Driver and Vehicle Licensing Agency

Driving entitlement consent form — three year mandate

D796

Notes for guidance

Please read the notes before filling in this form.

1 **This form should only be filled in to confirm an individual's entitlement to drive.** It must be filled in and signed in all cases by the driver. Forms without a signature will not be accepted.

2 If the details on your driving licence are not up to date, return it to us and tell us what changes are needed. It is a legal requirement that you tell us immediately of a change to your permanent address or name. You could be fined up to £1000 if you do not notify us of these changes.

3 If you are a bus or lorry driver and have passed driver certificate of professional competence (CPC) initial test modules, or completed periodic training since 10 September 2008 (for bus drivers), or 10 September 2009 (for lorry drivers) and you need these details included in your response please fill in section 3 with your driver qualification card (DQC) number if known. **Please do not fill in section 3 if you do not hold a CPC qualification. The driver CPC information will be sent to the company separately from your driver record details.**

If you have any queries regarding driver CPC please contact the Driving Standards Agency in the following ways:

- Phone **0300 200 1122**
- Email **customer.services@dsa.gsi.gov.uk (referring to** 'Driver CPC Enquiry')

4 In some instances, the company requesting details of your driver record may be making the request on behalf of the company you have a relationship with.

5 DVLA has a duty under the Data Protection Act 1998 to protect personal information. To ensure adequate protection, DVLA require the specific consent of the driver before releasing information. This information will only be released for the purpose of confirming entitlement to drive and will be held in accordance with the Data Protection Act 1998.

6 If you wish to withdraw consent you may do this at anytime under the Data Protection Act 1998. Check with your employer whether they would prefer your withdrawal of consent verbally or in writing. It is your responsibility to obtain acknowledgement of your withdrawal of consent.

7 If you leave your current employer **or cease to drive in connection with the named company** your consent becomes automatically invalid. If you are re-employed by the same company a new consent form will be required.

Warning

Failure to provide sufficient information about your company or the driver you are enquiring about, or failure to sign the declaration will result in your application being rejected.

It is a criminal offence under section 55 of the Data Protection Act 1998 to unlawfully obtain or disclose (or procure the disclosure of) personal data from Data Controllers without the data subject's consent. It is also an offence to sell personal data that is illegally obtained. Convictions for offences are punishable in a Magistrates Court by a fine of up to £5000 or by an unlimited fine in a Crown Court.

Any legitimate complaints received from a driver whose details have been obtained unlawfully may be passed to the Information Commissioner to consider prosecution. If we have evidence that information has been obtained or used inappropriately we may refuse future applications.

CUSTOMER SERVICE EXCELLENCE UK
The Government Standard
INVESTORS IN PEOPLE

An executive agency of the Department for Transport

IMPORTANT: Please read the notes over the page before filling in this form – Please write clearly in BLACK INK using CAPITAL LETTERS.

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1 Company details (to be filled in by the company making the enquiry):

Company name and address (the company):

EASTLEIGH BOROUGH COUNCIL
CIVIC OFFICES
LEIGH ROAD
EASTLEIGH
Postcode: SO50 9YN

Account number: JO25

Reference number:

Please delete as appropriate:

Are you making an enquiry on behalf of another company?

~~Yes~~ | No

If yes, company name must be entered below.

2 Driver details (to be filled in by the driver):

Surname:

First name:

Middle name(s)

Date of birth: / /

Driver number:

Current address:

Line 1
Line 2
Line 3
Post town
Postcode:

Address on licence (if different):*

Line 1
Line 2
Line 3
Post town
Postcode:

* You must tell DVLA of any changes to your address. Failure to do so could result in a fine of up to £1000

3 CPC information (please see notes over the page):

Please delete as appropriate:

Do you require CPC information?

Yes | No

DQC number

4 Driver declaration (to be filled in by the driver):

IMPORTANT: Please read the notes over the page before signing this form

Declaration:

Being the person referred to in section 2 above, I authorise the company or companies listed in Section 1 above to ask DVLA for my driver record information as and when they require, at a frequency they shall determine. I understand that the company I authorise to ask for my driver record information may use an intermediary company to make the enquiry with DVLA on their behalf.

I authorise and direct DVLA to disclose to the company or companies in Section 1, all relevant information relating to my driver record from the computerised register of drivers maintained by DVLA. This includes personal details, driving entitlements, endorsement details, disqualifications, convictions, photo images and CPC details (where appropriate). Medical information is not to be provided.

This authority will expire when I cease to drive in connection with the company and in any case three years from the date of my signature.

SIGNATURE: DATE: