Renewal of Train Driving Licences

The Train Driving Licences and Certificates Regulations (TDLCR) 2010 provides that licences are valid for a maximum of 10 years. Therefore, as a licence expiry date approaches, train operators should read this note and then submit the renewal application form below on behalf of the driver. We will consider the application and decide whether the conditions for holding a train driving licence continue to be met. If we are satisfied, we will re-issue the licence. We may ask the employing operator for further information before we can process the renewal application. If we are not satisfied that the conditions for holding a licence continue to be met, then we must not renew the licence. In such cases, we will write to the driver and their employing operator (if applicable) setting out the reason(s) for our decision, what actions might need to be taken before we can consider reissuing the licence, and any right to appeal our decision.

The renewal process has been simplified in relation to a first licence application. Please complete the form in full, provide the requested information and complete the declarations. You should also supply a new photograph of the driver. Fully completed application forms and all attachments should be e-mailed to

TDL.Renewals@orr.gov.uk

There is no limit to how far in advance of expiry a licence can be renewed. We will process fully complete applications within one calendar month. However, we suggest applying in a timely manner as, in our experience, incomplete applications can affect processing times. A driver must be in possession of their licence at all times when driving a train.

The maximum validity of the licence is 10 years. An early application for renewal will only result in a new 10 year licence. There is no provision to carry over the remaining time from the old licence to the new licence. The new licence will have the same licence number as the old one.

Once the driver has received their new licence, their old licence is no longer valid and must not be used, please destroy the old licence securely.

**Please use the checklist at the end before submitting this application to make sure you have provided all the information in the correct format.**

### Train Driving Licence 10 Year Renewal Form

To apply to renew a train driving licence you must complete this form in full. That includes providing all the evidence we request, including details for maintaining medical and psychological fitness and continuous training to ensure ongoing competence requirements.

Please note: Applications for licence renewals can be made at any point in advance of the licence expiry date but renewed licences will be valid for no more than a 10-year period.

### Safety organisation/authority information

1. Safety organisation/authority applied to:

Office of Rail and Road

### Licence details

1. Please confirm that this application is only for a renewal of a current UK train driving licence:

Renewal: [ ]  yes

 UK Train driving licence number:

1. (*Only for renewal of UK train driver licences by cross-border drivers who also hold an EU* train driver licence). Please provide your EU-issued train driving licence number:

### Application details

1. Name of train operator submitting the form on behalf of the applicant:
2. If the driver has joined your organisation within the last 12 months please supply their previous employer’s details:

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1. Current train operator’s postal address, telephone number and e-mail:
2. Train driver’s details:

 Surname:

First name:

Middle names (if any):

Date of birth (YYYY-MM-DD):

Place of birth:

1. New photo, contact details and permanent address of the driver (house number, street name, town/city, postcode, mobile number and e-mail).

New Driver Photo: Please send as a separate JPEG file named using the driver’s full name and licence number

Driver signature (only required if the signature has changed): Please send as a separate JPEG file using the driver’s full name and licence number

Enter driver’s contact details and permanent address here:

1. Has the driver passed a medical examination carried out by a doctor who appears on the ORR recognised doctor register, within the required periods set out in the TDLCR 2010? Drivers under 55 must pass a TDLCR medical every three years and once the driver reaches 55 they are required to pass a TDLCR medical annually

Yes [ ]  No [ ]

 Full name of doctor:

Doctor’s ORR registration number:

Date of examination (YYYY-MM-DD):

Does the driver wear glasses or lenses? [ ]  Yes [ ]  No

Does the driver wear hearing or communications aids? [ ]  Yes [ ]  No

### Declarations

1. The train operator confirms that there are no current issues with this driver’s ongoing psychological fitness to continue to drive trains on the mainline.

 Yes [ ]  No [ ]

(If **no** – please contact TDL.Renewals@orr.gov.uk for advice prior to submission)

1. The train operator confirms that this driver has completed general competence training and passed the relevant examination carried out by trainers and examiners who appear on the ORR register at their first licence application. The train operator confirms that there are no current issues around this driver’s ongoing competence to drive trains on the mainline.

Yes [ ]  No [ ]

(If **no** - please contact TDL.Renewals@orr.gov.uk for advice prior to submission)

1. I declare that all the information provided on this application form and any additional information is true. I confirm that I have the driver’s authority to submit this renewal application and that the driver confirms that the information given is true. I understand that the application may be rejected and / or the licence withdrawn if it is subsequently found that false information has been provided. The provision of false information in pursuance of a train driving licence is an offence under section 33(1) (k)(ii) of the Health & Safety at Work etc. Act 1974.

Signature of person signing on behalf of the employer:

1. ORR is responsible for issuing and regulating train driver licences in accordance with the Train Driving Licences and Certificates Regulation 2010.  When processing personal data for train driving licensing purposes, we are relying upon the lawful basis that processing is necessary for compliance with a legal obligation conferred on ORR.  Please see ORR’s [privacy notice](https://www.orr.gov.uk/privacy-notice) for further information about how we handle personal data.

Name of person signing on behalf of employer:

Job title:

Signature:

 Date:

**Checklist:**

[ ] All questions on this form and the declarations have been fully completed

[ ] All signatures must be original and handwritten

[ ] Please include a photograph and signature (if necessary) separately. This should be a recent (within the last month), passport quality photograph of the train driver. This must be in the JPEG file format. The photo needs to:

* be taken against a plain white or off-white background;
* be of the full face, with open eyes and with a natural expression (e.g closed mouth);
* show the full head of the train driver from the top of their hair to their shoulders;
* be taken without headwear (unless required for religious or medical purposes);
* avoid having shadows on the face or background;
* have a normal contrast and lighting in the photograph.

[ ] Please send completed applications to TDL.Renewals@orr.gov.uk

[ ] Please destroy the old licence securely, once the new licence is received.