



**THE BRITISH DRIVING SOCIETY,
83, NEW ROAD, HELMINGHAM, STOWMARKET, SUFFOLK, IP14 6EA**

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BDS REGISTER OF COMMERCIAL HARNESS HORSE OPERATORS

NOTES FOR APPLICANTS

The BDS Commercial Register will be available to view to anyone who wishes to offer, or to obtain, horse drawn wedding, funeral or passenger carrying services. It will appear on the BDS website (www.britishdrivingsociety.co.uk), and in the BDS Yearbook.

The BDS Register is NOT intended as a recommendation or endorsement of any person or company listed on the Register, but is designed to act as confirmation that the person or company listed has a recognised and recorded level of competence to operate, and also has current insurance cover.

To be eligible for the BDS Register, you need to fill in the Application Form below, and send a **photocopy** (please DO NOT send originals) of the listed documents, plus your annual Registration Fee (see details on application form) to the BDS Office (address above).

Registration is open to anyone who is able to provide evidence of Qualifications or Certificates of Competence to drive Horse Drawn Vehicles, and to manage the transport horses by horsebox – where applicable - to the required Harness Horse Sector standards, plus evidence of current insurance provision.

Applicants do not have to be Members of the BDS.

When we receive your first Application for Registration and fee, we will authenticate your Qualification Certificates against our Database. Once this has been done, we will send you a Certificate to confirm you are listed on the BDS Commercial Register for a period of one year from the date of the Certificate.

You will need to renew your Registration each year, but Qualifications which are valid for life need only be provided ONCE, upon initial Registration. Copies of documents which require regular renewal (such as insurance policies) will need to be sent in to us each year when you renew your registration.

You may have listed any eligible Driving Qualifications, and may add to your list of valid Qualifications annually.

To be eligible for the BDS Commercial Register, you must supply evidence of at least one current BDS Driving Qualification or valid Competence Certificate (as listed below).

If you are also responsible for transporting horses by horsebox in connection with your business, then you also need a WATOs Certificate (Attendant or Driver's), plus a copy of your current third-party insurance policy . (NB: DVLA and VOSA requirements are not within the remit of the BDS, so vehicle and operator's licences are outside the scope of the BDS Commercial Register, and are NOT required by us. However, you should ensure you comply with current legislation).

DRIVING QUALIFICATIONS

You need to hold only ONE of the following BDS Qualifications.

- **A current Code of Practice Certificate, dated after 1st January 2005. This must specify whether it is for driving Singles, Pairs or Teams of Four.**

Please note: the Code of Practice is currently being reviewed by the BDS and Department for Transport. Current requirements are for the Driver to hold a Certificate for driving in either a Rural or an Urban Environment (or both). Therefore, if the driver normally operates in rural areas, small villages, or enclosed sites – such as historic houses – they need only have a Rural Environment Certificate. If the Driver normally operates in towns or cities, they require an Urban Environment Certificate, so any current Certificates may need to be upgraded. Also, please note that whilst other BDS Qualifications are valid for the lifetime of the holder, the Code of Practice is an occupational standards Certificate recognised by DfT and Local Authority Hackney Carriage Licensing Offices, which requires regular renewal in order to remain current.

- **BDS Advanced Driving Test for either Pairs or Teams (as applicable)**

Any one of the following new Qualifications which will be available later this year.

- BDS Level 4 Professional Driver's Road Driving Competence Certificate for driving Singles
- BDS Level 4 Professional Driver's Road Driving Competence Certificate for driving Pairs
- BDS Level 4 Professional Driver's Road Driving Competence Certificate for driving Teams
- BDS Professional Driver's Foundation University Degree Diploma

NB: Anyone who is currently registered on a BDS Driving Course for any of the above may apply to be Provisionally Registered for 12 months maximum, pending qualification.

OTHER QUALIFICATIONS

If you are involved with or responsible for the transport of horses by horsebox, you also need to hold EITHER the WATOs Drivers or the WATOs Attendance qualification (you do not need to hold both). As these Qualifications are valid for life, you need to submit them only ONCE, with your first Application form.

- WATOs Drivers or Attendant's Qualification Certificate(issued by the BDS, NPTC, BHEST, or Lantra Awards)

OTHER DOCUMENTS

The following documents need to be submitted ANNUALLY

- Photocopy of your current public liability / third party liability Insurance Certificate



THE BRITISH DRIVING SOCIETY IS THE NATIONAL ORGANISATION RESPONSIBLE FOR ALL HARNESS HORSE DRIVING ACTIVITIES IN THE UK, AND AN AWARDDING ORGANISATION REGULATED BY OFQUAL, (THE GOVERNMENT OFFICE FOR QUALIFICATIONS REGULATION), AND THE ONLY ORGANISATION RECOGNISED TO AWARD CODE OF PRACTICE CERTIFICATES AND BDS DRIVING QUALIFICATIONS

APPLICATION FORM FOR THE BDS COMMERCIAL REGISTER

PLEASE TYPE OR WRITE IN BLOCK CAPITALS

NAME			
ADDRESS		POSTCODE	
CONTACT DETAILS	LANDLINE	MOBILE	e-mail address
TRADING AS <i>Name of business, where applicable</i>			
ADDRESS & TEL No <i>If different to above</i>			
I am currently driving: (please tick all applicable boxes)			
<input type="checkbox"/> Singles			
<input type="checkbox"/> Pairs			
<input type="checkbox"/> Teams of Four			
I enclose the following COPIES of the required documents – please tick all applicable documents			
<input type="checkbox"/> Code of Practice Certificate dated after 1 1 05			
<input type="checkbox"/> BDS Advanced Driving Test for Pairs dated after 1 1 02			
<input type="checkbox"/> BDS Advanced Driving Test for Teams dated after 1 1 02			
<input type="checkbox"/> BDS Level 4 Professional Road Driving Competence for Singles			
<input type="checkbox"/> BDS Level 4 Professional Road Driving Competence for Pairs			
<input type="checkbox"/> BDS Level 4 Professional Road Driving Competence for Teams			
<input type="checkbox"/> WATOs Certificate – if applicable <input type="checkbox"/> Attendant <input type="checkbox"/> Driver			
<input type="checkbox"/> Current Insurance Certificate			

I enclose the required fee :

- £30 per person for Proprietor/Drivers**
- £20 per person for employed/casual/freelance Drivers**

PUBLICATION OF BDS COMMERCIAL REGISTER – FAIR PROCESSING NOTICE

The BDS Commercial Register will be published on the BDS website and annually in the BDS Yearbook. The BDS website is regularly updated, but we cannot commit to updates on demand, so there may be a delay in processing late annual renewals. We will also publish details in the BDS Yearbook. In order to be included in the Yearbook, we must receive your annual renewal not later than 1st December in any year. We are unlikely to be able to process or include late renewals. The information which will be published will be: Your name; the name you trade under, where applicable; Your business address, telephone number and e-mail; Details of your Driving Qualification(s) or Competence Certificate; Your WATOs Qualification where applicable; Confirmation that you have lodged a copy of your annual insurance certificate with the BDS
(*NB: we will NOT publish any actual details of the insurance you hold, as this is confidential to you*)

Details which will be published are highlighted in **Yellow** on the Application Form

I CONFIRM THAT THE PERSONAL DETAILS AND DOCUMENTS PROVIDED ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND I HAVE READ THE FAIR PROCESSING NOTICE

Signed:

Date: