



# Drop in Session at our Depot Guidance Notes

This page contains important information regarding our drop in session as it is changing location.

From 1 November 2019 (first session 5 November) the drop in is moving location and time as per the below details:

**New Location:** Earlswood Depot MOT Testing Centre Office, Horley Rd, Redhill RH1 6PN.

- Tuesday 12pm to 1pm
- Thursday 12pm to 1pm

The drop in sessions are where drivers can bring in original documents that a Licensing Team Officer requires to have sight of/check prior to the application progression/issue of a licence. Typical documents commonly required are: passport, driving licence, evidence of your right to work and DBS certificate\*.

Please note: The sessions are not aimed at answering general licensing or application questions. Due to the volumes of drivers coming to these sessions we advise for general questions or queries to email [licensing@reigate-banstead.gov.uk](mailto:licensing@reigate-banstead.gov.uk) to try to keep waiting times to a minimum.

If you have a medical report these can be dropped into our main reception at Reigate at any time (that reception is open) you do not need to wait for a drop in session. Remember we advise you retain a copy of your medical report for your own records prior to submission.

The sessions will operate on a first come first served basis. Please see further instruction overleaf on where to go and park at our Depot site.

Once you arrive at our MOT Centre Reception, you may be issued with a customer number at peak times, and will be required to wait until an Officer is available to see you. The session will commence and end promptly.

If you arrive after the drop in session time has ended we won't be able to see you due to other diarised work commitments and the office being used for MOT purposes after 1pm.

Do not park in any other areas other than the area shown above. Traffic lights are in operation at the depot please adhere to these and only drive when safe.

**Overleaf is a map showing where our MOT Centre is within our depot site and instruction on how to access it and where to park.**



**MOT Service Centre, Earlswood Depot, Horley Road, Redhill RH1 6PN**

Reigate & Banstead Borough Council

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