We will consider whether you meet the requirements to become a recognised training and/or examination centre under TDLCR. The criteria for our assessment are provided in Regulation 23 of TDLCR, which are:

* + - * + Your Independence (excluding trainers referred to in TDLCR Reg 30);
        + Your Competence; and
        + Your Impartiality.

You must provide written material to support your application. You can choose what information to provide on each of the following areas:

evidence of how Schedules 3-7 of TDLCR 2010 will be met (this should include providing copies of training modules and the curriculum)

a copy of your most recent Safety Management System (SMS) where applicable.

a copy of your most recent Competence Management System

details of training and/or examination facilities

other information supplied as part of the application (please specify below)

Privacy notice

**UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018**

We respect your right to privacy. The Office of Rail and Road (ORR) has in place a privacy notice which details how we process personal data that we collect from and about you and how we may use your information in accordance with the UK GDPR and Data Protection Act 2018. Our full privacy notice can be found on our website www.orr.gov.uk/privacy-notice

ORR must have, and keep up to date, a register of recognised professionals, namely doctors, examiners, psychologists and trainers. Your name and the address of your practice or assessment centre will appear on the register which is published on our website. For the process of assessing and maintaining our publicly accessible registers, we will process the following information:

* + - * + Your name
        + Your contact details
        + Your business e-mail address
        + Your mobile number
        + Employment/profession details
        + Qualifications
        + Details in relation to your independence, competence and impartiality

### Declaration

**I agree** to ORR processing the information above to assess my application and maintain the publicly accessible registers

**I do not agree** to ORR processing the information above to assess my application and maintain the publicly accessible registers. (Note: If you do not provide this information and consent to its usage by ORR for providing and maintaining our registers then ORR will not be able to consider your application).

What happens next?

Once we have received your application, an ORR Specialist Inspector with the help of an ORR Case Officer, will review it and contact you to discuss it and to arrange a visit. We will contact you if we need further information to support your application prior to arranging a visit.

Once we have all the required information the Specialist Inspector will contact you to arrange a mutually convenient date to visit you, we will explain beforehand what we would like to discuss during the visit, as well as any additional information we might need from you.

Once the visit has been completed, the Specialist Inspector will consider your application and decide on your application. We will write to you to confirm our decision within 30 days of the Specialist Inspectors visit to your premises.