

# LICENSED DRIVER - NOTIFICATION OF CONVICTION, CAUTION OR FIXED PENALTY



This form should be used to notify the Licensing Section of any conviction, caution or fixed penalty. The conditions state that all licensed drivers are required to report details of **any** convictions, cautions or fixed penalty fines imposed to the Licensing Section in writing within 28 days of the conviction, caution or fixed penalty.

Please complete this form with as much detail as possible and either hand deliver the form to the Customer Service Centre at Time Square, post to the Licensing Section at Time Square, Market Street, Bracknell, RG12 1JD or email it to [licensing@bracknell-forest.gov.uk](mailto:licensing@bracknell-forest.gov.uk). If you have any queries about completion of this form, please contact the Licensing Section for advice.

<b>Full Name</b>	
<b>Address</b>	<b>Postcode</b>
<b>Badge number</b>	
<b>Email address</b>	
<b>Telephone number</b>	
<b>Operator</b>	

<b>I notify you of the following (please tick as appropriate)</b>					
<b>Conviction</b>		<b>Caution</b>		<b>Fixed penalty</b>	

<b>Date of offence</b>	
<b>Date of conviction/ caution/fixed penalty</b>	
<b>Full details of offence</b>	
<b>Please detail any mitigating circumstances (if relevant)</b>	

<b>Do you work on any Council Home to School Transport Contracts?</b>	<b>YES / NO</b>
<b>Do you work for a private hire operator that is contracted to supply Occasional Transport Services to the Council?</b>	<b>YES / NO</b>

**If you answer yes to either of the above, please note that the information you provide on this form will also be shared with the Bracknell Forest Council Integrated Transport Unit.**

The DVLA no longer issues or updates paper licence counterparts, so in order for us to check your licence validity, all holders of DVLA driving licences must complete the following section.

Check codes can be generated online at [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence). Please only generate the code when you are ready to submit this form, as they are only valid for a limited time. If you do not have access to the internet, there are computers in the Customer Service Centre which are available to use free of charge.

Please be careful when writing down your code as it is case sensitive and any errors are likely to delay your application. Please be aware that your notification will not be considered valid until a useable DVLA check code has been provided.

If you hold a non-UK licence, you will need to speak to the DVLA on 0300 790 6801, giving us permission to check any endorsements received since you have been in the UK. Once you have given confirmation to the DVLA that we can carry out this check, please enter your licence number below and the date and time the confirmation was provided to the DVLA.

<b>DVLA licence number</b>																		
<b>Check code</b> Upper case - please fill the box Lower case - stay below the dotted line																		
<b>Date and time code generated</b>																		

**I hereby certify that all the above details are correct and true to the best of my knowledge**

Print Name.....

Signature.....

Date .....