



## Checklist for NEW DRIVERS

It may help you to use this 'checklist' to ensure that you have completed all the necessary information and/or tests:

- I have held my UK Driving Licence for more than 12 Months**
- Fully completed application form:
- Returned application form with 4 photos, fee etc:
- Contacted CRB for application form:
- Contacted Council to make an appointment to countersign CRB application form upon receipt:
- Contacted GP for medical examination:
- Contacted DSA to arrange driving test:
- Contacted council to arrange knowledge test:

When all of the above have been returned/passed satisfactorily:

### ***For vehicle licence:***

- Check vehicle complies with Standard Conditions  
i.e. fire extinguisher, first aid box, condition of vehicle etc:
- Ensure DVLA tax disc is valid:
- Book MOT at designated garage:
- Arrange insurance:
  
- Book appointment with council licensing officer to pick up licences

### ***USEFUL INFORMATION:***

#### **Criminal Records Bureau:**

Telephone:	0870 90 90 844
Registered Body:	Hertsmere Borough Council
Registered Body No:	21186500000
Level of Disclosure:	Enhanced
Fee:	£44

**Medical:**

Go to own GP or Medical Advisor appointed by Council.  
Fee as agreed by GP payable to them.

**Driving Standard Agency:**

Telephone: 0300 200 11 22  
Online: [www.dsa.gov.uk](http://www.dsa.gov.uk)

**Knowledge Test (Written):**

Test taken at the council offices am or pm.  
Fee: £40

**NOTES:**

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