



Driver and Vehicle
Licensing Agency

INS57PW

Driving Licensing Information

For more information go to: www.direct.gov.uk/motoring



Please read this leaflet carefully and
keep safe for future reference



CUSTOMER SERVICE EXCELLENCE

5/06

An executive agency of the
Department for
Transport

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This booklet only gives general information. It is not a statement of law. The information was correct at the time of printing. Please contact DVLA's Customer Enquiries for the latest information. Details are shown on page 19 of this booklet.

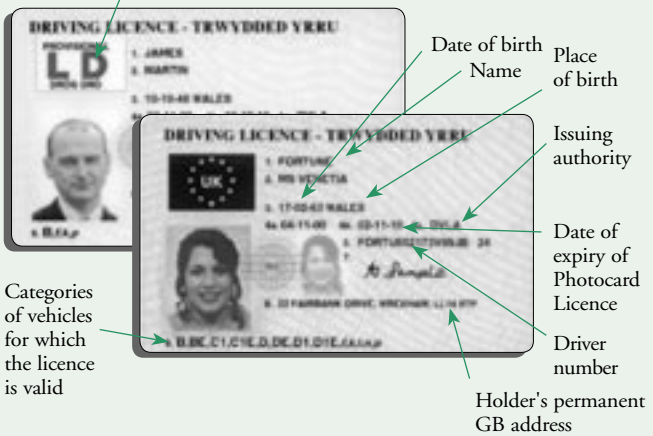
GENERAL INFORMATION

Your photocard driving licence

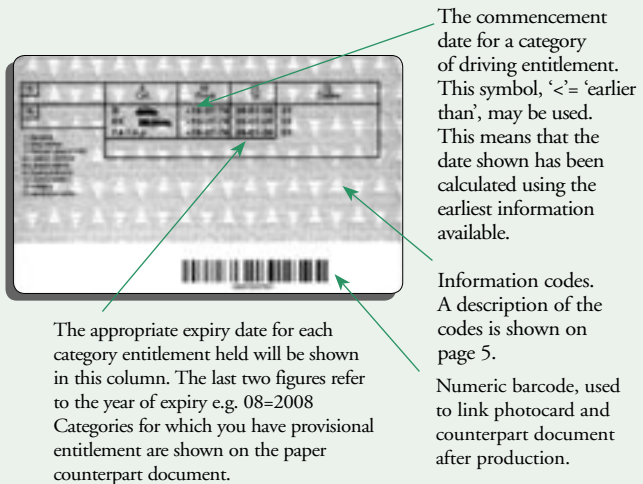
Photocard licences have been introduced on a gradual basis to enable the Driver and Vehicle Licensing Agency (DVLA) to manage the changeover from the paper licence system. Paper licences will remain valid for the foreseeable future. The provisional and full photocard driving licences follow the same general layout.

An example of a full /provisional Photocard Licence (front)

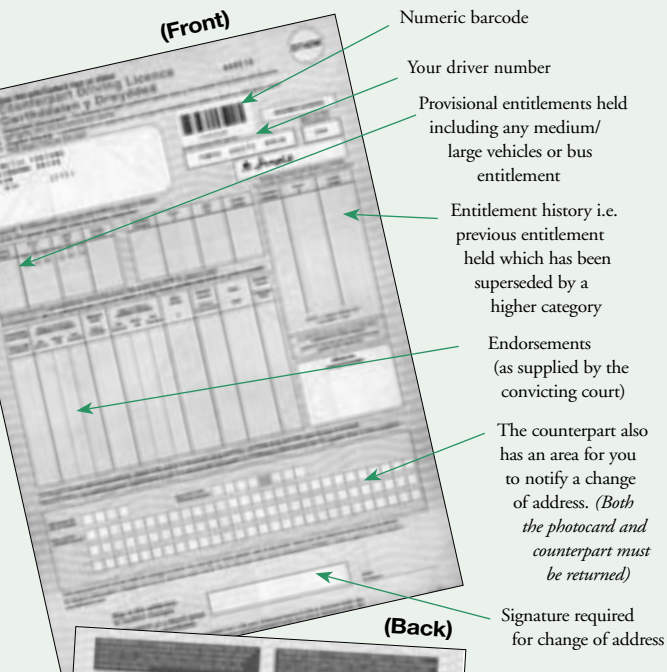
The inclusion of a red letter L on the provisional photocard visually confirms that the holder is a learner driver. The symbol is shown on all provisional photocard driving licences issued by the Agency since September 1999.



An example of a full Photocard Licence (back)



Your counterpart document



DVLA no longer issues plastic wallets with photocard driving licences.

PLEASE NOTE: Old plastic wallets sent in to the Agency cannot be returned.

Your new licence consists of the plastic photocard. It is accompanied by a paper counterpart document. The photocard will display your photograph, signature and your driving entitlements; the paper counterpart will contain your provisional driving entitlements, driving offences and other relevant information.

You must produce both the photocard and the counterpart if requested by the police or a court. You should also present both parts when taking a driving test. You may also find that other organisations, such as vehicle hire firms and insurance companies will ask to see both parts. You should not cover the photocard or counterpart with any adhesive materials or stickers.

Information codes

- 01 eyesight correction
- 02 hearing/communication aid
- 10 modified transmission
- 15 modified clutch
- 20 modified braking systems
- 25 modified accelerator systems
- 30 combined braking and accelerator systems
- 35 modified control layouts
- 40 modified steering
- 42 modified rearview mirror(s)
- 43 modified driving seats
- 44 modifications to motorcycles
 - (1) single operated brake
 - (2) (adjusted) hand operated brake (front wheel)
 - (3) (adjusted) foot operated brake (back wheel)
 - (4) (adjusted) accelerator handle
 - (5) (adjusted) manual transmission and manual clutch
 - (6) (adjusted) rear-view mirror(s)
 - (7) (adjusted) commands (direction indicators, braking light, etc.)
 - (8) seat height allowing the driver, in sitting position, to have two feet on the road at the same time
- 45 motorcycle only with sidecar
- 70 exchange of licence
- 71 duplicate of licence
- 78 restricted to vehicles with automatic transmission
- 79 restricted to vehicles in conformity with the specifications stated in brackets
- 101 not for hire or reward
- 102 drawbar trailers only
- 103 subject to certificate of competence
- 105 not more than 5.5m long
- 106 restricted to vehicles with automatic transmission
- 107 not more than 8250kg
- 108 subject to minimum age requirements
- 110 limited to invalid carriages
- 111 limited to 16 passenger seats
- 113 limited to 16 passenger seats except for automatics
- 114 with any special controls required for safe driving
- 115 organ donor
- 118 start date is for earliest entitlement
- 119 weight limit does not apply
- 120 complies with health standard for category D1
- 121 restricted to conditions specified in the Secretary of State's notice
- 122 valid on successful completion: Basic Moped Training Course

Now you have your driving licence

Please check your photocard and counterpart document carefully. **The address shown is the Royal Mail preferred format and may not be identical to the one given on your application form.**

If there is anything wrong with the licence or counterpart, please return both to DVLA, Swansea SA99 1BN with a covering letter, stating what is incorrect. This is especially important if there is a mistake in your name, address or date of birth.

Your licence starts on the date you asked for it to begin or the date it was issued by DVLA, if this was later.

Whenever you telephone or write to DVLA about your licence **always give your driver number.** This helps us to find your record. It contains the first five letters of your surname, your date of birth in coded form and the initial letters of your first names plus some other characters which are for your personal identification.

If you have sent in identity documents please note that they will be returned to you separately from your driving licence. Please allow 10 working days before enquiring, if you have received your driving licence first. The number for enquiries is shown on page 19.

We will not normally need to see these documents again unless you change your name.

Unless you contact us within three months of the date of your application, we shall not be able to make investigations within the Agency or with the Royal Mail.

Provisional licence conditions/ restrictions (Motor cars)

Learner drivers must be supervised. To supervise a learner driver you must be at least 21 years old and have a current full Great Britain (GB) or European Community/European Economic Area (EC/EEA) motorcar licence which must have been held for at least three years. Learner drivers must display 'L' plates on the vehicle which are clearly visible from the front and back of the vehicle. Learner drivers in Wales are allowed to display 'D' plates on their vehicles instead of 'L' plates. They may also display both plates.

(In other parts of GB all learner drivers must display 'L' plates even if they display 'D' plates as well).

Anyone who does not comply with these requirements could be liable to a maximum fine of £1,000, discretionary disqualification or 3–6 penalty points (as could the learner driver).

16 year olds growing entitlement

If you are 16 years old, provisional category B entitlement (motorcar), will be shown on your licence but will be valid only from your 17th birthday (age 16 if you receive disability living allowance (mobility component) at the higher rate).

Supervising learner lorry and bus drivers

From the 1/11/05 persons wishing to supervise learner LGV or PCV drivers will need to meet **either** of the following requirements:

- Have held a full licence for at least three years for the category of vehicle they are travelling in, **or**
- Have held a full licence for the category of vehicle they are travelling in for at least one year **and** held a full licence in the other category (LGV or PCV as appropriate) for at least two years.

For example, a person supervising a PCV learner driver must either have held (i) a full PCV licence for at least three years or (ii) a full LGV licence for two years and a full PCV licence for at least one year.

In all instances, accompanying drivers must hold the relevant licence entitlement(s) at the time they are acting in that capacity.

Further information on the requirements to supervise a learner lorry or bus driver can be obtained from the Driving Standards Agency: at www.direct.gov.uk or Tel. 0115 901 2500.

Voluntary Register of Large Goods Vehicle Instructors

The scheme has been developed by the Driving Standards Agency (DSA) in conjunction with the road haulage and training industry to help reduce accidents involving large goods vehicles by raising the standard of training for learner lorry drivers.

Inclusion on the Register provides a quality assurance for those seeking training services, as well as indicating reputable instructors, whose standards have been closely monitored by DSA.










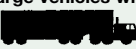
All enquiries about the LGV Register should be referred to DSA. Tel. 0115 901 2625.





The vehicle categories

Maximum authorised mass

With the exception of B1 all weights quoted in the table(s) on pages 7 and 8 relate to **maximum authorised mass (MAM)**. This is the total weight of the vehicle plus the maximum load it can carry. It may also be described as the "gross vehicle weight". This is normally shown on a plate fitted to the vehicle.

VEHICLE CATEGORY DESCRIPTIONS

Description	Category	Min. age	Notes
Motorcycles			
 Light motorcycles with a cubic capacity not exceeding 125cc and of a power output not exceeding 11kW(14.6bhp)	A1	17	
 Motorcycles up to 25kW(33bhp) and a power to mass ratio not exceeding 0.16kW/kg. Motorcycle combination with a power to mass ratio not exceeding 0.16kW/kg	A	17	
 Any size motorcycle with or without a sidecar	A	21	See Note 1
3 or 4 wheeled light vehicles			
 Motor tricycles/quadracycles up to 550kg unladen	B1	17	See Note 2
Cars			
 Motor vehicles with a MAM not exceeding 3500kg having not more than 8 passenger seats with a trailer up to 750kg. Combinations of vehicles in category B and a trailer, where the MAM of the combination does not exceed 3500kg and the MAM of the trailer does not exceed the unladen mass of the towing vehicle. A vehicle with an unladen weight of 1.25 tonnes and a MAM of 2 tonnes coupled with a trailer with a MAM of 1.25 tonnes could be driven by the holder of a category B entitlement, as the MAM of the combination does not exceed 3.5 tonnes and also the MAM of the trailer does not exceed the unladen weight of the towing vehicle.	B	17	See Note 2
Automatic cars As cars, but with automatic transmission	B Automatic	17	See Note 2
Cars with trailers			
 Combinations of vehicles consisting of a vehicle in category B and a trailer, where the combination does not come within category B	B+E	17	See Note 10
Medium sized vehicles			
 Vehicles between 3500kg and 7500kg with a trailer up to 750kg	C1	18	See Notes 3/8/10
Medium sized vehicles with trailers			
 Combinations of vehicles where the towing vehicle is in subcategory C1 and its trailer has a MAM of over 750kg provided that the MAM of the combination thus formed does not exceed 12000kg and the MAM of the trailer does not exceed the unladen mass of the towing vehicle	C1+E	21	See Notes 3/10
Large vehicles			
 Vehicles over 3500kg with a trailer up to 750kg	C	21	See Note 4
Large vehicles with trailers			
 Vehicles over 3500kg with a trailer over 750kg	C+E	21	See Note 4

Description	Category	Min. age	Notes
Minibuses			
 Vehicles with between 9 and 16 passenger seats with a trailer up to 750kg	D1	21	See Notes 5/10
Minibuses with trailers			
 Combinations of vehicles where the towing vehicle is in subcategory D1 and its trailer has a MAM of over 750kg, provided that the MAM of the combination thus formed does not exceed 12000kg, and the MAM of the trailer does not exceed the unladen mass of the towing vehicle	D1+E	21	See Notes 5/10
Buses			
 Any bus with more than 8 passenger seats 5/9 with a trailer up to 750kg	D	21	See Notes
Buses with trailers			
 Any bus with more than 8 passenger seats with a trailer over 750kg	D+E	21	See Note 9
Agricultural tractors	f	17	See Note 6
Road rollers	g	21	See Note 7
Tracked vehicles	h	21	See Notes 4/11
Mowing machine or vehicle controlled by a pedestrian	k	16	
Electric vehicles	l	17	
Vehicles used for very short distances on public roads	n		
Mopeds	p	16	
Note 1	Age 21 or 2 years from date of standard A test pass.		
Note 2	Age 16 you may be issued a licence if you are in receipt of the higher rate of disability living allowance. However if the rate is withdrawn, the normal minimum age for driving a car (17 years) applies.		
Note 3	Age 18 if combination weight is under 7500kg.		
Note 4	Age 17 if member of armed forces. Age 18 if member of young drivers scheme.		
Note 5	Age 17 if member of armed forces. Age 18 (i) while learning to drive or taking your passenger carrying vehicle (PCV) test, or (ii) after passing a PCV test when <ul style="list-style-type: none"> • driving on a regular service where the route does not exceed 50km, or • driving a PCV constructed to carry no more than 16 passengers, and the vehicle is operated under a PCV Operator's licence or a permit, or (iii) not engaged in the carriage of passengers		
Note 6	Age 16 for tractors less than 2.45m wide. It must only pull trailers less than 2.45m wide with two wheels, or four close coupled.		
Note 7	Age 17 for small road rollers with metal or hard rollers. They must not be steam powered, weigh more than 11.69 tonnes or be made for carrying loads.		
Note 8	Age 21 if combination weight is over 7500kg.		
Note 9	Category D entitlement is required to drive an articulated ('bendi') bus. Further details can be obtained from DVLA.		
Note 10	If you passed your category B or B automatic test before 1 January 1997 your licence will already show C1, C1E (8.25 tonnes), D1, D1E (not for hire or reward) as entitlement flowing from the category B.		
Note 11	Age 17 if maximum authorised mass (MAM) of the tracked vehicle does not exceed 3500 kgs.		

Your health

Information about health conditions can be found on our website www.direct.gov.uk/motoring or in our booklet **D100 (Sections 16 & 17)** which is on the same website or available from Post Office® branches. If you are in any doubt about whether to inform us please consult your doctor who should be able to advise you.

Eyesight

The introduction of a new number plate format on 1st September 2001 means that the characters displayed on all new and replacement number plates are now 50mm in width instead of 57mm.

There is a minimum legal eyesight standard that must be met at all times when you drive. The standard is the ability to read a car number plate in good daylight from 20.5 metres (67feet) or 20 metres (65feet) where narrower characters are displayed. If you need to wear glasses or contact lenses to do this – you must wear them every time you drive.

There are extra eyesight standards to meet for those who drive medium/large vehicles and minibuses/buses and information is found in **Section 17** of the D100.

You can contact us either by:

Writing to: DVLA, Drivers Medical Unit, Swansea, SA99 1TU

Telephone: 0870 600 0301 between 8.15am and 4.30pm
Monday – Friday.

Customers with impaired hearing or speech who have access to a textphone/minicom facility should **phone 01792 766366**.

This number will not respond to an ordinary telephone.

Fax: 0845 8500095

E-mail: eftd@dvla.gsi.gov.uk

Please quote your driver number or full name and date of birth and provide us with as much detail as possible about your medical condition.

Drivers who have been disqualified for having a proportion of alcohol in the body equalling or exceeding:

- 87.5 microgrammes per 100 millilitres of breath, or
- 200 milligrammes per 100 millilitres of blood, or
- 267.5 milligrammes per 100 millilitres of urine,
or had
- two disqualifications within 10 years for drink/driving; or
- one disqualification for failure to provide a specimen for analysis.

will be sent a letter by DVLA before the period of disqualification ends, to explain that a **medical examination** is required **after applying** for the return of their licence.

What if you lose your photocard licence and/or counterparts?

If you lose either your plastic photocard and/or your paper counterpart, DVLA will issue duplicates of both parts. It is therefore necessary for you to return either of the parts you still hold and apply for a duplicate licence and/or counterpart using a D1 application form (available for order from www.direct.gov.uk/motoring or, from Post Office® branches, Traffic Area Offices, DVLA local offices or DVLA). Because DVLA has originally checked your identity documents, we will **not** need to see them again unless you have changed your name – see below. If you lose both your plastic photocard and counterpart document, **and there are no changes** to the licence details, you can apply for a duplicate using a credit/debit card. You will need to telephone Customer Enquiries (Drivers), details of which are shown on page 19 of this booklet. If you find your photocard and/or counterpart after requesting a duplicate you should return the original(s) to DVLA with an explanatory note. The licence is no longer valid and using it would be illegal.

If your photocard licence or counterpart document has been lost or stolen you should also tell the police.

How to renew your photocard licence or photograph?

Photocard driving licences are only valid for a maximum period of 10 years. This is to ensure that the photograph is kept up-to-date. After the age of 70, your photograph will not need to be renewed. **Your actual driving entitlement for cars and motorcycles will normally be valid however until your 70th birthday.** When your photocard is due for renewal DVLA will send you a computer-produced application form to the address on your licence. If you need to replace your photograph before the renewal date, you should complete a D1 application form available for order from www.direct.gov.uk/motoring or, from Post Office® branches.

If you are required to renew your driving entitlement at shorter intervals, for example for medical reasons or because you hold bus or lorry entitlement you will not be required to renew your photograph on each occasion.

Changing your personal details

You must tell DVLA at once of any change to your permanent address using the section provided on the counterpart. The address must be one in Great Britain through which you may be contacted at any time.

Send **both** your photocard and counterpart to DVLA, Swansea, SA99 1BN. **If your surname or forename(s) have changed** you will need to complete a D1 application form, available for order from www.direct.gov.uk/motoring or from Post Office® branches and send it to DVLA. You will also need to send proof of your change of name. You could be fined up to £1,000 if you do not notify DVLA of these changes.

What action should be taken when a licence holder dies?

The person responsible for dealing with the effects of a deceased person should return the photocard licence and counterpart to DVLA, Swansea, SA99 1AB with a covering letter.

Foreign Country Codes

These codes will appear in the “Information codes” section of the driving licence if you have exchanged your licence from any of these countries:

Australia	AUS	Italy	I
Austria	A	Japan	J
Barbados	BDS	Jersey	GBJ
Belgium	B	Latvia	LV
British Virgin Islands	VGB	Liechtenstein	FL
Canada	CDN	Lithuania	LT
Cyprus	CY	Luxembourg	L
Czech Republic	CZ	Malta	M
Denmark	DK	Monaco	MC
Estonia	EST	Netherlands	NL
Falkland Islands	FK	New Zealand	NZ
Finland	FIN	Norway	N
France	F	Poland	PL
Germany	D	Portugal	P
Gibraltar	GBZ	Republic of Korea	ROK
Greece	GR	Singapore	SGP
Guernsey	GBG	Slovakia	SK
Hong Kong	HK	Slovenia	SLO
Hungary	H	South Africa	ZA
Iceland	IS	Spain	E
Ireland	IRL	Sweden	S
Isle of Man	GBM	Switzerland	CH
		Zimbabwe	ZW

DRIVING A MINIBUS OR BUS

Minibuses

If you had entitlement to drive cars before 1 January 1997 – group A (B for automatics) on old style licences or category B and D1 not for hire or reward on new style licences – you can drive a minibus provided you are aged 21 or over, the minibus has a maximum of 16 passenger seats and is not being used for hire or reward. To drive a minibus which has over 8 passenger seats for hire or reward you will normally need passenger carrying vehicle (PCV) entitlement category D1 or D. To obtain this you must meet higher medical standards and take a further driving test.

Since January 1998 your minibus entitlement remains valid in the UK and on **temporary** visits abroad until your licence is renewed. At that renewal, your minibus entitlement (D1, D1+E not for hire or reward) can only be issued if you meet higher medical standards and make the appropriate application. You will need to complete an application form D2 and supply a completed D4 Medical Examination Report. Both forms are available from Traffic Area Offices, DVLA local offices and DVLA. The D4 is available to download from our website www.direct.gov.uk/motoring and you can also order a D2 application pack online.

In general, category B driving licences (cars) have to be renewed when drivers reach the age of 70. Younger drivers with restricted medical licences will also be affected by the rules, when their licences are renewed. **But, all holders of category B driving licence (cars) may drive non-commercial minibuses in the circumstances explained overleaf.**

If you require further information about renewing your car driving licence, a leaflet INF40 is available from DVLA (see page 19).

If your driving licence does not allow you to drive minibuses, there are certain circumstances where you may still be able to do so. You may drive a minibus with up to 16 passenger seats provided **all** the following criteria are met:

- you drive on behalf of a non-commercial body for social purposes, but not for hire or reward
- you are aged 21 or over
- you have held a category B driving licence (cars) for at least 2 years
- you are providing your services on a voluntary basis, and
- the minibus weight is no more than 3.5 tonnes excluding any specialist equipment for the carriage of disabled passengers, or no more than 4.25 tonnes in certain circumstances.

When driving a minibus under these conditions:

- you may not receive any payment other than out-of-pocket expenses
- you may not tow any size trailer
- you may only drive minibuses in this country

Drivers age 70 or over will need to make a special application which involves meeting higher medical standards.

NOTE: ALL PERMIT MINIBUS DRIVERS: You cannot take a permit minibus abroad if it is used for hire or reward unless you hold either PCV D1 or D entitlement.

If you require further information on minibus driving, a leaflet INF28 is available for download from www.direct.gov.uk/motoring or from DVLA (see page 19).

Buses

If you wish to drive buses with more than 16 passenger seats you must obtain category D entitlement. To do this you must submit an application for provisional category D entitlement, together with a Medical Examination Report D4, completed by your doctor and take a driving test in a bus which meets test requirements.

You will need to pass a test and obtain a category D licence before trying a test for D + E entitlement.

TOWING TRAILERS

A test pass in a car must precede a test in most other categories. Also, if you wish to tow a heavy trailer you must first pass a test in the associated rigid vehicle.

Learner drivers in categories B, C1, C, D1 and D cannot tow a trailer of any size.

If you require further information on entitlement to tow trailers, a leaflet INF30 is available. There is also a leaflet available on Minimum Test Vehicles INF29. Both are available for download from www.direct.gov.uk/motoring or from DVLA (see page 19).

LEARNER MOTORCYCLISTS

(including learner moped riders)

Compulsory Basic Training (CBT)

Provisional licence for motorcycles – since 1 February 2001

All learner riders must complete a CBT course before riding a moped or motorcycle on the road.

On successful completion of a CBT course you will get a training certificate (DL196). Certificates are valid for 2 years. Keep your certificate safe because you will need to show it to the examiner when you take your moped or motorcycle practical test. You may also need to show it to the police.

You do not need to complete CBT if:

- you have already obtained full moped entitlement as a result of passing a moped test on or after 1 December 1990.
- you have already obtained a full licence for one class of motorcycle entitlement and wish to upgrade to another (eg. holders of A1 (light motorcycle) licences do not need to repeat CBT to validate a provisional category A entitlement).

But, you will need to undertake a further training course on the larger machine if your full licence limits you to riding automatics and you wish to take a test on a manual machine.

If you have any enquiries about CBT, phone the Driving Standards Agency on **0115 901 2500** and ask for the CBT section.

Full category B driving licence (cars) holders riding mopeds.

Since 1 February 2001, a person passing a car driving test is required to undertake a moped riding course before they can ride a moped on the road.

Persons who already hold a full car licence, or who passed a car test **before 1 February 2001**, are not required to take training before riding a moped, but they are encouraged to do so.

If you have any enquiries about CBT (or moped rider training) phone DSA on 0115 901 2500 and ask for the CBT section. The UK learner motorcycle specification is an engine size of up to 125cc and a power output not exceeding 11kW (14.6bhp). The power output of an engine is measured in kilowatts (kW) or brake horse power (bhp). A kilowatt is the metric measurement of brake horse power. One brake horse power equals 0.75 kilowatts. Engine capacity (or size) is measured in cubic centimetres (cc/cm³). The size of an engine is not directly related to its power output. Further information may be obtained from motorcycle retailers or manufacturers.

IMPORTANT NOTE

Riders under 21

A learner motorcycle rider under 21 has the option to take two types of test:

- sub – category A1 light motorcycle which allows you to ride motorcycles up to 125cc (11kW/14.6bhp), or
- the standard category A which allows you to ride any motorcycle with a power output of up to 25kW (33bhp) and a power to weight ratio not exceeding 0.16kW/kg. You will be entitled to ride larger powered motorcycles **after 2 years as a full motorcycle licence holder**.

Riders over 21

Learner motorcyclists aged 21 or over may choose:

- either of the options open to riders under 21, or
- **direct access** to larger bikes over 25kW.

Training for Direct Access

So that learners aged 21 or over may practice for the large motorcycle test, they may ride any motorcycle on the road which exceeds the UK learner specification **but only when accompanied (on another motorcycle) by an approved motorcycle instructor**. The practical test may only be taken by riders aged 21 or over and completed on a motorcycle of at least 35kW (46.6bhp). When this test is passed the rider can immediately ride any size motorcycle without learner restrictions.

Applying for a full licence after passing your test

Driving test pass certificates issued before 1 April 1991 were valid until 31 March 2001. **Any unclaimed test passes from that period are no longer valid** and new theory and practical tests for those categories will need to be taken.

Driving test pass certificates issued since 1 April 1991 are only valid for two years. If you do not claim your test within this period you will have to re-sit both the theory and practical tests.

If your name is correct on your photocard driving licence you may be able to have a new licence issued automatically once you pass your driving test. Your driving examiner will tell you if you qualify for this.

UK learner bike specification

The UK learner motorcycle specification is an engine size up to 125cc with a power output up to 11kW (14.6bhp).

If you require further information on motorcycle riding, a leaflet INF31 is available for download from

www.direct.gov.uk/motoring or from DVLA (see page 19).

ENDORSEMENT OFFENCE CODES

The following is a guide to the number of penalty points a court may impose, it does not reflect the fact that some offences may incur a disqualification. These codes are recorded on licences from information supplied by the courts – any queries about them should be addressed to the courts which imposed them.

Code	Accident Offences	Penalty Points
AC10	Failing to stop after an accident.....	5 – 10
AC20	Failing to give particulars or to report an accident within 24 hours	5 – 10
AC30	Undefined accident offences	4 – 9
Disqualified Driver		
BA10	Driving while disqualified by order of court.....	6
BA30	Attempting to drive while disqualified by order of court.....	6
Careless Driving		
CD10	Driving without due care and attention	3 – 9
CD20	Driving without reasonable consideration for other road users.....	3 – 9
CD30	Driving without due care and attention or without reasonable consideration for other road users	3 – 9
CD40	Causing death through careless driving when unfit through drink.....	3 – 11
CD50	Causing death by careless driving when unfit through drugs.....	3 – 11
CD60	Causing death by careless driving with alcohol level above the limit	3 – 11
CD70	Causing death by careless driving then failing to supply a specimen for alcohol analysis	3 – 11
CD71	Causing death by careless driving then failing to supply a specimen for drug analysis.	3 – 11
Construction & Use Offences		
CU10	Using a vehicle with defective brakes.....	3
CU20	Causing or likely to cause danger by reason of use of unsuitable vehicle or using a vehicle with parts or accessories (excluding brakes, steering or tyres) in a dangerous condition	3
CU30	Using a vehicle with defective tyre(s).....	3
CU40	Using a vehicle with defective steering.....	3
CU50	Causing or likely to cause danger by reason of load or passengers	3

Code Reckless/Dangerous Driving

DD40	Dangerous Driving	3 – 11
DD60	Manslaughter or culpable homicide while driving a vehicle	3 – 11
DD80	Causing death by dangerous driving.....	3 – 11

Drink or Drugs

DR10	Driving or attempting to drive with alcohol level above limit	3 – 11
DR20	Driving or attempting to drive while unfit through drink.....	3 – 11
DR30	Driving or attempting to drive then failing to supply a specimen for alcohol analysis	3 – 11
DR31	Driving or attempting to drive then failing to supply a specimen for drug analysis	3 – 11
DR40	In charge of a vehicle while alcohol level above limit	10
DR50	In charge of a vehicle while unfit through drink	10
DR60	Failure to provide a specimen for alcohol analysis in circumstances other than driving or attempting to drive.....	10
DR61	Failure to provide a specimen for drug analysis in circumstances other than driving or attempting to drive.....	10
DR70	Failing to provide specimen for breath test.....	4
DR80	Driving or attempting to drive when unfit through drugs.....	3 – 11
DR90	In charge of a vehicle when unfit through drugs.....	10

Insurance Offences

IN10	Using a vehicle uninsured against third party risks.....	6 – 8
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Licence Offences

LC20	Driving otherwise than in accordance with a licence.....	3 – 6
LC30	Driving after making a false declaration about fitness when applying for a licence	3 – 6
LC40	Driving a vehicle having failed to notify a disability.....	3 – 6
LC50	Driving after a licence has been revoked or refused on medical grounds	3 – 6

Miscellaneous Offences

MS10	Leaving a vehicle in a dangerous position.....	3
MS20	Unlawful pillion riding.....	3
MS30	Play street offences.....	2
MS50	Motor racing on the highway	3 – 11
MS60	Offences not covered by other codes as appropriate	
MS70	Driving with uncorrected defective eyesight.....	3
MS80	Refusing to submit to an eyesight test	3
MS90	Failure to give information as to identity of driver etc.	3

Motorway Offences

MW10	Contravention of Special Roads Regulations (excluding speed limits)	3
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Pedestrian Crossings

PC10	Undefined Contravention of Pedestrian Crossing Regulations	3
PC20	Contravention of Pedestrian Crossing Regulations with moving vehicle.....	3
PC30	Contravention of Pedestrian Crossing Regulations with stationary vehicle	3

Speed Limits

SP10	Exceeding goods vehicle speed limits.....	3 – 6
SP20	Exceeding speed limit for type of vehicle (excluding goods or passenger vehicles)	3 – 6
SP30	Exceeding statutory speed limit on a public road	3 – 6
SP40	Exceeding passenger vehicle speed limit	3 – 6
SP50	Exceeding speed limit on a motorway	3 – 6
SP60	Undefined speed limit offence	3 – 6

Code Traffic Direction and Signs

TS10	Failing to comply with traffic light signals.....	3
TS20	Failing to comply with double white lines.....	3
TS30	Failing to comply with a 'Stop' sign	3
TS40	Failing to comply with direction of a constable/warden.....	3
TS50	Failing to comply with a traffic sign (excluding 'stop' signs, traffic lights or double white lines)	3
TS60	Failing to comply with a school crossing patrol sign	3
TS70	Undefined failure to comply with a traffic direction sign...	3

Special Code

TT99	To signify a disqualification under 'totting up' procedure. If the total of penalty points reaches 12 or more within 3 years, the driver is liable to be disqualified. N.B. (The individual offences which lead to this disqualification are removed from both the drivers record and driving licence upon issue of a new driving licence).	
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Theft or Unauthorised Taking

UT50	Aggravated taking of a vehicle	3 – 11
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Aiding, Abetting, Counselling or Procuring

Offences as coded on pages 16-17, but with 0 changed to 2 eg. LC10 becomes LC12

Causing or permitting

Offences as coded, but with 0 changed to 4 eg. LC10 becomes LC14

Inciting

Offences as coded, but with 0 changed to 6 eg. DD40 becomes DD46

Periods of time

Periods of time are signified as follows: D=Days, M=Months, Y=Years

Endorsements remain on a counterpart document for:

- **11 years** from date of conviction for offences relating to drink/drugs and driving, causing death by careless driving whilst under the influence of drink/drugs and causing death by careless driving then failing to provide a specimen for analysis
- **4 years** from date of conviction for reckless/dangerous driving and offences resulting in disqualification
- **4 years** from the date of offence in all other cases

At the appropriate time, you can apply to remove your endorsement(s) from your counterpart by completing a D1 application form available for order from www.direct.gov.uk/motoring or from Post Office® branches. **(The photocard and counterpart should also be returned).**

The Road Traffic (New Drivers) Act 1995

This Act will affect you if you first passed a driving test on or after 1 June 1997. If you reach 6 or more penalty points within two years of passing that test (the probationary period) DVLA will automatically revoke your licence on being notified by a court or fixed penalty office. You will then have to surrender your full licence and obtain a new provisional licence, drive as a learner, pass the theory and practical test again in order to regain your full driving licence.

There is no appeal against such automatic revocation. The only appeal available is against the conviction for which the penalty points were awarded; the court will be able to advise you on the process if you believe you have a case. If you do make such

an appeal, once the court notifies DVLA the revocation will be suspended until the outcome of the appeal.

Penalty points counting towards the total of 6 include any you incurred before passing the test, as long as the offence took place not more than 3 years before the latest penalty point offence. Points imposed after the probationary period will also count if the offence was committed during that period.

Passing the retest will not remove the penalty points from your licence, and if the total reaches 12, you are liable to be disqualified by a court.

Mutual Recognition of Driving Disqualifications between Great Britain (GB) and Northern Ireland (NI)

Since 11 October 2004 there has been mutual recognition between GB & NI of driving disqualifications. This allows:

- Recognition in GB of disqualifications which were imposed under NI jurisdiction.
- Endorsement of GB counterparts issued to NI licence holders. A NI driving licence holder may apply for a GB counterpart by completing form D9 (available from DVLA). This can be kept with their NI licence and will allow them to avail themselves of the Fixed Penalty Scheme for certain types of offence.
- Revocation of a NI licence in conformity with the Road Traffic (New Drivers) Act 1995.
- Revocation of a NI licence on grounds of disability and prospective disability.

Reciprocal provisions came into force in Northern Ireland at the same time as those made in Great Britain.

Since 23 May 2005 mutual recognition of driving disqualifications between Great Britain and Northern Ireland was extended to include the Isle of Man.

This means that drivers who are disqualified from holding a driving licence in GB/NI on or after 23 May 2005 will also be disqualified from driving, holding or obtaining a driving licence in the Isle of Man. Similarly, if a court in the Isle of Man disqualifies a driver from driving they will also be disqualified from driving in GB/NI until the disqualification has ended. Mutual recognition between GB/NI and IoM will only be in relation to driving disqualifications. The New Drivers Act and fixed penalties will not be included.

Short Period Disqualification (SPD)

If you are disqualified for less than 56 days, the court will stamp your counterpart document and give it back to you. The stamp will tell you how long you are disqualified for. You do not need to renew your licence when the Short Period Disqualification ends. Your driving entitlement becomes valid again the day after the expiry of the disqualification.

FURTHER INFORMATION

Where to get further advice on driver licensing

If you have any enquiries about driver licensing further details can be found on our website www.direct.gov.uk/motoring and in the booklet **D100** which is on the same website or available from Post Office® branches, DVLA local offices, and Traffic Area Offices. You can also call:

Customer Enquiries (Drivers), on 0870 240 0009 or fax from UK 0870 850 1285, from abroad + 44 1792 783071 between 8.00am and 8.30pm Monday – Friday and 8.00am – 5.30pm Saturday, or e-mail us at drivers.dvla@gtnet.gov.uk

Please note that for confidentiality reasons, it is not possible to provide Driver Numbers or personal details from a driver's record, via e-mail replies.

You will be answered by an interactive VOICE system but will be able to speak to an operator during office hours. Some calls are monitored or recorded for quality purposes.

Customers with impaired hearing or speech who have access to a textphone/minicom facility should phone: 01792 766366 (Drivers). This number will not respond to an ordinary telephone.

The following leaflets are also available on our website www.direct.gov.uk/motoring or by calling Customer Enquiries, DVLA on 01792 792792:

INF28 – Driving a Minibus

INF29 – Minimum Test Vehicles

INF30 – Towing Trailers in Great Britain

INF31 – Motorcycles

INF38 – Driving in Great Britain (GB)
as a Visitor or New Resident

INF40 – Renewing your Car Driving Licence

INF45 – Your photocard driving licence explained

INF52 – Special Licensing Arrangements for
Drivers of Large Vehicles

They are also available on the Agency's website:

www.direct.gov.uk/motoring

DVLA Service Standards

DVLA aims at all times to give you the best possible service.

If you are dissatisfied with the service you have received please get in touch with the person or section in the Agency with whom you have been dealing.

If you would like a copy of our Customer Service Guide (INS101) and/or our complaints procedures leaflet "If Things Go Wrong" (INS121) please let us know using the contact details shown below, or download from our website www.dvla.gov.uk

We invite you to tell us:

- when we do well
- when we fail to achieve our service standards
- how we may improve our services
- if you have any comments on this or any other DVLA document.

Please write to Mr Noel Brock, Customer Services Manager, DVLA, Swansea SA7 0EE, or fax on 01792 766416 or e-mail on csm.dvla@gtnet.gov.uk

CHANGING YOUR ADDRESS, NAME, OR VEHICLE? – PLEASE NOTIFY DVLA IMMEDIATELY

To provide you with the best possible service, DVLA needs to keep an accurate record of your details.

If you change your address, please fill in your counterpart document with the new details and send both your photocard licence and counterpart document to DVLA, Swansea SA99 1BN. We will send you an up-to-date licence and counterpart document free of charge.

N.B. An address outside GB cannot be entered on your licence or counterpart.

If your surname or first name(s) have changed, you will need to obtain an application form (D1) available for order from www.direct.gov.uk/motoring or from Post Office® branches to apply for a replacement licence. Both your photocard and counterpart must be returned.

FAILURE TO DO THIS COULD COST YOU A £1,000 FINE.

You must tell DVLA when you sell your vehicle or change your name and/or address by completing the appropriate sections of the Vehicle Registration Document/Certificate (V5/V5C).

FAILURE TO DO SO COULD COST YOU A £1000 FINE.

Further information about notifying changes can be found on www.direct.gov.uk/motoring or on the V5/V5C and in the Registration Certificate Guidance Notes (INS160) which accompanies the V5C.

It is the seller's responsibility to provide your details to DVLA when you buy a vehicle. They must give you the New Keeper Supplement (V5/2 or V5C/2) at the point of transfer. This will allow you to licence the vehicle for a period of up to 2 months, if necessary, while you are waiting to be issued with a V5C. If you do not receive your new V5C within 6 weeks you should contact DVLA on 0870 240 0010.

How to become a blood donor

The National Blood Service (NBS) collects blood from nearly two million donors each year to deliver to hospitals for use in **life-saving** operations.

The NBS depends on the generosity of its donors to give blood on a regular basis.

New donors are encouraged to give blood through a national recruitment campaign based on the theme **Do something amazing today. Save a life. Give blood.**

Anyone interested in becoming a blood donor, or simply finding out more information, should ring **0845 7 711 711**, visit the NBS website at www.blood.co.uk