



Driver and Vehicle
Licensing Agency

D100

What **you** need
to **know** about

Driving Licences

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



CUSTOMER SERVICE EXCELLENCE

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The information in this leaflet was correct at the time of printing. Please contact DVLA's Customer Enquiries for the latest information. Details are shown on page 32 of this booklet.

Your Driving Licence

1. Photocard driving licences

A licence shows entitlement to drive:

- motor cars
- motorcycles
- medium/large vehicles (3500kg or over)
- minibuses
- buses

However, each category must be applied for, and tested separately.

DVLA now only issues photocard driving licences.

This is to improve road safety by eliminating impersonation at driving tests and ensuring the person driving a vehicle is qualified to do so.

You will be issued with:

- a photocard showing:
 - the drivers photograph and signature which is electronically copied from the application form
 - categories of vehicles the driver is entitled to drive
- a paper counterpart document showing:
 - your signature (also electronically copied)
 - details of any endorsements, and in the case of a full licence holder, any provisional driving entitlement held.

Note: You must produce *both* the photocard and 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 car hire firms and insurance companies will ask to see both parts.

Drivers will need to renew their photocard licence every ten years until age 70 to keep the photograph up-to-date. This will not affect the validity period of the entitlement shown on the licence. DVLA will send a reminder when the photograph is due for renewal. Drivers who are required to renew their licence at shorter intervals, for example, for medical reasons or, because they hold entitlement to drive buses or lorries, will not be required to renew their photograph at each renewal.

Drivers renewing at age 70

After renewing your photograph at age 70, no further photographs are needed, unless you wish to do so for personal reasons.

2. How to apply for your driving licence

If you have not held a driving licence you **must** complete a:

- D1 – Application for an ordinary driving licence
- D2 – Application for a Large Goods Vehicle (LGV) or Passenger Carrying Vehicle (PCV) driving licence

(A D4 Medical Report form may also be required for LGV/PCV applications. These are available for download from the ‘medical rules for drivers’ section of www.direct.gov.uk/motoring or any DVLA local offices).

Forms D1 and D2 with completion note INF1D or INF2D can be ordered online from **www.direct.gov.uk/motoring**. Alternatively the D1 and reference booklets are available from Post Office® branches, Traffic Area Offices, DVLA or any of its local offices. (D2 at Traffic Area Offices, DVLA or DVLA local offices).

Use forms D1 (ordinary licence), D2 (LGV or PCV) to:

- get a
 - provisional licence
 - full licence
 - duplicate licence (see page 9)
 - new licence after losing it for health reasons, and
 - new licence after being disqualified
- renew your licence
- remove out-of-date endorsements or suspension details
- exchange (see page 9)
 - your licence
 - a Northern Ireland or non-GB issued licence

Details of driving licence fees can be obtained from the DVLA website **www.direct.gov.uk/motoring** or at Post Office® branches, DVLA local offices or by phoning DVLA – 0870 240 0009, (Mon–Fri 8.00am–8.30pm, Sat 8.00am–5.30pm). or by fax to 01792 786369

3. Change of name/address and/or photograph

You could be fined up to £1000 if you do not notify DVLA of these changes.

How long will my licence take to be returned?

DVLA aim to deliver your driving licence to you within three weeks of receiving your application. It might take longer if DVLA have to check on your health or personal details. Please allow at least three weeks for your licence to arrive before contacting DVLA.

Can I drive while my licence is with DVLA?

When your valid application has been received at DVLA, the law allows you to drive before you receive your licence back as long as:

- you have a GB or Northern Ireland licence issued since 1 January 1976 or another exchangeable licence
- you are not disqualified from driving (there are different rules for medium or large vehicles, minibus or bus drivers – the traffic commissioner for your area will decide to grant your entitlement to drive these vehicles)
- you have not been, and would not be, refused a licence for medical reasons
- you keep to any special conditions which apply to the licence

Plastic wallets

Please note that DVLA no longer issues plastic wallets with photocard driving licences. This decision was taken primarily to help minimise the costs of issuing licences to the public. The agency has also received numerous complaints from members of the public about the size of the plastic wallet. Consequently many drivers discard the wallet and use a different way of protecting their licence. Old plastic wallets sent in to the agency cannot be returned.

Paper driving licences

Paper driving licences are no longer issued. If you still have a paper licence and your personal details have changed you should apply for a replacement licence.

- complete the changes section on the back of your old-style paper licence
- obtain a form D1 available for order from **www.direct.gov.uk/motoring** or from Post Office® branches, Traffic Area Offices, DVLA or any of its local offices
- complete and return your photocard application together with your paper licence, proof of your identity, and a passport-type and size photograph to DVLA, Swansea SA99 1AB. If your application is correct we will electronically capture your photograph and signature and send you a photocard driving licence
- There is no fee at present for a replacement licence

Photocard driving licences

Existing photocard licence holders should write their new address in the changes section on the counterpart and send **both** the counterpart and photocard to DVLA. To notify a change of name, complete form D1 (evidence of a change of name will be required).

Documentary evidence if your name has changed

If your name has changed from that shown in the document you are sending to prove your identity, you must send us written evidence of the change of name. We will accept a marriage certificate(s), divorce decree(s) showing details of a previous marriage, change of name deed(s) or a legal declaration(s).

Please note that the additional documentary evidence must show a clear link between the name on your identity document and your current name.

4. The type of licence you need

Provisional licence for cars

If you have never held a driving licence you should apply for a provisional one. This licence will allow you to learn to drive. You **must not** drive until the licence arrives and comes into effect.

16 year olds applying for a first licence

If you are 16 years old, provisional category B entitlement is shown on your licence but is valid only from your 17th birthday.

Provisional licence for motorcycles

Since 1 January 1997 **all learner** moped and motorcycle riders irrespective of when a licence was issued must have completed a Compulsory Basic Training (CBT) course before riding a moped or motorcycle.

The requirement to complete CBT does not apply to those riders who are:

- learning to ride a motorcycle and who have already obtained full moped entitlement as a result of passing a moped test on or after 1 December 1990, or
- riding a moped with full entitlement given automatically with a full car licence – issued before **1 February 2001**

On successful completion of a CBT course you will get a training certificate (DL196). Certificates issued since 1 February 2001 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 for another category of motorcycle

If your full motorcycle licence limits you to riding automatics and you subsequently wish to ride a motorcycle with a manual gearbox, you will be restricted to a motorcycle up to 125cc and ride with L-plates. For larger machines the Direct Access rules apply. You will need to pass a further practical test but will not need to re-do CBT or Theory Test.

For more information on CBT go online at www.direct.gov.uk/motoring or phone the Driving Standards Agency on **0115 901 2500** and select the CBT section.

Full car licence holders riding mopeds

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

A 'moped' is a motorcycle that has the following features:

- engine up to 50cc
- maximum design speed not exceeding 50km/h (approx 31 mph)

If you have any enquiries about CBT (or moped rider training) phone the Driving Standards Agency on **0115 901 2500** and select 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:

- **subcategory A1** – practical test taken on a bike of between 75cc and 125cc. This licence restricts riders to any bike up to 125cc and a power out put of 11kW
- **Category A** – practical test taken on a bike between 121cc & 125cc and capable of at least 100km/h (approx 62mph). This licence allows riders to ride a machine of up to 25kW and a power/weight ratio not exceeding 0.16kW/kg for two years. After the two year period you may ride any bike.

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 35kW

Training for Direct Access

So that learners aged 21 or over may practise 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 with whom they are able to communicate by means of a radio.** The practical test may only be taken by riders aged 21 or over and must be completed on a motorcycle of at least 35kW (46.6bhp). When this test is passed the rider can immediately ride any size motorcycle without restrictions.

Exchanging your licence

You can get an exchange licence if you want to:

- add new categories to your full licence
- remove out-of-date endorsements or disqualification details
- add provisional motorcycle entitlement*
- change your paper licence for a photocard
- change your non-GB licence for a GB one (see section 13/14)
- change your photograph
- change your Provisional licence to a full licence (even if the licence/test pass certificate has been lost/stolen)
- change your non-GB licence back to a GB one. (section 13)

If you still hold a paper driving licence you must now apply for a photocard licence by completing application form D1.

**Since March 2002 provisional motorcycle entitlement has automatically been included on driving licences issued.*

5. How to obtain a duplicate licence

If your paper driving licence has been lost, stolen, defaced or destroyed you must apply for a photocard licence by completing application form D1.

Alternatively, if you have lost both your photocard licence **and** the counterpart document, then, provided that none of the details on your licence have changed or are incorrect, you can apply for a duplicate photocard licence by phone using a credit or debit card. We accept Visa, Delta, Mastercard, Maestro, Solo and Electron. To use this service phone 0870 240 0009 between 8.00am and 8.30pm Monday to Friday and 8.00am to 5.30pm on Saturday.

Note: This facility is not available if you are making a first photocard licence application.

If you find your old licence after requesting a duplicate you must return it to DVLA SA99 1AB with an explanatory note. We cannot issue a duplicate licence if you have moved to another country.

6. How long does a licence last?

Full, old-style paper licences for cars, motorcycles and mopeds normally expire on your 70th birthday. After that you must renew your licence every 3 years. Photocard licences are only valid for a maximum of 10 years *although your actual driving entitlement will normally be valid until your 70th birthday.*

After providing a first photograph at renewal of their licence on or after the age of 70, drivers will not need to provide any further photographs, unless they wish to do so for personal reasons. Other drivers will need to renew their photograph at ten-yearly intervals until they reach the age of 70.

If you have a medical condition (see sections 17 and 18) which needs to be reviewed regularly, we may issue your licence for a period of 1, 2 or 3 years.

Provisional entitlement for motorcycles

A provisional motorcycle licence issued from

1 February 2001 will be valid until your 70th birthday.

* If your provisional motorcycle licence was issued before 1 February 2001 it was valid for 2 years only. If you had not passed a test by the end of those 2 years, you may reapply for a further provisional licence, which will be valid until your 70th birthday. Provisional motorcycle entitlement issued with a full moped licence is also valid until age 70. * *Since March 2002 provisional motorcycle entitlement has automatically been included on driving licences.*

Provisional licences for medium/large vehicles (3500kg or over) and minibuses/buses

Before you can learn to drive larger vehicles you must have a full car licence (category B or B automatic).

You can apply for provisional entitlement (subject to age) to drive medium/large vehicles (C1 or C) and/or Minibuses/large buses (D1 or D) at:

- the time you claim your full category B licence, or
- any time after you claim your full category B licence

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 (all not for hire or reward) as entitlement flowing from the category B.

Although these limited categories are included in your licence:

- if you want EC/EEA entitlement to drive medium/large vehicles and minibuses/buses, you must apply for the appropriate provisional entitlement, and
- you must not apply for Theory or Practical tests until the entitlement is shown on your licence.

To apply for a provisional licence for medium/large vehicles and minibuses/buses:

- complete form D2 (available for order from **www.direct.gov.uk/motoring** or from Traffic Area Offices, DVLA local offices or DVLA)
- it is possible to download the medical report form D4 from the medical rules for drivers section of **www.direct.gov.uk/motoring** or collect from a Traffic Area Office, DVLA local office or DVLA
- ask a doctor to examine you and complete the medical report form D4

Lorries and buses

Medium/large vehicles or minibus/large bus entitlement will normally last until your 45th birthday. After that, you need to renew your entitlement every 5 years until you are 65. After 65 you have to renew your licence every year. When renewing your lorry or bus licence and you are 45 or over, you must send us a medical report form (D4). If you have a medical condition your driving entitlement may need to be reviewed regularly; we may issue your licence for 1, 2 or 3 years. Please read 'Your health' and 'Your eyesight' (sections 17 and 18) in this leaflet very carefully before you apply, as stricter rules apply to these drivers.

If it is your first application to drive a medium/large vehicle, minibus/bus you must wait for your new licence to arrive before driving.

7. Vehicles which do not need large goods vehicle (LGV) or passenger carrying vehicle (PCV) entitlement

You normally need category C or D entitlement to drive a large lorry or bus on the road. However, in certain circumstances, category:

- D licence holders may drive PCV recovery vehicles
- C licence holders may also drive buses for road testing or repair, providing they've held the licence for two years
- B licence holders may drive some large vehicles provided certain conditions are met. More information is available on DVLA leaflet INF52 available for download at www.direct.gov/motoring

These include:

- steam powered vehicles
- lorries built before 1 January 1960 and used unladen and not drawing a laden trailer
- road construction machines, industrial tractors, agricultural motor vehicles, engineering plant, works trucks and digging machines
- vehicles with an unladen weight up to 3.05 tonnes, fitted with apparatus for raising a disabled vehicle
- historic buses more than 30 years old, carrying no more than 8 passengers and not for hire or reward
- mobile project vehicles – play buses and exhibition buses
- any vehicle being driven away by the police, and
- vehicles used for the haulage of lifeboats

8. Renewing your car licence

Drivers who held entitlement to category B (motor car) before 1 January 1997 should also have additional entitlement to categories C1, C1E, D1, D1E – all not for hire or reward. These drivers retain this entitlement until their licence expires (normally aged 70). To renew C1, C1E and D1, D1E entitlement, higher medical standards apply.

9. Driving a minibus

Car licences:

Before 1 January 1997 – if you passed a car test before 1 January 1997 and hold a valid licence for group A, group B, category B or category B for automatics, you should have additional entitlement to drive minibuses category D1 (not for hire or reward).

From 1 January 1997 – your minibus entitlement will remain valid in the UK and on temporary visits abroad until your licence is renewed. When your licence needs to be renewed, your minibus entitlement (D1, D1+E not for hire or reward) can only be issued if you make a special application which will involve meeting higher medical standards.

In general, car licences have to be renewed when drivers reach age 70, but younger drivers with restricted medical licences are affected by the rules when their licence expires. For further details see DVLA leaflet INF28.

Test passes after 1 January 1997 – if you pass your car test after January 1997 you may drive a mini bus 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 car (category B) licence 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.

To drive a minibus which has over 8 passenger seats **for** hire or reward you will normally need entitlement to PCV category D1 or D. To obtain this you must meet higher medical standards and take a further driving test.

10. Motorhomes

When driving a motorhome it is the maximum authorised mass (the total weight of the vehicle plus the maximum load it can carry) which is relevant in determining the driving entitlement you need.

To drive any vehicle including a motorhome:

- between 3.5 and 7.5 tonnes, you need a category C1 licence
- over 7.5 tonnes, you need a category C licence

11. Endorsements and disqualifications

If you are convicted of a motoring offence, the court can:

- endorse your licence with penalty points, or
- order a period of disqualification

How do I get my licence back after being disqualified?

If you are disqualified for 56 days or more you must apply for a new licence.

If you are disqualified for one or more of the alcohol-related offences listed below, medical enquiries will be made by DVLA, before a new licence is granted;

- disqualified with a blood alcohol level over 200mg/100ml or
- 87.5 microgrammes per 100 millilitres of breath, or
- 267.5 milligrammes per 100 millilitres of urine, or
- disqualified twice in 10 years for certain alcohol related offences, or
- disqualified for failing/refusing to give a specimen

If you are not sure when your disqualification ends, contact the court which disqualified you.

A person whose penalty points reach 12 or more in a period of 3 years is liable to be disqualified.

For further details on endorsement offence codes visit the DVLA website at www.direct.gov.uk/motoring or see DVLA leaflet INS57P.

How can I get a disqualification removed?

If you were disqualified for more than 2 years, you can ask the court which disqualified you to consider removing the disqualification after:

- 2 years if you were disqualified for more than 2 but less than 4 years
- half the disqualification period has been served if you were disqualified for more than 4 but less than 10 years
- 5 years if you were disqualified for 10 years or more

Note: Disqualification periods of less than 2 years do not qualify.

How can I get endorsements removed?

Use form D1 to apply for an exchange licence.

Endorsements stay on a licence for:

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

We will automatically remove expired endorsements if you change your licence for any reason.

How to apply

At the appropriate time, you can apply to renew your licence after being disqualified, or to have expired endorsements removed from your licence.

You must complete application form D1 for an ordinary driving licence, D2 for an LGV or PCV licence. Refer to booklet INF1D and INF2D respectively on how to complete the forms. Forms D1 and D2 with completion notes INF1D or INF2D can be ordered online at **www.direct.gov.uk/motoring**. Alternatively the D1 and reference booklets are available from Post Office® branches, Traffic Area Offices, DVLA or any of its local offices. (D2 at Traffic Area Offices, DVLA or DVLA local offices).

Note: If you already hold a photocard licence you do not need to send a new photograph unless you want to change the image for personal reasons. You do not need to send proof of identity unless you have changed your name.

Short Period Disqualifications (SPD)

If you are disqualified for less than 56 days, the court will stamp your old style paper licence or photocard counterpart document and give it back to you. The stamp will show how long you are disqualified for. You do not need to renew your licence when the SPD ends. Your licence becomes valid again the day after the expiry of the disqualification.

The Road Traffic (New Drivers) Act 1995

This Act affects you if you first passed a driving test on or after 1 June 1997. If you reach 6 or more penalty points within 2 years of passing your first driving test (ie. during the probationary period) DVLA will automatically revoke your licence when notified by a court or fixed penalty office.

To regain your full licence you must then:

- obtain a provisional licence
- drive as a learner, and
- pass the theory and practical tests again

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

12. Your conduct – LGV and PCV

Driving conduct

You **must** tell us if, within the last 4 years, you have any convictions for breaking the rules about:

- driver's hours
- driver's records
- the roadworthiness of vehicles, and
- overloading of vehicles

Do not tell us about any convictions for these if they were more than 4 years ago.

Non-driving conduct

Drivers of Passenger Carrying Vehicles only

If you are applying for a minibus and/or bus licence, you must also tell us about any other court convictions you have had – even if they are not to do with driving.

Tell us about these unless they have run out under the Rehabilitation of Offenders Act 1974.

In all cases of conduct the Traffic Commissioner for the area in which you live will decide whether to grant your entitlement to drive large goods or passenger carrying vehicles. In doing so, the Traffic Commissioner will take account of all endorsements on your licence. They will not grant you entitlement if you are disqualified from driving.

13. Driving in other countries

Visiting another country

You may use your GB licence for driving in all other European Community/European Economic Area (EC/EEA) member states. Check with a motoring organisation if you want to drive in a non EC/EEA country. They will advise you whether you need an International Driving Permit (IDP). IDPs are issued by the AA, the RAC and Green Flag National Breakdown Recovery Club. You must be resident in GB, have passed a driving test and be over 18 years of age.

Moving to another country

If you move to another country, you should check with the driving licence authorities there for information about driving and exchange of licences.

If you **return** here from a **non** – EC/EEA country and are not in possession of a GB licence, you may:

- drive for up to 12 months on a valid non-GB licence, or
- apply for a duplicate of your GB licence on payment of the appropriate fee, surrendering any foreign licence you may hold.

14. Driving in GB as a visitor or new resident

14a European Community and European Economic Area (EC/EEA)

EEA includes all EC countries plus Liechtenstein, Iceland and Norway. If you have a valid full licence issued as a result of a test passed in any EC/EEA country you need not immediately exchange it for a GB one. Provided your EC/EEA licence remains valid you can drive in GB until age 70 or for 3 years after becoming resident here whichever is the longer period.

See note on Residency, Section 14d.

Vocational drivers

EC/EEA vocational drivers who live in GB are required to register with DVLA within 12 months of becoming resident. For further information contact Customer Enquiries Group (Drivers) see Section 20.

Provided their licence remains valid:

- drivers of large vehicles can drive in GB until age 45 or for 5 years after becoming resident whichever is the longer period
- drivers aged over 45 but under 65 can drive until their 66th birthday or for 5 years after becoming resident whichever is the shorter period
- drivers aged 65 or over may drive for 12 months after becoming resident here

See note on Residency section 14d.

To continue driving after this time a GB driving licence must be obtained. To do this, you complete:

- application form D1 if you hold ordinary driving entitlement or
- form D2 and medical report form D4 if you hold Large Goods Vehicles (LGV)/ Passenger Carrying Vehicles (PCV) entitlement

However, you can apply to exchange your licence for a GB licence at any time. We will accept expired EC/EEA driving licences but will check your entitlement with the original licensing authority. If your valid non-GB licence has been lost, destroyed or stolen you will need to get a letter from your original licensing authority to confirm your driving entitlement.

If you wish to take a driving test for an additional category of vehicle you **must**:

- complete form D9, available from the Customer Enquiries Group (Drivers) – see Section 20

Alternatively, you may exchange your EC/EEA licence for a GB one and request additional provisional entitlement. If your EC/EEA licence was issued in exchange for one from another country, this may be valid in GB for only 12 months and you may not be able to exchange it for the GB equivalent.

14b Designated Countries (Non-EC) and Gibraltar

Residents

You can exchange a full valid car, motorcycle or moped licence issued from any of the following countries:

Australia	Monaco
Barbados	New Zealand
British Virgin Islands	Republic of Korea
Canada	Singapore
Falkland Islands	South Africa
Gibraltar	Switzerland
Hong Kong	Zimbabwe
Japan	

If you hold a valid licence from one of these countries you can drive here, for 1 year, using your non-GB car, motorcycle or moped licence. You can apply to exchange it for a GB licence up to 5 years after you come to live here, but if you wish to take a driving test within this time you will need to exchange your non-GB licence.

Please note that if you do not exchange your licence within the 5 year period then you will have to apply for a provisional licence and both a theory and practical test will have to be taken.

For lorry and bus licences contact Customer Enquiries Group (Drivers) for further information. (see Section 20) You can exchange a full Jersey, Guernsey or Isle of Man car, motorcycle, moped, lorry or bus licence provided it was issued after 1 April 1991.

Japanese licences must be accompanied by an official translation, available for a fee from the Consulate General of Japan at 101–104 Piccadilly, London W1V 9FN, or 2 Melville Crescent, Edinburgh EH3 7HW.

Republic of Korea licences must be accompanied by an official translation, available for a fee, from the Embassy of the Republic of Korea, 60 Buckingham Gate, London SW1E 6AJ.

Motorcycle entitlement from the Republic of Korea is not exchangeable.

Except for Gibraltar, test passes are not acceptable for exchange.

For licences from Canada, provided documentary evidence can be produced that a test has been passed in a vehicle with manual transmission, then a licence will be issued with both manual and automatic entitlement. Without this evidence, licences will be issued limited to automatics only.

14c Northern Ireland (NI)

You can exchange any of the following from NI for a GB licence:

- a full car, motorcycle or moped licence if it was issued on or after 1 January 1976
- a lorry or bus licence if it was issued on or after 1 April 1986
- a valid Northern Ireland test pass certificate

Note: You may also use your current Northern Ireland licence here until it runs out.

14d Residency

We cannot issue you with a full licence unless you are normally resident in this country. Normal residence means the place where you normally live and have personal or occupational ties. If you have moved to the UK after recently being permanently resident in another state of the EC/EEA, you must have been normally resident or have been studying in the UK for 6 months in the previous 12 months prior to your application for a driving test. You may be asked to provide evidence of this.

New residents who have ever had or presently suffer from any medical condition listed in sections 17 and 18, must inform the Drivers Medical Group, at the address given in section 17.

14e Any other country

You cannot exchange licences from countries other than EC/EEA or designated ones. However you can drive here using your current full non-GB licence* or International Driving Permit for up to 1 year. If you wish to take a driving test, you will need to apply for a GB provisional licence using application form D1.

You can get an application form for your driving test (theory and practical from):

- Approved Driving Instructors
- Driving test centres
- Driving Standards Agency Area Offices

* *Subject to restrictions. Please see leaflet INF38 or refer to the Direct.gov website www.direct.gov.uk/motoring.*

15. Vehicle category descriptions for driving tests passed after 1 January 1997

All weights refer to Maximum Authorised Mass (MAM) unless stated otherwise.

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 weight ratio not exceeding 0.16kW / kg. Motorcycle combination with a power to weight ratio not exceeding 0.16kW / kg	A	17	
 Any size motorcycle with or without a sidecar	A	21	1

Description	Category	Min. age	Notes
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3 or 4 wheeled light vehicles



Motor tricycles / quadricycles,
3 or 4 wheeled vehicles
with an unladen weight
not exceeding 550kg

B1	17	2
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Cars



Motor vehicles with a
MAM not exceeding
3500kg having not more
than 8 passenger seats
with a trailer up to 750kg.
Combinations of towing
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

B	17	2
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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.

Automatic cars

As cars, but with
automatic transmission

B Auto	17	2
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Cars with trailers



Combinations of vehicles
consisting of a vehicle
in category B and a
trailer over 750kg.

B+E	17	10
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Description	Category	Min. age	Notes
Medium sized vehicles			
			
Lorries between 3500kg and 7500kg with a trailer up to 750kg	C1	18	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	3 / 10

Large vehicles

			
Vehicles over 3500kg with a trailer up to 750kg	C	21	4

Large vehicles with trailers

			
Vehicles over 3500kg with a trailer over 750kg	C+E	21	4

Minibuses

			
Vehicles with between 9 and 16 passenger seats with a trailer up to 750kg	D1	21	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	D1+E	21	5 / 10

Description	Category	Min. age	Notes
12000kg, and the MAM of the trailer does not exceed the unladen mass of the towing vehicle			

Buses



Any bus with more than 8 passenger seats with a trailer up to 750kg	D	21	5/9
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Buses with trailers



Any bus with more than 8 passenger seats with a trailer over 750kg	D+E	21	9
Agricultural tractors	f	17	6
Road rollers	g	21	7
Tracked vehicles	h	21	4/11
Mowing machine or vehicle controlled by a pedestrian	k	16	
Electric Vehicles	l	17	
Vehicles used for short distances on public roads	n		
Mopeds	p	16	

Please also see the notes below and overleaf.

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 the mobility component of the disability living allowance. However, if the higher 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

- while learning to drive or taking passenger carrying vehicle (PCV) test; or
- after passing a PCV test when:
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 Public Service Vehicle (PSV) operators licence or permit; or
- 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 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.

- If you want EC/EEA entitlement to drive medium/large vehicles and minibuses/buses, you must apply for the appropriate provisional entitlement, and
- you must not apply for theory or practical tests until the entitlement is shown on your licence.

Note 11

Age 17 if Maximum Authorised Mass (MAM) of the tracked vehicle does not exceed 3500kg.

16. Learning to drive or ride

Cars

Learners must be supervised by a qualified driver who must:

- be at least 21 years old
- hold a full valid British, Northern Ireland or EU Community licence in the appropriate category and
- have held that licence for 3 years or more

Trailers

You may tow a:

- trailer up to 750kg after you pass your test in category B or a trailer over 750kg provided the MAM of the trailer does not exceed the unladen weight of the towing vehicle and the combination 3.5 tonnes MAM
- trailer up to 750kg after you pass your test in category C1, D1, C or D
- larger trailer when learning to drive in category B+E, C1+E, D1+E, C+E, D+E or an agricultural tractor (category F)

Agricultural tractors

If you are aged 16 and learning to drive a tractor, you are only allowed to drive on the road when you are going to and from a driving test.

Electrically propelled was formerly category L.

Duty Exempt was formerly category N – it is no longer possible to take a test for this category.

Help with passing your Theory and Practical Driving Test

You can practise a mock theory test online at www.direct.gov.uk/motoring

It will also help if you Study:-

- The Highway Code
- Theory Test for Car Drivers
- Theory Test for Motorcyclists
- Driving: The Essential Skills
- Driving Goods Vehicles and Driving Buses and Coaches (if you are learning to drive a LGV or PCV)

You can get them from major bookshops.

Supervising learner lorry and bus drivers

Persons wishing to supervise learner LGV or PCV drivers 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.

Column (1)	Column (2)
Category which includes the vehicle being driven by the provisional licence holder	Minimum period for holding a full licence
C	3 years for C; or 1 year for C and 2 years for D
C1	3 years for C1; or 1 year for C1 and 2 years for D1
C+E	3 years for C+E; or 1 year for C+E and 2 years for D+E
C1+E	3 years for C1+E; or 1 year for C1+E and 2 years for D1+E
D	3 years for D; or 1 year for D and 2 years for C
D1	3 years for D1; or 1 year for D1 and 2 years for C1
D+E	3 years for D+E; or 1 year for D+E and 2 years for C+E
D1+E	3 years for D1+E; or 1 year for D1+E and 2 years for C1+E

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 industries 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 all 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 the DSA. Tel. 0115 901 2625.**

Staging of tests

All weights refer to Maximum Authorised Mass (MAM) unless otherwise stated. Since 1 January 1997 new drivers are required to hold a full driving licence for category B (vehicles up to 3.5 tonnes with up to 8 passenger seats with a trailer up to 750kg) before seeking entitlement to drive categories B+E, C1, D1, C, D, G and H.

Provisional B+E entitlement (vehicles up to 3.5 tonnes towing trailers over 750kg) is automatically given with full B licences, but provisional entitlement to C1, D1, C or D will need to be applied for. Full entitlement to C1 (medium sized vehicles 3.5 –7.5 tonnes towing a trailer up to 750kg) or D1 (passenger carrying vehicles 9–16 passenger seats with a trailer up to 750kg) is needed before taking a driving test for C1+E or D1+E. Drivers are also required to pass a driving test for category C (large vehicles above 3.5 tonnes with a trailer up to 750kg) or D (passenger carrying vehicles with more than 8 seats with a trailer up to 750kg) and obtain the full lorry or bus licence with the appropriate provisional entitlement before taking a test in a combination for C+E (large vehicles above 3.5 tonnes with trailer over 750kg) or D+E (passenger carrying vehicle with more than 8 seats with a trailer over 750kg).

Drivers who wish to apply for C or D do not have to pass C1 or D1 first.

17. Your health

What does DVLA want to know about?

You **must** tell DVLA if you have ever had or you currently suffer from any of these conditions:

- Epilepsy
- Fit(s) or blackouts
- Repeated attacks of sudden disabling giddiness
- Diabetes controlled by insulin
- Diabetes controlled by tablets
- An implanted cardiac pacemaker
- An implanted cardiac defibrillator (ICD)
- Angina (heart pain) **which is easily brought on by driving**
- Persistent alcohol misuse or dependency
- Persistent drug misuse or dependency
- Parkinson's disease
- Narcolepsy or sleep apnoea syndrome
- Stroke, with any symptoms lasting longer than one month, recurrent "mini-strokes" or TIAs
- Any type of brain surgery, severe head injury involving in-patient treatment, or brain tumour
- Any other chronic neurological condition
- A serious problem with memory or episodes of confusion
- Severe learning disability
- Serious psychiatric illness or mental ill-health
- Total loss of sight in one eye
- Any condition affecting BOTH eyes, or the remaining eye if one eye only (excluding short/long sight or colour blindness)
- Any condition affecting your visual field
- Any persistent limb problem which requires your driving to be restricted to certain types of vehicles or those with adapted controls

How do I notify DVLA about my condition?

If you are completing application forms D1 or D2, you can notify us about your condition in the health section.

If you already have a licence then you write to:

Drivers Medical Group, DVLA, Swansea, SA99 1TU,
or alternatively phone 0870 600 0301 (opening times
8.15am – 4.30pm Monday to Friday), fax us on 0845
850 0095 or e-mail us at eftd@dvla.gsi.gov.uk telling us:

- your driver number, or your full name and date of birth
- about the medical condition in as much detail as possible. Alternatively you may download the appropriate medical questionnaire(s) which are available from the “medical rules for drivers” section on the website at www.direct.gov.uk/motoring

You **must** notify DVLA if you have any of these conditions. **Otherwise you are committing an offence that can lead to prosecution and a fine of up to £1000.**

A person who knowingly makes a false statement for the purpose of obtaining a driving licence is liable to imprisonment for up to 2 years.

What happens when I tell DVLA?

We will send you a medical questionnaire,* unless you are also sending in form D4 (see below). It asks for your permission to let our Medical Adviser request reports from your doctor and specialists.

Extra rules for medium/ large vehicles, minibuses/ bus drivers

The rules about health are stricter for drivers of larger vehicles. This is because accidents involving large vehicles are more likely to result in death or serious injury.

As well as those medical conditions already stated, you also need to notify DVLA about:

- Visual problem affecting either eye
- Angina, other heart condition or heart operation
- Any form of stroke, including TIA

* *Also available from:* the ‘medical rules for drivers’ section of www.direct.gov.uk/motoring

Epilepsy

If you want to drive lorries or buses you must not have a liability to epileptic seizures.

Diabetes

Insulin treated diabetics may not drive large vehicles unless:

- they held a licence to drive lorries or buses on 1 April 1991, and
- the Traffic Commissioner who issued the licence or in whose area they lived, was aware of the insulin treatment before January 1991

Medical Report Form D4

When applying for a first vocational provisional or renewing existing entitlement, you will need to get a D4

form completed by your doctor. You also need to submit a D4 if you are an EC/EEA licence holder applying for your first provisional vocational entitlement or renewing at age 45 or over.

If you already hold current entitlement for either one of the vocational categories (e.g. LGV/PCV) and you are applying for the additional category you **must** submit a further D4 form when applying unless a D4, dated within the last 12 months, has already been submitted. Form D4 and guidance notes INF4D can be downloaded from the 'medical rules for drivers' section of:

www.direct.gov.uk/motoring

DRIVERS!

Are you

FIT TO DRIVE?



If you have or suffer from any of the medical conditions mentioned, that could affect your ability to drive safely you **MUST** notify the DVLA.

You should also speak to your Doctor who will be able to advise you further.

If you do not notify DVLA, you could be fined up to £1,000. Knowingly making a false statement for the purpose of obtaining a licence may result in up to two years imprisonment.

18. Your eyesight

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

It is a criminal offence to drive a motor vehicle if you cannot read a car number plate, in good daylight, from 20.5 metres

or 20 metres where narrower characters are displayed. Applicants for category K (pedestrian controlled) vehicles, must be able to read a number plate from 12.3 metres or 12 metres where narrower characters are displayed.

Extra Rules if you want to drive medium/large vehicles, minibus/buses

New drivers

Your eyesight must be at least:

- 6/9 on the Snellen scale in the better eye* and
- 6/12 on the Snellen scale in the other eye* and
(*wearing glasses or contact lenses if you need them)
- 3/60 in each eye without glasses or contact lenses

An optician will be able to tell you about this.

Drivers who held a licence before 1 January 1997

These drivers will need to check their licensing position with our Medical Section at DVLA if they do not meet the above standards.

19. When a licence is no longer needed

The licence should be returned to DVLA, Swansea SA99 1AB with a covering letter. If the licence holder –

- has died – the person responsible for dealing with the effects of the deceased person should write to DVLA
- no longer wishes to drive – they should write to DVLA

20. If you have any questions

Driving licences:

You can find out more about driving licences from:

www.direct.gov.uk/motoring

You can write to:

Driver Customer Services,
Correspondence Team,
DVLA
Swansea SA6 7JL

You can also call Customer Enquiries Group (Drivers) on 0870 240 0009 between 8.00am and 8.30pm Monday to Friday and 8.00am to 5.30pm on Saturday, or Fax 01792 786369.

e-mail enquiries: drivers.dvla@gtnet.gov.uk

When you phone you may be greeted by our Interactive Voice System. However, during office hours you will be

offered the option of speaking to an operator. Some calls are monitored or recorded for quality purposes.

Textphone/minicom:

Customers with impaired hearing or speech who have access to a Textphone/Minicom facility should phone 01792 766366 for driving licence enquiries. This number will NOT respond to ordinary telephones.

Directgov is the place to find all government motoring information services, from logbooks to licensing, from driving tests to road tax, go to: www.direct.gov.uk/motoring

21. Information leaflets

INF28 – Driving a Minibus

INF29 – Minimum Test Vehicles

INF30 – Towing Trailers in Great Britain

INF31 – Motorcycles

INF38 – Driving in GB as Visitors or New Resident

INF40 – Renewing Your Car Driving Licence

INF45 – Your Photocard Driving Licence Explained

INF52 – Special Licensing Arrangements for Drivers of Large Vehicles

INF90 – A General Guide to Driver Licensing

INF93 – Photocard Driving Licences

INF95 – UK Driving Licence System

All these leaflets can be downloaded from:

www.direct.gov.uk/motoring

alternatively please phone 01792 792792.

The above leaflets are also available from Customer Enquiries, DVLA.

22. The Data Protection Act and you

The Data Protection Act 1998 gives you the right to be told what information the Agency holds about you. Applications should be sent, with the fee of £5 (cheques made payable to DVLA, Swansea), to:

**Data Subject Record Enquiries
Driver Customer Services, DVLA
Swansea SA6 7JL**

You must include your full name and address, and the registration marks of the vehicles you want to check.

23. Freedom of Information Act 2000 explained

Since 1 January 2005 the Freedom of Information Act gives a general right of public access to all types of recorded information held by public authorities.

Applications under the Act should be made in writing. Applicants will be informed if the information is held and, subject to various exemptions, should receive a substantive reply within 20 working days. However, information will not be disclosed if it is commercially sensitive, relates to security matters, comprises legal advice, or its disclosure would amount to an unwarranted invasion of privacy. The Agency will make every effort to disclose information where appropriate. This may not be possible in some cases where files have been routinely destroyed in line with the Agency's file retention policy. The Act also provides another mechanism for gaining access to information. Public authorities are required to maintain a Publication Scheme, detailing the types of non personalised information that is made routinely available. Publication Schemes are designed to encourage organisations to publish information proactively and to simplify the processes involved.

24. How do I 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.

You can visit the NBS website at **www.blood.co.uk**

25. Mutual Recognition of Driving Disqualifications with other Countries

Northern Ireland

Since 11 October 2004 there has been mutual recognition of driving disqualifications between GB and NI. 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 take advantage of the Fixed Penalty Scheme for certain types of offence
- Revocation of a NI licence under the Road Traffic (New Drivers) Act 1995
- Revocation of a NI licence on grounds of disability and prospective disability

Reciprocal provisions will come 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 has been extended to include the Isle of Man. This means:

- Recognition in Great Britain and Northern Ireland of disqualifications which were imposed under Isle of Man jurisdiction. Disqualifications imposed in one jurisdiction are recognised in all three jurisdictions for the period of the disqualification.
- Mutual recognition between Great Britain/Northern Ireland and the Isle of Man is **only** in relation to driving disqualifications. The New Drivers Act and fixed penalties are not included.
- Mutual recognition of driving disqualification came into force simultaneously in Great Britain, Northern Ireland and the Isle of Man.

26. DVLA Service Standards

DVLA aims at all times to give you the best possible service. 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 in section 20, alternatively they can be found at **www.direct.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 Ian Broom, Customer Services Manager, DVLA, Swansea SA7 0EE, or fax 01792 766416 or e-mail on csm.dvla@gtnet.gov.uk



GOT THE WRONG DETAILS ON YOUR DRIVING LICENCE?

That'll be **£1,000** please.



If your name and address has changed you need to update your driving licence and registration certificate, or risk a fine of up to £1,000.

For information on how to update your details visit:

www.direct.gov.uk/motyourpaperwork

Driver information - 0870 240 0009
Vehicle information - 0870 240 0010



An executive agency of the
Department for
Transport

0870 240 0009