

# APPLICATION FOR PROVING GROUND DRIVING PERMIT

## AUTHORISED SIGNATORY & APPLICANT PLEASE NOTE:

All applicants are now required to successfully complete a Proving Ground Driving Assessment prior to issue of a permit. Written details are available from Track Control.

**RENEWALS:** Wherever possible, assessments should be booked one month prior to expiry of the current permit. Please note that photocopies of this form are not acceptable. Bookings can be made by calling 024 7635 5227.

- The Applicant must complete all **GREEN** sections on the application form
- The Medical Officer must complete the **BROWN** section in accordance with the Medical Guidelines. A copy of which is available upon request from the Control Tower
- The **BLUE** sections must be completed by an Authorised Signatory
- **BLACK** sections for Official Use Only

## 1. PERMIT TYPE

Permits are issued to member company personnel and HORIBA MIRA staff who are required to carry out test driving or vehicle appraisals on the Proving Ground facilities.

### • Test Driving Permit

Allows the holder access to all Proving Ground Facilities for test and development purposes. All tests conducted must be in accordance with approved company test procedures, Proving Ground Regulations, and any other instructions issued by Track Control. The holder must have received appropriate training in the tests to be conducted. The holder must ensure that a written risk assessment has been completed and provided to Track Control for all tests to be conducted. The holder must be fully conversant with such risk assessments and be satisfied that the control measures in place are adequate.

### • Access Permit

**Allows the holder access to Proving Ground Facilities to assist with or observe vehicle proving. Driving is restricted to defined access routes which may include driving on test tracks. The speed must be limited to 40 mph (70 kph).**

**IF PERMIT DETAILS CHANGE PLEASE COMPLETE FORM PG025 - 'CHANGE OF PERMIT DETAILS'**

## 2. VEHICLE CATEGORIES

All categories are defined using DVLA system (A-E), eg

- A** Motorcycle (with or without sidecar) or scooter

**B** A motor vehicle having a permissible maximum weight not over 3.5 tonnes and not more than eight seats (in addition to the driver's seat), including i) a combination of such a vehicle and trailer where the trailer has a permissible maximum weight (pmw) not over 750 kg, and ii) (if trailer over 750kg pmw) a combination of such a vehicle and trailer where the permissible maximum weight of the combination does not exceed 3.5 tonnes and the permissible maximum weight of the trailer does not exceed the unladen weight of the tractor vehicle.

**B + E** Combination of motor vehicle and trailer where the tractor vehicle is in category B (ie not over 3.5 tonnes pmw and not more than eight seats) but the combination does not fall within that category (ie trailer over 750kg pmw and combination over 3.5 tonnes pmw).

**C1** Motor vehicles with a permissible maximum weight exceeding 3.5 tonnes but not exceeding 7.5 tonnes, including such a vehicle drawing a trailer with a permissible maximum weight not exceeding 750kg.

**C1 + E** Any combination of motor vehicle and trailer where a) the tractor vehicle is in category C; b) the permissible maximum weight of the trailer exceeds 750 kg but not the unladen weight of the tractor vehicle, and c) the permissible maximum weight of the combination does not exceed 12 tonnes. (In a licence issued before 1997, this category is restricted to a combination weight of 8.25 tonnes).

**C** Any motor vehicle having a permissible maximum weight exceeding 3.5 tonnes, other than a vehicle in category D, F, G or H including such a vehicle drawing a trailer with a permissible maximum weight not exceeding 750kg.

**C + E** Combination of a motor vehicle and trailer where the tractor vehicle is in category C but the combination does not fall within that category.

**D1** Motor vehicles with more than eight but not more than 16 seats, including such a vehicle drawing a trailer not over 750kg pmw.

**D1 + E** A combination of a motor vehicle and trailer where a) the tractor vehicle is in category D1; b) the permissible maximum weight of the trailer exceeds 750kg but not the unladen weight of the tractor vehicle; c) the permissible maximum weight of the combination does not exceed 12 tonnes and d) the trailer is not used for the carriage of passengers.

**D** A motor vehicle constructed or adapted for the carriage of passengers with more than 16 seats (in addition to the driver's seat), including such a vehicle drawing a trailer with a permissible maximum weight not over 750kg.

**D + E** Combination of a motor vehicle and trailer where the tractor vehicle is in category D but the combination does not fall within that category.

## 3. MEDICAL REQUIREMENTS

All applicants are required to undergo a medical examination in accordance with the Medical Guidelines.

The Examining Doctor can be either the HORIBA MIRA Medical Officer, a Medical Officer of a member company or a General Practitioner.

**The examining doctor must complete and sign the application form.**

# APPLICATION FOR PROVING GROUND DRIVING PERMIT

## YOUR DETAILS

Mr/Mrs/Miss/Ms Surname .....

Forename(s) ..... Date of Birth .....

Previous Permit Number ..... If Applicable

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## COMPANY DETAILS

Company Name .....

Company Address .....

Department ..... Position .....

Telephone Number ..... E-Mail .....

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## DVLA Licence Details

DVLA Driving Licence Number .....

Vehicle categories (A-E) .....

<i>Date of Any Conviction</i>	<i>Offence</i>	<i>Sentence or Fine</i> <i>eg No of Points</i>

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# INFORMATION IN SUPPORT OF PERMIT APPLICATION

1. Technical Training
2. Health and Safety Training
3. Driver Training
4. Relevant Experience
5. Proving Ground Familiarity

**MEDICAL**                      **Date of Medical**                      \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Practice Address .....

Print Name ..... Signed .....  
(medical examiner)

certify that the applicant complies with the relevant standard of medical fitness laid down by HORIBA MIRA

**APPROVED FOR STRUCTURAL DURABILITY**    YES     NO

Signed.....

## FOR OFFICAL USE ONLY

Date of Issue..... Permit No..... Assessment Completed **PASS/FAIL**

Signed ..... **Track Controller**

Comments .....  
**Proving Ground Management**

<LEAVE BLANK>

<p style="text-align: center;"><b>PERMIT TYPE</b> (See Note 1) Tick one box only</p> <p>Test Driving Permit      <input type="checkbox"/></p> <p>Access Permit              <input type="checkbox"/></p> <p style="text-align: center;"><b>VEHICLE CATEGORIES</b></p> <p>Please indicate the type of vehicle the applicant is authorised to drive by ticking the appropriate boxes in Note No 2.</p>	<p style="text-align: center;"><b>AUTHORISED SIGNATORY</b></p> <p>This is to certify that the applicant has been trained for and is fully competent to carry out the company's test schedules on the HORIBA MIRA Proving Ground, and is Conversant with the risk assessments relating to these schedules.</p> <p>Name ..... (Print)</p> <p>Position .....</p> <p>Signature .....</p>
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**DECLARATION**

I declare that I have checked the details I have given and to the best of my knowledge and belief they are correct and I am entitled to the licence for which I apply.

I have read and am conversant with the Proving Ground Regulations and on being issued with a Driving Permit, undertake to adhere to the regulations and I understand that failure to do so can result in the permit being revoked.

I agree that any changes in my medical condition including the taking of any drugs will be notified to my Company Medical Officer.

I agree to inform HORIBA MIRA Ltd of any changes to the status of my DVLA driving licence.

HORIBA MIRA Ltd needs to keep information about you related to your Proving Ground permit. This may include information about your current employment, your health, your driving convictions and your arrival/departure times. The information is for our management and administrative use and to ensure safety and security. If necessary, it may be disclosed to our own staff, medical advisors, our insurance providers, to your organisation or to statutory authorities upon request.

I consent to HORIBA MIRA Ltd using and keeping such information.

Signature of Applicant ..... Date .....

**Please send the form to: HORIBA MIRA Ltd, Proving Ground, Watling Street, Nuneaton, CV10 0TU**

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