# AUTHORISED DRIVER REQUEST (INSURANCE)

*This information is strictly confidential*

I request the use of a University vehicle for business purposes and therefore require insurance cover under the University Vehicle Insurance Policy.

**Please note – if Sections 1, 3 & 4 are not completed in full you will NOT be covered by the University Insurance**

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| **1. INFORMATION** | | | | |
| NAME (PRINT) |  | DEPT. |  | |
| EMAIL |  | TEL. |  | |
| DATE |  |
| **2. VEHICLE** | | | | |
| Registration of vehicle requested (if known) | |  | | |
| Make/Model of vehicle (if known) | |  | | |
| **3. MANDATORY DVLA INFORMATION YES/NO** | | | | |
| I attach a clear copy of both sides of my UK Photocard Driving Licence. | | | |  |
| **DVLA INFORMATION**  <https://www.gov.uk/view-driving-licence>  You will need your driving licence number, your National Insurance number and the post code on your driving licence.  Please click on the tab that enables you to share your information and then click on the ‘Get a Code’ box. You will then be issued with a code which gives you the option to print your information. Please submit this with your request form. | | | |  |
| **4. DECLARATION**  Please complete the following – have you**; YES/NO** | | | | |
| Ever been refused insurance, had any insurance cancelled, declared void (as though it never existed) or had any renewal declined or any special terms imposed? | | | |  |
| Incurred County Court Judgements (e.g. CCJs) whether satisfied or not? | | | |  |
| Incurred any form of bankruptcy proceedings (e.g. Individual Voluntary Arrangements (IVAs/Trust Deeds) or statutory insolvency proceedings (e.g. Company Voluntary Arrangements)? | | | |  |
| **5. CHANGES YOU MUST TELL US ABOUT**  **You must inform us immediately if any of the following occur; YES/NO** | | | | |
| My driving licence has expired and I have attached a copy of my new licence and DVLA information as at section 3. | | | |  |
| I have incurred motoring convictions (including prosecutions pending), driving licence endorsements or fixed penalty notices (endorsed on your licence), and I attach my DVLA print out. | | | |  |
| I have been disqualified from driving and attach my DVLA print out. | | | |  |
| I have been involved in an accident, theft or loss (regardless of fault) when driving a vehicle not insured on this policy. | | | |  |
| I have incurred criminal convictions or prosecutions pending. | | | |  |
| I have been involved in an incident which could lead to a claim on this policy (no matter how trivial the incident). | | | |  |

**Please return this completed form and all attachments to** [**m.cain@bolton.ac.uk**](mailto:m.cain@bolton.ac.uk)