

Application for Registration as a DriveSafe NT Instructor or Examiner

Department of Infrastructure, Planning and Logistics

Email: DriveSafe.nt@nt.gov.au

Phone: 1800 121 411

GPO Box 2520, DARWIN NT 0801

Official Use Only

Customer ID:

Date received:

...../...../.....

Receipt No.

Application Checklists - to be provided with this application form for registration

DriveSafe Instructor – (Applicable to both Theory and Driving Instructors and Examiner)

- ☐ Completed Application Form
- ☐ Copy of “Apply first aid” certificate or equivalent
- ☐ Certificate of current of insurance policies – Public Liability and Professional Indemnity
NOTE: May be provided by either the driving school or the individual
- ☐ Current “Working with Children” (ochre card) clearance
- ☐ Current NT Police Criminal History record
- ☐ Traffic Offence History, not more than 6 weeks old
- ☐ Contact details of at least three (3) referees with current contact details

Drive Safe NT Driving Instructor - Additional Information Required

- ☐ A current Northern Territory class C driver licence with a driving instructor endorsement
- ☐ Evidence of 12 months experience as a practicing driving instructor within the past three (3) years

DriveSafe NT Theory Instructor - Additional Information Required

- ☐ Copy of Certificate IV in Training and Assessment (or higher qualification in either training and assessment or education)
- ☐ Evidence of at least six (6) months experience providing group training to ages 16 and above.
- ☐ A current Northern Territory class C driver licence

DriveSafe NT Driving Examiner - Additional Information Required

- ☐ A current Northern Territory class C driver licence with a driving instructor endorsement
- ☐ Current approval as an Authorised Class C Driving Examiner

Application Type (✓ tick as appropriate)

- ☐ DriveSafe NT Driving Instructor ☐ DriveSafe NT Theory Instructor ☐ DriveSafe NT Driving Examiner

Section 1 - Applicant Details

Full Name			
Driver Licence Number		State/Class/Expiry	
Authorisation Number			
Postal Address			
Email Address			
Phone Number		Date of Birth/...../.....

Section 2 – Operational Details

Driving School Name	
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I am the registered owner of the driving school? ☐ Yes ☐ No

I am applying to deliver DriveSafe NT services at:

☐ Darwin ☐ Katherine ☐ Alice Springs ☐ Tennant Creek

Section 3 – Privacy statement

The Department of Infrastructure, Planning and Logistics collects the information on this form, or otherwise provided by you, for the purpose of administering the DriveSafe NT program. Failure to provide the information requested on this form in full may result delays processing the application for DriveSafe NT registration. Collection of personal information on this form is done in accordance with the Northern Territory Government Privacy Statement and the *Information Act 2002*. Further information on privacy can be found at <https://nt.gov.au/page/copyright-disclaimer-and-privacy>

Section 4 – Applicant Declaration

I,, solemnly and sincerely declare, by virtue of
(full name)

section 18 the *Oaths, Affidavits and Declarations Act 2010*, that:

1. As detailed within the *DriveSafe NT Instructors and Examiners Business Rules*, all copies of required documentation and where applicable, authorisations, are included in support of this application and the information that I have provided in support of my application is true and correct in every particular.
2. Where I am employed by a driving school, I have satisfied myself that all requirements detailed in the *DriveSafe NT Instructors and Examiners Business Rules* have been met, including provision of current insurance policies, vehicle requirements, vehicle registration and modification certificates.

...../...../.....
Location where declaration is made: Signature: Date:

Section 5 – Release of Information

I,, of
(full name) (name of driving school)

hereby approve for the Northern Territory Government to release and publish the following details:

- Driving School Name;
- Vehicle Transmission Type(s);
- Instructor/ Examiner Name;
- Instructor/ Examiner Contact Details; and
- Service Area.

...../...../.....
Signature: Date:

OFFICE USE ONLY**Section 6 – Required Documentation Provided**

<input type="checkbox"/> Qualifications attached	<input type="checkbox"/> Criminal history attached	<input type="checkbox"/> Driver licence checked (D Endorsement)	<input type="checkbox"/> Proof of required experience attached
<input type="checkbox"/> First Aid Certificate attached	<input type="checkbox"/> Working with Children Clearance attached	<input type="checkbox"/> Traffic Offence History attached	<input type="checkbox"/> Certificate of required insurance policies attached
<input type="checkbox"/> Referees attached and checked	<input type="checkbox"/> Approved as an Authorised C Class Driving Examiner (if applicable).		

Comments:**Section 7 – Approval as a DriveSafe NT Instructor and/ or Examiner**

<input type="checkbox"/> DriveSafe NT Theory Instructor	<input type="checkbox"/> DriveSafe NT Driving Examiner
<input type="checkbox"/> DriveSafe NT Driving Instructor	

Section 8 – Service Level Agreement

Applicant has provided a signed and witnessed Service Level Agreement, in accordance with the *DriveSafe NT Instructors and Examiners Business Rules*. ☐ Yes ☐ No

Section 9 - Approval

<p align="center">Assessing Officer:</p> <p><input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended</p> <p align="center">..... Signature:</p> <p align="center">...../...../..... Date:</p>	<p align="center">Delegate:</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Not Approved</p> <p align="center">..... Signature:</p> <p align="center">...../...../..... Date:</p>
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