BUA ADDITIONAL DRIVER FORM (ADF)

Please ensure **ALL SECTIONS** are filled out **accurately**, **honestly**, and **in full**, and that this form is **signed** and **dated**.

All information will go through **secondary checks**, including through the **DVLA** and **CUE**.

Failure to disclose information or missed sections will cause delays to your application, and may result in increased excess or refused cover.

1	Company Name:		Policy Number:	
2	Full Name:			
3	Date of Birth (DD/MM/YYY):			
4	Address:			
	Post code:			
5	Is the driver a full-time employee?		☐ YES	☐ NO
5.1	**If YES:** please give the date of commencement of employment.			
5.2	**If NO:** please give a reason for adding the driver to this policy.			
6	Number of years of continuous residence in the UK:			
7	Pass date of all licences currently held by the driver (DD/MM/YYY): *Pass dates can be found on the DVLA summary, or on the back of the driving licence.*		Class B:	
			Class C1/C1E:	
			Class C:	
			Class CE/C+E:	
			Class D:	
			Class D1:	
8	Where was the driving licence issued?		☐ UK	☐ EU ☐ Non-EU
8.1	**If EU or non-EU:** Has a UK licence been applied for or issued?		☐ YES	☐ NO
			Application date:	
			Issue date:	

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9	**EMPLOYMENT** Where has the driver previously been employed? *Please note employment regardless of relevance.*		
10	**ACCIDENTS** Has the driver had any accidents, thefts or losses during the past 5 years? Whether this was covered by insurance or not, and regardless of blame or fault. **If YES:** please give full details including costs. *Failure to disclose may result in increased excess or refused cover.*	☐ YES	☐ NO
11	**CONVICTIONS** Has the driver been convicted of any offence concerned with a motor vehicle (including any points given) in the last 5 years? OR Has the driver ever been disqualified from driving? OR Is any police enquiry or prosecution pending? **If YES:** please state the offence, date, penalty, and period of suspension. *Failure to disclose may result in increased excess or refused cover.*	☐ YES	☐ NO
12	**HEALTH** Has the driver been diagnosed with any physical or mental conditions which may impair their ability to drive? **If YES:** please give full details. **If YES:** has a General Practitioner declared them fit to drive, or has the condition been reported to the DVLA who have continued to issue a licence? **If YES:** please provide evidence to support. *Failure to disclose may result in increased excess or refused cover.*	☐ YES	☐ NO

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13	**INSURANCE** Has any motor insurance ever been declined, cancelled or refused or has an increased premium been charged, or any special terms imposed? **If YES:** please give full details. *Failure to disclose may result in increased excess or refused cover.*	☐ YES	☐ NO
14	**CPC** Does the driver hold a valid CPC (Driver Certificate of Professional Competence)? *This is required by law if driving a Coach, Bus or Lorry in the UK or any EU member state.*	☐ YES	☐ NO

15	**DECLARATION** *To be completed by the driver or by a manager within the insured company.* I/we declare that to the supplementary of my/our knowledge and belief, the above statement and answers are true and complete and that I/we have not withheld any material information. I/we hereby agree that this supplementary declaration shall, in conjunction with my/our original proposal, be the basis of the contract between me/us and Blagrove Underwriting Agency Ltd in respect of the current motor insurance policy I/we have in place with them.	
	Signed:	
	Full Name of Signatory:	
	Role within the Insured Company:	
	Date of Signature:	

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ADDITIONAL DRIVER CHECKLIST

To consider an additional driver for a policy, we require:

1. A fully complete, accurate, signed and dated ADF

2. A full DVLA summary (downloadable from www.gov.uk/view-driving-licence)

Please return this form and a DVLA summary to your broker, and we will present terms based on the information given.

Failure to disclose information or missed sections will cause delays to your application and may result in increased excess or refused cover.

LICENCE REQUIREMENTS FOR VEHICLES BEING DRIVEN

Vehicle Type	Licence Required
Any Private Car ex Hire & Reward	**B**
Any Private Car Inc Hire & Reward	**B**
CVs under 3.5ton with a trailer up to 750kg	**B**
CVs between 3.5ton-7.5ton with a trailer up to 750kg	**C1**
CVs between 3.5ton-7.5ton with a trailer over 750kg	**C1 + E**
CVs over 7.5ton with a trailer up to 750kg	**C**
CVs over 7.5ton with a trailer over 750kg	**C + E**

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