

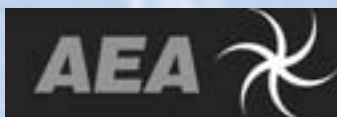


The **First Tax Disc** and **Registration of Motor Vehicles**

Guidance Notes for the **Completion of the V55 forms**

**A Public/Private
Partnership
*between***

**The Driver and Vehicle
Licensing Agency
and
The Motor Industry**



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1. Introduction and Summary

- 1.1** This document has been prepared jointly by the Driver and Vehicle Licensing Agency (DVLA), the Society of Motor Manufacturers and Traders Ltd (SMMT), the Agricultural Engineers Association (AEA) and the Motor Cycle Industry Association (MCIA). It describes the procedures for first taxing and registering vehicles in the UK where a paper V55 form is used. There are separate guidelines for the registration of vehicles using the Automated First Registration and Licensing (AFRL) scheme. The same policy and procedures apply equally to the automated and manual systems. The licensing authorities in the Isle of Man and the Channel Islands do accept pre-completed V55/1 forms (see section 16) for new vehicles, but procedures may vary and manufacturers, import concessionaires and dealers should check with the local licensing authorities.
- 1.2** The Vehicle Register is maintained by DVLA and is based on the information provided on the V55 form (there are four versions of the V55 form) or from the AFRL system. The V55/1 form should be pre-completed by the vehicle manufacturer or import concessionaire with vehicle particulars required for first registration. The form should only be used for vehicle 'types' that have been agreed with the Vehicle Certification Agency (VCA). The V55/1 form is sent to the dealer, independently of the relevant vehicle. The dealer completes it in conjunction with the buyer of the new vehicle. **(On no occasion should the form be handed over to the customer see point 1.3).**
- The V55/2 forms must only be pre-completed by the VAT registered and DVLA authorised independent trader, in conjunction with the buyer of the new vehicle. **(On no occasion should a V55/2 form be passed to other traders/customers).**
- The V55/1 and 2 forms are sent to the DVLA. They issue a tax disc and the Registration Certificate (V5C). Sheet 1 of the forms are retained by the DVLA. Sheet 2 is sent to the relevant motor industry trade association named in paragraph 1.1 and used to produce vehicle registration statistics.
- 1.3** Should the customer wish to purchase the vehicle and not require the vehicle to be registered by the dealer, the customer will need to make his or her own arrangements for registration by completing form V55/4 (if the vehicle is new) or form V55/5 (if the vehicle has been used). **Under no circumstances should the V55/1 or V55/2 be passed to members of the public.**
- 1.4** The importance of this system to both the DVLA and the motor industry cannot be over-emphasised. Large and complex computer systems have been created solely to process vehicle registration documentation. These systems rely on the care and accuracy applied by the vehicle manufacturers, import concessionaires, independent traders and dealers when the forms are completed. All concerned are asked to read the following notes carefully and to adhere strictly to the procedures described.

2. The Application Form (V55) for a First Tax Disc and Registration

- 2.1** There are currently four versions of this form available:
- V55/1** – supplied in continuous carbonless stationery, for pre-completion by the vehicle manufacturer and import concessionaire (see appendix B1). The V55/1 form can only be used to register new, unused and European Community Whole Vehicle Type Approval (ECWVTA) National Small Series Type Approval (NSSTA) or Goods Vehicle National Type Approval (GVNTA) vehicles. If exempt from type approval – see section 2.3.4 for details.
- V55/2** – supplied in individual form sets, for the use by approved independent traders only (see appendix B2). As for the V55/1, these can only be used for the registration of new, unused and either ECWVTA, NSSTA or GVNTA vehicles (if exempt – see section 2.3.4 for details).
- V55/4** – supplied in individual form sets, for the registration of **new** vehicles (see appendix B3). This form is used when a V55/1 or V55/2 is not applicable. This could be because a vehicle with an incomplete vehicle type approval has undergone modification, conversion or addition of bodywork. See section 2.8, 5 and 6 for more information. Guidance notes on "How to fill in the V55/4" is shown in appendix B5.
- V55/5** – supplied in individual form sets, for the first registration in the UK of **used** vehicles (see appendix B4). Guidance notes on "How to fill in the V55/5" is shown in appendix B6.
- Note: The V55/1 and V55/2 forms must only be used for the registration of new (please see criteria of newness below), unused and ECWVTA/NSSTA/GVNTA and some IVA/MSVA vehicles, by DVLA/VCA accepted manufacturers/import concessionaires and import traders (see note 2.3.3). Further information on ECWVTA/NSSTA/GVNTA and some IVA enhancements, including acceptability of Certificates of Conformity (CoCs) can be obtained from the VCA (see contact details at section 2.3.2). V55/4 forms should be used for registration of new vehicles, where IVA/SVA or MSVA approval has been obtained. Further information on these approval schemes can be obtained from the Vehicle Operator Services Agency (VOSA) (See contact details at section 2.3.2).**
- Criteria of Newness:**
- the vehicle is new and unregistered
 - the vehicle has not previously been sold for retail
 - the vehicle has not been subject to excessive use, and
 - the vehicle is a current model or a model that has ceased production in the last two years.

2.2 Form V55/1 is intended for pre-completion using a computer line printer or continuous feed typewriter and is supplied with sprocket-holed margins on both sides. The right-hand margin (1.27cm wide) must be removed when the forms are separated into sets by the vehicle manufacturer or import concessionaire pre-completing them. For information about suitable printers, parts etc. please contact the relevant trade association.

2.3 The completion of forms V55/1 or V55/2 carry certain implications as outlined below:

- **Compliance with the Type Approval (TA) requirements: (see 2.3.1),**
- **The vehicle is new, unused and unregistered;**

The forms are issued for the registration and taxing of new vehicles only. The Registration Certificate will be endorsed with the literals 'New at First Registration'. Because a statement of newness is implied, separate evidence of newness is not required. The manufacturer or import concessionaire would be expected to give full warranty cover for vehicles they are prepared to certify as new.

Type Approval

2.3.1 European Community Whole Vehicle Type Approval (ECWVTA)

ECWVTA is a system allowing a vehicle design to be "type approved" for sale, registration and entry into service across all member states in the EU without the need for further testing in each country. This will result in the creation of a single market by ensuring common vehicle standards.

From April 2009, legislation was extended to cover all new road vehicles such as buses, coaches, trucks, trailers (including caravans) and certain special purpose vehicles such as Wheelchair Accessible Vehicles (WAVs). The legislation is being phased in over 5 years depending on vehicle category (see 2.3.2).

To register and tax a vehicle for use on the road, the vehicle keeper must provide evidence that the particular vehicle has ECWVTA, in the form of a Certificate of Conformity (CoC), unless it qualifies for exemption, or has obtained a national type approval, i.e. EC Small Series Type Approval (ECSSTA) National Small Series Type Approval (NSSTA) Goods Vehicle National Type Approval (GVNTA) and Individual Vehicle Approval (IVA).

For further information on the national type approvals please see VCA, VOSA and DVAT details provided at the end of 2.3.2.

However, where manufacturers have applied to use the secure form routes, V55/1 or V55/2, or the AFRL scheme, their compliance with type approval will have been established and agreed with VCA for specific marques and there will be no requirement for individual CoCs to be presented, although a CoC must be made available on request.

Please see Appendix P for Reference Guide for Type Approval Certificates.

2.3.2 Type Approval for Commercial Vehicles

New Type Approval arrangements, as outlined by European Directive 2007/46/EC, began being phased in from 29 April 2009 for commercial vehicles, and includes buses, coaches, vans, goods vehicles, trucks, trailers and some other special purpose vehicles.

Please see Appendix P for Reference Guide for Type Approval Certificates.

Note: the European Union has adopted an integrated approach with a view to reaching a Community target for CO₂ emissions for the new passenger cars (M1) and light commercial vehicles (N1). Monitoring for M1 vehicles is already in place.

Since 17 June 2012 manufacturers are required to provide CO₂ data for every N1 vehicle registered. It is important that manufacturers provide accurate and complete data at first registration. This information is analysed by the Commission and will be used to ensure that manufacturers comply with the emission targets set.

National Type Approval

The legislation which introduces ECWVTA will affect a number of vehicle types for the first time, and because full ECWVTA won't suit all, particularly those manufacturing vehicles in single or low numbers, there are three alternative routes to approval:

- EC Small Series Type Approval (ECSSTA)
- National Small Series Type Approval (NSSTA)
- Individual Vehicle Approval (IVA), which also includes Motorcycle Single Vehicle Approval (MSVA) and Enhanced Single Vehicle Approval (ESVA).

If a vehicle was nationally type approved in another EU state it will need Mutual Recognition and information is available from VCA.

Further information on type approval is available from **www.dft.gov.uk/vca**
www.gov.uk/vehicleapproval

or

For G.B. registered vehicles

Vehicle Operator Services Agency (VOSA) Testing and Support Services

Ellipse

Padley Road Swansea SA1 8AN

Phone: 0300 123 9000

e-mail: enquiries@vosa.gov.uk

www.vosa.gov.uk

or

For N.I. registered vehicles

DVAT

Customer Services

DVA

Coleraine County Hall

Castlerock Road

Waterside

Coleraine

BT51 3HS

Phone: 0845 601 4094

Note: Also see Section 6 for further information on registration of Multi-Stage-Builds.

2.3.3 Conditions of using V55/1 and V55/2 forms

Applications made using the V55/1 and V55/2 forms are issued on the understanding that the vehicle to be registered has been Type Approved or is exempt from Type Approval, is new and unused and the VAT has been or will be paid. Manufacturers/Import Concessionnaires and Import Traders need to ensure that the relevant Type Approval (whether it is ECWVTA or NTA/NSSTA) number has been correctly transferred to the form. It is also their responsibility to ensure that this data is correct.

Note: It is possible to register some vehicles with IVA/MSVA using these forms.

These are M1, N1 and L1 to L5 end of derogation vehicles originally issued with an EC CoC which is now invalid due to passing its expiry date and M1, N1 and N2 vehicles originally issued with an EC CoC which is now invalid due to modifications made by a party other than the manufacturer (IVA Enhancement scheme).

2.3.4 Vehicles which are not subject to Type Approval

All vehicle types must be authorised by VCA, see 1.2 and 2.4.

For vehicles not subject to Type Approval or which are exempted by the Regulations, this should be clearly stated on the application form at question 47 e.g. Mobile Machinery, Competition Motorcycles (see Appendix Q for definition of a competition motorcycle). Terms such as N/A or Not Applicable must not be used. **The secure forms are intended for type approved vehicles, although there are exceptions where a whole class of vehicle is exempt from type approval e.g. Mobile Machinery, Works Truck. Therefore, if type approval details are available the forms should be completed even if an exemption is claimed e.g. Disabled.**

2.3.5 Exempt vehicles

The secure forms are intended for vehicles which have whole vehicle type approval, although some vehicles which are not yet subject to type approval, or vehicle classes which are exempt from the Regulations, may be registered using the secure scheme with prior agreement from VCA and DVLA.

Once VCA has approved a particular Make of competition bike, there is not normally a requirement to apply for DVLA's agreement to register new Models for that particular Make. However, if you intend to sell additional Makes you must seek agreement from VCA.

Registering a vehicle with ECWVTA/NSSTA/GVNTA on AFRL, V55/1 or V55/2, (for which a Certificate of Conformity will be available if requested)

The details required to populate the V55 secure form or AFRL record must be taken from the CoC. Where an AFRL record, V55/1 or V55/2 field cannot be completed because the information is not given on the CoC due to the construction of the vehicle, the field should be left blank.

Sometimes vehicles which are exempt from type approval will be presented for registration with limited technical information. The following applies when registering these vehicles:

Register a vehicle on AFRL, V55/1 or V55/2, which is exempt from type approval due to its construction.

When using the secure routes, the manufacturer should provide as much information as possible. This must include the Manufacturer, Make, Model, Type of Body/Vehicle, Wheelplan, Colour, Type * Number of Seats, Type of Fuel, VIN/Chassis/Frame Number, Engine number and Cylinder Capacity**. For Competition Motorcycles the technical information should also include the criteria laid out in points 2 and 3 in Appendix Q.

Where the information is not available, the field must be left blank.

'Exempt' should be entered in the Type Approval field (field 21) and the reason for the exemption must be given in full in the space provided at Question 47.

*If Type is not available, enter '000'.

**For exceptions, please see Question 32.

ECWVTA has been extended to include additional vehicle types, however, some vehicles may still be exempt due to their construction (this includes, mobile machinery/construction plant, vehicles designed for use in private premises/airfields/ports and vehicles designed for use by police and fire services), and in some cases, their use e.g. competition machines*, motorcycles or tricycles adapted for use by the disabled, light agricultural machines and other self-propelled agricultural vehicles. If you are in doubt about the type approval requirements please contact VCA, VOSA or DVAT for advice, see section 2.3.2 for contact details.

*Competition machines are exempt from type approval, however, motocross machines which will have similar seat height and ground clearance as an enduro are not exempt. If there is any doubt, you should contact VCA, VOSA or DVAT.

2.4 Independent Importers using V55/2 applications must only use the form to register vehicles with ECWVTA, NSSTA or GVNTA and in some instances vehicles approved under IVA/MSVA Enhancement scheme.

2.5 Members of the SMMT, MCIA and AEA are required to order supplies of V55/1 forms via the trade associations. SMMT and AEA members should use the pro-forma supplied for this purpose (see appendices E1 and E2). Members of the MCIA are required to contact the MCIA (contact details shown below). Please order in good time to avoid running out.

For SMMT members

The Society of Motor Manufacturers and Traders Ltd (SMMT)
71 Great Peter Street
London
SW1P 2BN
Tel: 020 7235 7000
Fax: 020 7235 7112
e-mail: mvrsv55@smmt.co.uk

For MCIA members

Motor Cycle Industry Association (MCIA)
1 Rye Hill Office Park
Birmingham Road, Allesley
Coventry
CV5 9AB
Tel: 02476 408 035
e-mail: stats@mcia.co.uk

For AEA members

Economics Department
AEA, Samuelson House
62 Forder Way
Hampton
Peterborough
PE7 8JB
Tel: 01733 207606
Fax: 01733 314767
e-mail: economics@aea.uk.com

Independent traders or those who are not members of a trade organisation may also order forms through SMMT, MCIA or AEA. Alternatively they may be obtained by writing to DVLA at the address shown at 2.6.

2.6 Independent importers using **V55/2** secure forms should send a request to:

The Requisition Section Stores
D Basement
DVLA
Swansea
SA6 7JL
Fax: 01792 783525
e-mail: stores.order.forms@dvla.gsi.gov.uk

2.7 Supplies of V55/4 & V55/5 forms may also be obtained from the above DVLA details.

2.8 Form V55/4 should be completed by manufacturers wishing to register vehicles not ECWVTA/NSSTA/GVNTA approved (e.g. for vehicles with IVA/SVA or MSVA). Although in some circumstances, the V55/1 (see section 5 and 6) may be attached to

act as proof of newness, (and in which case it will be retained and sent to the trade association along with the bottom sheet (undercopy) of the V55/4). V55/4 forms should also be completed by manufacturers, dealers or individuals who are not authorised to use the V55/1 or V55/2 forms (secure schemes) for the taxing and registration of new vehicles such as grey imports (i.e. non EC), kit cars (but not kit conversions). The V55/4 must be supported by evidence of type approval (unless the vehicle is exempted by regulations), together with all other relevant documentation – please refer to Appendix B3 cont. which is on the back of the V55/4 and provides a tick box list of all required supporting documents, which should be provided if appropriate.

2.9 Form V55/5 must be completed for the taxing and registration of vehicles previously used or registered, e.g. imported vehicles, V765, kit converted vehicles. The application must be supported by evidence of Type Approval (unless the vehicle is specifically exempted) and evidence of previous registration (if applicable) together with other relevant documentation – see para 2.3.4

2.10 Prototype vehicles may be registered via the Automated First Registration and Licensing (AFRL) scheme, form V55/1 or V55/2. The vehicle **must** be registered in the manufacturer's name – 'PROTOTYPE' must be entered in the Type Approval field (see question 11).

A Prototype vehicle is defined in the Road Vehicles (Approval) Regulations 2009 as a vehicle which has been specially designed and constructed for use on the road under the responsibility of a manufacturer for performing a specific test programme.

The vehicle must not be used for general use on the road, only for testing, and must remain in the ownership and use of either the Manufacturer of the vehicle or the supplier of the prototype equipment fitted to the vehicle (refer to question 11, page 8).

Note: The vehicle must not be used for home to work transport or any other travel which is not part of a documented test programme.

Once testing is complete the manufacturer must ensure that the vehicle is either broken up by an Authorised Treatment Facility, exported, or, if a decision is made to sell the vehicle, a Letter of Compliance issued by VOSA, VCA or DVAT as evidence that the vehicle meets the Type Approval requirements, must be submitted to:

**DVLA
Commercial Vehicle Team
Longview Road
Swansea
SA99 1BG**

(further advice can be obtained from VCA). Once a prototype vehicle is brought up to type approval standard, the vehicle **must** be taxed in the appropriate Grad VED tax class. There is a possible liability to tax (VAT) on such vehicles – contact HMRC for further advice.

In all cases the V5C must be returned to DVLA with the relevant information (notification of export,

Type Approval or a Letter of Compliance from VOSA or DVAT).

3. Security of Forms

- 3.1** Where V55/1 or V55/2 forms have been issued to a vehicle manufacturer, import concessionaire or independent trader, because of the implications relating to Newness and Type Approval, they must be stored securely, both when blank and after completion. The forms are only issued to those companies approved by DVLA and only for the 'marques' i.e. make and models which VCA and DVLA approval have agreed.

The documents are auditable and records are kept of where the forms are sent. **Blank V55/1 forms must not under any circumstances be handed to dealers, bodybuilders, any other organisation or individual.** Companies are accountable for the use and security of these forms. Occurrences of mis-handling of the forms will cause DVLA to question the suitability of the recipient's continued supply. Any change in the circumstances under which the forms were initially issued should be reported.

The manufacturer, import concessionaire or independent trader must take strict precautions to ensure that forms which are no longer required are securely destroyed i.e. burned, shredded or returned to the Requisition Section (see section 2.6) at DVLA with a covering letter. (A log of serial numbers should be retained for three years for audit purposes.) In either case DVLA should be notified of the volume and serial numbers of the forms involved. This will ensure that the manufacturer, import concessionaire or independent trader will not be held accountable for any misuse or mishandling.

4. Pre-completion of V55 Forms by Manufacturers or Importers

(Before completion of the form the manufacturers and importers should ensure that the relevant DVLA and SMMT/MCIA/AEA make and model codes have been obtained – see section 4.5)

- 4.1** Manufacturers and import concessionaires using V55/1 forms must prepare one form for each new vehicle produced for first registration in the UK; and also for the Isle of Man and the Channel Islands according to the requirements of the taxing authorities there (see section 16).
- 4.1.1** Forms should be sent to the dealer, independently of the relevant vehicle. (see section 1.2)
- 4.1.2** Forms should be kept flat at all times and never folded, as this causes difficulty with scanning.
- 4.2** Where continuous forms are used, manufacturers and import concessionaires are asked to ensure

that the following action is taken:

- 4.2.1** A short trial run should be carried out to test print quality and alignment before the main printing run commences.
- 4.2.2** Line printer paper thickness sensing devices should be checked and where used, power-stacking units correctly aligned.
- 4.2.3** The test sample should be checked to ensure that a clear definition is obtained on the top sheet and the undercopy.
- 4.2.4** Considerable care should be taken to ensure that all boxes are correctly aligned on the copies.
- 4.2.5** Modifications to printing programs must be checked before their introduction to ensure that no changes in alignment have occurred. **The DVLA's preferred font for print quality is "OCR B".** It is important that the quality of the font and print is checked to ensure legibility and avoid confusion between similar characters. **Please note: Any forms received with 'poor' print quality may delay the issue of the V5C.**
- 4.3** Where particulars are entered on forms using an impact printer or typewriter it is important to ensure the data recorded is clearly reproduced on sheet 2. If particulars cannot be pre-printed or typewritten use a black ballpoint pen ensuring the data is reproduced clearly on both pages. Felt tip pens, fountain pens, pencils or coloured ballpoint pens must not be used.
- 4.4** The manufacturer or import concessionaire must enter the following information on each form:
- 4.4.1** **For V55/1 forms** the relevant sorting code in the 'S' box at the top of the form to the left of the form number. Four-wheeled vehicles associated with the SMMT should be coded with the code 'SM' clearly marked in the 'S' box at the top of the form. If the vehicle is an agricultural tractor, industrial tractor, combine harvester, self-propelled agricultural machine, digging machine or agricultural material handler and light agricultural vehicles e.g. quads and light ATVs the sorting code 'T/A' must be inserted clearly in the 'S' box at the top of the form. 'MC' should be entered in the 'S' box to ensure correct sorting of two and three wheel vehicles. (Failure to insert the sorting code may delay processing at the DVLA and might cause sheet 2 to become mislaid).
- 4.4.2** Manufacturers, import concessionaires and independent traders who hold V55/1 or V55/2 forms must answer questions 5–27 and 29–43 (where appropriate). Most of the information required can be found in the CoC (for an ECWVTA vehicle).
- 4.4.3** If an item of information is not applicable please leave blank. Where the information is a mandatory requirement failure to comply may delay registration. Do not enter N/A or Zero.
- 4.4.4** **Original Dealer – Dealer Code, Name and Address**

The name and address of the original dealer to whom the manufacturer or import concessionaire dispatched the vehicle must be inserted in the box labelled 'Original Dealer (Name, Address and Postcode)' and the manufacturer's or import concessionaire's original dealer code for that dealer (where applicable) should be entered in the square box immediately to the left of this.

4.4.5 Boxes 110 and 111 on V55/1 forms

The boxes numbered 110 and 111 may be used for purposes approved in advance by the DVLA and the relevant motor industry Trade Association.

Question 5: Manufacturer (Name of Manufacturer and code)

When completed: Mandatory for M1 and N1 vehicles and optional for all other categories where available.

Description: maximum of 20 characters.

Code: fixed length of 2 characters.

The Manufacturer is the body responsible for obtaining the Type Approval of the vehicle. The DVLA Manufacturer code must always be entered in the code box marked '9'.

Question 6: Make (DVLA/MVRIS/MCRIS External)

When completed: Mandatory.

Description: maximum of 20 characters.

Code: fixed length of 2 characters.

The DVLA Make Code must always be entered in the code box marked '11' on page 1 of the V55. The SMMT MVRIS or MCI MCRIS external make code (which is sometimes identical to the DVLA Make Code) must always be entered in the special box immediately after the word 'Make' and before the box in which the make description is entered (except for agricultural types given in Appendix F7), e.g.

The 6 Make DVLA	MVRIS Code	Description	DVLA Code	11
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and MVRIS or MCRIS external make codes will normally have been issued to the manufacturer/import concessionaire. Do not enter any full stops in this or any other coding box, e.g. enter A1 not A.1. Where codes have not yet been issued for a new Make, please contact the relevant trade association.

Question 7: Model (DVLA/MVRIS/MCRIS External)

When completed: Mandatory.

Description: maximum of 30 characters.

Code: fixed length of 3 characters.

The DVLA Model Code must always be entered in the code box marked '13' (See section 4.5.2).

The SMMT MVRIS or MCI MCRIS external code must always be entered in the small special code box immediately after the word 'Model' and before the box in which the model description has to be entered (except for agricultural types given in Appendix F7) e.g.

7 Model	MVRIS Code	Description	DVLA Code	13
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Where codes have not yet been issued for a new Model, please contact the relevant trade association.

Question 8: Type of Body/Vehicle (see appendix F & G)

When completed: In all cases – except when a vehicle is incomplete when it leaves the manufacturer or import concessionaire (see section 5 – Vehicle Alterations and Section 6 Multi-Stage Builds).

Description: maximum of 20 characters.

Code: fixed length of 2 characters.

The DVLA Type of Body/Vehicle code must always be inserted in the code box marked '15'.

Question 9: Wheelplan (see appendix H)

When completed: Mandatory.

(See also section 5 – Vehicle Alterations)

Description: maximum of 20 characters.

Code: fixed length of 1 character.

The DVLA Wheelplan code must always be inserted in the code box marked '17'.

Question 10: Colour(s) (see appendix I)

When completed: In all cases – except when a vehicle is incomplete when it leaves the manufacturer or import concessionaire (see section 5 – Vehicle Alterations and section 6 – Multi-Stage Builds). Where there are alternative bodies, insert the colour of the body normally used. Dealers should explain to their customers that DVLA and the vehicle manufacturers have a list of basic colours into which the manufacturers own colour description falls. Consequently, the colour shown on the V5C may not be the same as the manufacturer's full description.

Description: maximum of 14 characters (if more than 2 colours code as 'R', multi-coloured). Please use the colour nearest to description in Appendix I.

Code: minimum of 1 character/maximum of 2 characters.

The DVLA Colour code must always be inserted in the code box marked '19'.

Question 11: Type Approval Number/Category – two boxes to be completed 21 & 22

When completed: Box 21 and 22 are mandatory for all vehicles that require ECWVTA/NSSTA/GVNTA Type Approval (see **note** below for goods vehicles over 3,500kg and passenger vehicles with more than 8 passenger seats).

The Type Approval number consists of a maximum of 21 characters (no minimum) and is made up of alpha/numeric and * characters. This number should be entered in box 21. For end of derogation vehicles this field should be filled in with 'IVA/MSVA' followed by the date the IVA/MSVA was issued in format 25/03/12, followed by a space, followed by the IVA/MSVA serial number (shown on the certificate) e.g. IVA25/03/12 AB123456. For IVA enhancement vehicles this field should be filled in with an 8 digit code, which is the first part of the two part enhancement IVA number issued by VCA e.g. 12345678. When no Type Approval number is applicable please enter the word "EXEMPT" or leave this field blank (question 47

must be completed in such cases). If the vehicle is being registered as a **Prototype** the word “**Prototype**” must be entered (please refer to 2.10). Other terms such as N/A or Not Applicable must not be used.

Prototypes may also be registered via the AFRL scheme.

Type Approval numbers starting with a lowercase ‘e’ are recorded on the vehicle record as an uppercase ‘E’. This is unlikely to have implications for UK or member states in recognising the Type Approval number.

The category of the vehicle normally consists of one alpha and one numeric character (e.g. L1, M1, N1) and must be entered in box 22. Where the vehicle category is M1 Special Purpose, do not fill in box 22. A list of type approval categories is provided at Appendix O.

For GB only: In the case of goods vehicles having a revenue weight over 3500kg:

- Registered using a V55/1 or V55/2 form, a copy of the approval certificate (or the corresponding data) together with the registration number allocated and additional technical data as requested by VOSA must be submitted to VOSA Swansea by the manufacturer/import concessionaire/dealer for the creation of a technical record and plating certificate to be issued.
- Registered using a V55/4 form, a copy of the approval certificate (two in the case of a Goods Vehicle National Type Approval Certificate) must be forwarded to the DVLA. The original certificate will be returned to the applicant and a copy sent (by DVLA) to VOSA so that a plating certificate can be issued.

For GB only: In the case of large passenger vehicles having more than 8 passenger seats:

- Registered using a V55/1 or V55/2 form, a copy of the approval certificates must accompany the application and will be forwarded to VOSA for the creation of a technical record.
- Registered using a V55/4 form, a copy of the approval certificate must be forwarded to the DVLA. A copy will be sent, by DVLA, to VOSA for the creation of a technical record. (This information is required to enable annual roadworthiness testing).

Question 12: Type

When completed: Mandatory for all vehicles.

Description: Maximum of 15 characters.

Type should always be completed. This information is available from the CoC. If this is not available from the CoC enter ‘000’.

Question 13: Variant

When completed: Mandatory for M1 and N1 vehicles and optional for all other vehicle types – if the information is available on the CoC, it must always be completed for all types.

Question 14: Version

When completed: Mandatory for M1 and N1 vehicles and optional for all other vehicle types – if the information is available on the CoC, it must always be completed for all types. For end of derogation vehicles and IVA enhancement vehicles, the version details must be

preceded by the correct applicable Euro level e.g. Euro 5 THTY45675. In order to assist operators where the Euro Status is known for light duty vehicles, i.e. light goods vehicles, minibuses, ‘Euro 6’ should precede the Version code. Where the Euro Status is known for HGVs, buses etc. ‘Euro V’ should precede the Version code. If a Euro Status number is present Q27 must be completed.

Question 15: Length (mm) (for vehicles over 10m input 9999)

When completed: Optional (if length is provided Width must also be entered in question 22). The length consists of 4 numeric characters. Although optional, if the information is available on the CoC it must be completed.

Question 16: HC g/km or g/kWh

When completed: Optional – Must be 5 numeric characters including a decimal point (e.g. 0.519). Although optional, if the information is available on the CoC it must always be completed with 3 decimal places.

Note: Data must be converted to g/km if shown as mg/km on the CoC.

Question 17: Unladen Weight (kg)

When completed: Mandatory when the rate of vehicle tax is dependent on the vehicle’s unladen weight (e.g. tricycles).

Unladen weight consists of up to 5 numeric characters. It must be completed as a whole number e.g. 1525 not 1525.00 or 1525kg.

Question 18: Number of Seats (inc. driver)

When completed: Mandatory. This box must be completed for all vehicles except vehicles in tax class 40 (Agricultural) with the maximum number of seats and **must** include the driver.

Question 19: Max Net Power (kW)

When completed: Mandatory – if the information is available on the CoC it must always be completed. Minimum of 1, maximum of 3 numeric characters. No decimal places, round up or down to the nearest whole number.

Question 20: Technical Permissible Maximum Towable Mass of the Trailer (a&b) (for vehicles with TPM towable mass over 30000kg input 30000kg)

When completed: Optional – however both fields must be completed where the information is available on the CoC. Both a and b consist of up to a maximum of 5 numeric characters.

Question 21:**Track Width Axle(s) (mm)**

When completed: Mandatory for M1 and N1 vehicles and all other categories where available.

Minimum and maximum Track Width may be available for 1, 2 or 3 axles, e.g.

CoC states single value track width per axle of 1000 – the form is to be completed.

[1000/0___]–[1000/0___]–[____/____]

CoC states minimum and maximum value track width per axle of 1000/1010 – the form is to be completed.

[1000/1010]–[1000/1010]–[____/____]

Question 22:**Width (mm) (for vehicles over 10m input 9999)**

When completed: Optional – (if Width is provided Length must also be entered in question 15).

The width consists of 4 numeric characters. Although optional, if the information is available on the CoC it must always be completed.

Question 23:**NOx g/km or g/kWh**

When Completed: Optional – NOx must be 5 characters including a decimal point (e.g. 0.519). Although optional, if the information is available on the CoC, it must always be completed with 3 decimal places (e.g. 1.000).

Note: Data must be converted to g/km if shown as mg/km on the CoC.

Question 24:**Revenue Weight (kg)**

The revenue weight is mandatory for vehicles over 3,500kg. It is not mandatory e.g. for vehicles taxing in the PLG, graduated vehicle excise duty, Light Goods Vehicle or agricultural tax classes.

When completed: For vehicles constructed for the carriage of goods, including vans. The permitted revenue weight of the vehicle (maximum permitted train weight in the case of the tractive unit of an articulated vehicle) should be rounded up or down as appropriate and entered in **whole kilograms**.

Where permitted changes to the vehicle specification have altered the pre-printed revenue weight, the procedure as described in Section 5 “Vehicle Alterations” should be adopted. Vehicles must be taxed at the maximum revenue weight.

For G.B. only: If this is less than that on the Type Approval Certificate, this change would warrant either a new Type Approval Certificate or a VTG 52A – Notifiable Alterations (available from Testing Stations or the Goods Vehicle Centre) reflecting the lower weight.

The V55 should be amended accordingly and the tax disc should relate to the final plated weight.

Question 25:**Number of Standing Places (where appropriate)**

When completed: Mandatory – only applicable for M3 buses. Maximum number of standing places. Maximum of 3 numeric characters.

Question 26:**Max Permissible Mass (except motorcycles) (for vehicles with MPM over 30000kgs input 30000kg)**

When completed: Mandatory – if the information is available on the CoC, it must always be completed. Numeric 2 to 5 characters.

Question 27:**Euro Status Directive Number**

When completed: Mandatory for all vehicles with ECWVTA, end of derogation vehicles and IVA enhancement vehicles. The Euro Status Directive Number consists of a maximum of 30 characters (no minimum) and is made up of alpha/numeric and other characters. For IVA enhancement vehicles the information from the base vehicle should still be valid under the enhancement scheme.

Question 29:**Type of Fuel (see appendix J)**

When completed: Mandatory.

Description: maximum of 11 characters.

Code: fixed length of 1 character.

The DVLA Fuel code must always be inserted in code box marked ‘10’.

Question 30:**VIN/Chassis/Frame Number (in full)**

When completed: Mandatory.

The full 17 character VIN should be entered for all vehicles. The full number is required for effective recalls.

If the VIN/Chassis/Frame Number is not fully completed or has been altered the DVLA will not accept the application.

Question 31:**Engine Number**

When completed: Mandatory.

Description: maximum of 20 alpha or numeric characters. If the vehicle is electric and has no engine number, please enter ‘Not applicable’ or ‘N/A’.

Question 32:**Cylinder Capacity (in cc)**

When completed: Mandatory, except where propulsion code is A, Z or 3 (see appendix J).

Maximum of 5 numeric characters.

Note: do not include the letters “cc” or leading zeros in the answer box.

Question 33:**Wheelbase (mm)**

When completed: Mandatory for M1 and N1 vehicles and for all other categories where available on the CoC.

Description: Fixed length of 5 characters.

Question 34:**CO2 (g/km)**

When completed: Mandatory for M1 and N1 vehicles and all other categories (except M1SP vehicles) where available on the CoC.

Where two CO2 are recorded on the CoC, the lower figure should be taken for registration purposes.

Question 35:
Mass in Service (kg)

When completed: Mandatory for M1 and N1 vehicles and all other categories where available on the CoC. Mass consists of 4 or 5 numeric characters. 4 characters for passenger cars and 5 for future initiatives for vans.

Question 36:
Particulates (pm) (g/km or g/kWh)

When completed: Optional – Particulates must be 5 characters including a decimal point (e.g. 0.519). Although optional, if the information is available on the CoC it **must** always be completed with 3 decimal places (e.g. 1.000).

Note: Data must be converted to g/km if shown as mg/km on the CoC.

Question 37:
CO (g/km or g/kWh)

When completed: Optional – CO must be 5 characters including a decimal point (e.g. 0.519). Although optional, if the information is available on the CoC it **must** always be completed with 3 decimal places (e.g. 1.000).

Note: Data must be converted to g/km if shown as mg/km on the CoC.

Question 38:
HC + NOx (g/km)

When completed: Optional – HC and NOx must be 5 characters including a decimal point (e.g. 0.519). Although optional, if the information is available on the CoC it **must** always be completed with 3 decimal places (e.g. 1.000).

Note: Data must be converted to g/km if shown as mg/km on the CoC.

Question 39:
Trailer Weight (kg)

When completed: Mandatory for rigid vehicles with a revenue weight of 12,000kg and over drawing a laden trailer with a revenue weight of 4,000kg and over.

Description: Maximum of 5 characters.

Question 40:
Stationary Sound Level (db(A)) (If levels fall outside of the valid range, leave blank)

When completed: Optional. Minimum of 2 and a maximum of 3 numeric characters. Although optional, if the information is available on the CoC it **must** be completed.

Question 41:
Engine Speed Sound Level (min -1) (If levels fall outside of the valid range, leave blank)

When completed: Optional – Minimum of 4 and a maximum of 5 numeric characters. Although optional, if the information is available on the CoC it **must** be completed.

Question 42:
Drive-by Sound Level (db(A)) (If levels fall outside of the valid range, leave blank)

When completed: Optional – 2 numeric characters should be entered. Although optional, if the information is available on the CoC it **must** always be completed.

Question 43:
Power/Weight Ratio (kW/kg)

When completed: Mandatory for motorcycles/tricycles except for competition motorcycles which meet certain criteria (see appendix Q). Maximum 3 characters including 2 characters after the decimal place, and must be in the range 0.01 to 1.50, round up or down to two decimal places.

4.5 Model Codes

4.5.1 The DVLA Model Code list will be subject to regular updating. The Trade Associations are responsible for providing members with regular updates. Models are coded sequentially from 001 for each make. Only codes approved by DVLA should be used. Model codes are not required for agricultural vehicles.

4.5.2 New models: manufacturers and import concessionaires will inform DVLA, **through the relevant Trade Associations**, of the suggested description and code and the date from which these will be required. The actual code will be allocated by the DVLA who will consult the manufacturer or import concessionaire and Trade Association concerned if the description and code suggested is unacceptable.

4.5.3 **At least FOUR weeks notice** of the introduction of a new model must be given to ensure that the required codes have been established by the operative date. New codes may be applied for by contacting the following Trade Associations.

The Society of Motor Manufacturers and Traders Limited (SMMT)
71 Great Peter Street
London

SW1P 2BN
Tel: 020 7235 7000
Fax: 020 7235 7112
e-mail: mvrsv55@smmt.co.uk
and

The Motor Cycle Industry Association (MCIA)
1 Rye Hill Office Park
Birmingham Road
Allesley
Coventry
CV5 9AB
Tel: 024 76 408 035
Fax: 024 76 408 001
e-mail: stats@mcia.co.uk
and

The Agricultural Engineers Association (AEA)
Samuelson House
62 Forder Way
Hampton
Peterborough
PE7 8JB
Tel: 01733 207608/207609
Fax: 01733 314767
e-mail: economics@aea.uk.com

5. Vehicle Alterations – (Where Type Approval is not affected)

- 5.1** When a vehicle is transferred unregistered from one manufacturer/body builder/converter to another, the V55/1 form must be forwarded immediately to the latter separately from the vehicle.
- 5.2** Distributors must not, in any circumstances, withhold forms from dealers who have taken delivery of vehicles. The V55/1 forms should be kept separate from the vehicle at all times.
- 5.3** The DVLA body type code should not be completed if the chassis leaves the manufacturer or import concessionaire without a body unless the manufacturer/import concessionaire is certain which body will be added. If minor discrepancies are printed on the form, e.g. colour, or alterations which have been agreed with VCA under the current type approval, the V55 may be amended as neatly as possible and initialled.

Note: V55/1 or V55/2

Applications received with alterations to the Vehicle Identification Number (VIN), type approval number, vehicle category details, make/model or body type details, will not be accepted. In such instances the vehicle must be registered using form V55/4, which must be supported by the documentation given in Appendix B3 Cont.

The introduction of ECWVTA for commercial vehicles means that type approval for the complete or completed vehicle will be required for registration as each vehicle category comes into the ECWVTA regime. The V55/1 or V55/2 will no longer be acceptable as evidence of base vehicle type approval for vehicles coming into scope (please refer to the reference guide for type approval certificates at Appendix P)

6. Multi-stage Builds – (Where Type Approval is affected)

- 6.1** AFRL – Where DVLA/VCA approved manufacturers/import concessionaires, or independent traders wish to register multi-stage built vehicles using an Automated First Registration & Licensing (AFRL) route, they must ensure, in conjunction with their associated converters/coach builders, that the AFRL record is accurately updated with the type approval details and associated vehicle information taken from the completed/final build ECWVTA or national scheme CoC. (This must **not** be in the form of an IVA, MSVA or ESVA).
- For G.B. Registered vehicles only** – copies of the CoC must be sent to VOSA, see section 2.3.2 for contact details.
- 6.2** Secure forms – Where approved manufacturers/import concessionaires or independent traders wish to register multi-stage built/altered vehicles using the V55/1 or V55/2 secure forms, they must ensure, in conjunction with their associated converters/coach builders, that the V55 forms are accurately completed with the type approval details, and vehicle details taken from the vehicle's completed/final build ECWVTA or national scheme CoC (Copies of the type approval certificate must accompany the V55/1 and V55/2 application.)

Forms must not be altered after printing, the dealer/converter should return inaccurate V55/1 forms, together with the completed vehicle's type approval certificate to the base vehicle manufacturer, and request a replacement form updated with the 'completed vehicle' details.

- 6.3** In both of the above instances, the manufacturer/import concessionaire or independent trader will be responsible for the accuracy of all vehicle details, including the type approval information provided for multi-stage builds. Copies of the ECWVTA or national scheme CoC must be presented with the secure forms for the completed/final stage build vehicles.

Note: Where the VIN shown on AFRL, V55/1 or V55/2 is the same as that given on the CoC for the completed vehicle, the original base vehicle manufacturer may remain even when the final stage builder is shown on the CoC as the manufacturer.

- 6.4** Where the manufacturer/import concessionaire or independent trader is not in a position to confirm the type approval of the converted or completed vehicle, or the vehicle is being registered independently, or where the final build converter/coach builder changes the VIN, the details used to register must be taken from the CoC for the completed vehicle, and this includes the manufacturers details. The converter/coach builder must complete a V55/4 application form. The V55/4 may be accompanied by the V55/1 instead of a Certificate of Newness but must be supported by all other necessary supporting documents (see Appendix B3 Cont.) and must include evidence of the appropriate type approval for the vehicle type. This may take the form of a CoC, IVA, MSVA, ESVA or NTA.

DVLA will send copies of completed vehicle CoC to VOSA for M2, M3, N2 and N3 vehicles registered in G.B.

Note: Where the VIN has been changed by the second stage manufacturer a V55/4 must accompany the V55/1 together with the final build CoC or IVA.

Note: Where converters/coach builders are completing and type approving vehicles in their own brand name, they may wish to consider applying to the DVLA/VCA for consideration to be given to them using the secure paper routes in their own right. Please refer to VCA website www.dft.gov.uk/vca for further information about V55 secure registration schemes.

7. Completion of V55 Forms by Motor Dealers

In addition to the information provided by the manufacturer, dealers must provide answers to questions 1– 4, 28, 44, 45, 46 and 47 and also questions 8, 9 and 10 if not pre-completed by the manufacturer (see section 6).

The information should be taken from the CoC for the completed vehicle.

- 7.1** On receipt of secure V55/1 forms from the vehicle manufacturer the dealer should ensure the forms are held in a secure location (i.e. locked away in a safe overnight) pending sale of the vehicle.

7.2 On receipt of the V55/1 forms the vehicle manufacturer or the dealer should ensure that the quality of print on each form meets the criteria set out in section 4.2. **If these are of poor quality the form should be returned immediately to the manufacturer for a duplicate.** See section 10 and 11.

7.3 When the vehicle is ready to be registered the dealer must ensure the pre-completed details on the form correspond exactly with the vehicle for which it is to be used. The dealer should also ensure that any particulars are entered on forms using an impact printer or typewriter, or if this is not possible, a black ballpoint pen ensuring that the data is reproduced clearly on both pages. Care should be taken not to spoil the undercopy or insert material between the top and bottom copy that might prevent information being copied through. (It is recommended that V55 documents are filed securely in VIN/chassis number order.)

7.4 Industry in which vehicle is to be used (section B)
When completed: For all vehicles as directed by the relevant vehicle manufacturer (see appendix K), not required for vehicles used in agriculture.

7.5 Selling Dealer – Dealer Code, Name and Address
 The Selling Dealer's name and address must be entered (and clearly printed or typed) in the Selling Dealer (Name, Address and Postcode) box and any Dealer Code Number allocated by the vehicle manufacturer or import concessionaire must be entered in the box to the left of the Selling Dealer box. Where stamps are used to insert the Selling Dealer (Name, Address and the Postcode) and Dealer code, please ensure that Sheets 1 and 2 are clearly stamped so as not to obscure any pre-printed information.

7.6 Motor Industry Sales Types (Sections C and D)
When completed: Optional – (mandatory for SMMT members) (see appendix L)

7.7 Boxes U, V, W, X, Y, Z (V55/2 form only)

Box U: Country from which vehicle originated. Mandatory – State the country of origin e.g Japan, Germany.

Box V: First country of entry to the European Union. Mandatory – State the European country from which the vehicle entered the UK, for example if the vehicle was purchased in Japan and was entered for Customs purposes in Rotterdam, the country entered in the box should be Holland.

Box W: Is the vehicle Left or Right Hand Drive? Mandatory – Tick relevant box.

Box X: Import Trader VAT No. Mandatory – Enter the 9 digit number. This (together with other information provided on the form) will be forwarded to HM Revenue and Customs.

Box Y: Import Trader Code. Enter code where applicable.

Box Z: Import Trader Name & Address. Mandatory – Complete in full. Details (together with other information provided on the form) will be forwarded to HM Revenue and Customs. For further information on HM Revenue and Customs see section 18.

Notes on Questions on the Forms:

Question 1: Registration Number

When completed: Always – This is the number that will appear on the vehicle number plate. It will normally be entered on the form either by the dealer who sells the vehicle if he has an advance allocation of registration numbers or by the DVLA when the vehicle is registered.

Question 2: Tax Class

When completed: Always – If there is doubt about which tax class is appropriate for the vehicle, given it's construction and/or it's use and/or the particular trade or business in which it will be engaged, the DVLA should be consulted. The booklet V355/1, available from www.gov.uk gives further information about tax classes. In addition to current process, there is now a legislative requirement for those in HGV tax classes to declare if their vehicle has Road Friendly Suspension (RFS). This can be found by referring to the Goods Vehicle Type Approval (GVTA) Certificate or CoC. To notify DVLA of RFS, the letter R needs to be added to the V55 form, after the vehicle's tax class, for example 'HGV R'.

Question 3: Period of Tax Applied For

When completed: Always – A tax disc may normally be taken out for a period of 6 or 12 months. There is no facility for a 6 month tax disc if the 12 month rate of vehicle tax does not exceed £50.00 or the vehicle is exempt from vehicle tax.

Additionally, there is the "Date to End of Month" (DEOM) taxing scheme. Tax discs may be taken out for 6 or 12 months plus part of a month, i.e. 1, 2 or 3 weeks.

2 Tax Class	Private Light Goods			
3 Period of tax applied for	12	MONTHS	3	WEEKS
4 Registration Fee		Tax payable £	206	0 0 6

A "DEOM" tax disc will be effective from either:

- the 10th of the month (covering the 3-week period prior to the 6 or 12 month period), or
- the 17th of the month (covering the 2-week period prior to the 6 or 12 month period), or
- the 24th of the month (covering the 1-week period prior to the 6 or 12 month period).

The "DEOM" facility may be used to first tax vehicles in all tax classes except those where no vehicle tax is payable. The above dates do apply for the month of February. The number of additional weeks requested should be entered after Months, e.g.

3 Period of tax applied for	12	MONTHS	3	WEEKS
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Question 4: Registration Fee

When completed: Leave the Registration Fee box blank – the DVLA will complete it. Please refer to the Vehicle First Registration Fee leaflet – INF54/1, which lists exemptions (see Appendix S).

The registration fee is payable in all cases except where the vehicle meets with an exemption e.g. Disabled class.

Tax Payable

When completed: Always.

For normal first tax applications refer to the 'Rates of vehicle tax' Leaflet – V149, available for download from www.gov.uk

Where the amount of vehicle tax payable is known, this should be entered in answer to question 4, e.g.

(For the disabled tax class please enter "NIL")

4	Registration Fee		Tax payable	£	190	0	0	6
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For DEOM first tax discs a supplementary rate of vehicle tax payable for each additional week requested. Please refer to INF9 (see Appendix R). The TOTAL duty payable should be entered as one amount, calculated by adding the "standard" rate of vehicle tax for 6 or 12 months to the supplement payable against the ANNUAL rate on the tables for 1, 2, or 3 weeks e.g.

If applying for a DEOM first tax disc the TOTAL duty payable (i.e. the 6 or 12 months vehicle tax plus the supplementary rate) should be entered in the box.

Question 28: Date from which tax disc is to run (date of registration)

When completed: Always

- (a) A normal 6 or 12 month tax disc will become effective either from the date a valid application is received at the DVLA or if specified, a later date. The later of the two dates is the effective date of first taxing and registration and vehicle tax is payable for the whole month in which the tax disc commences.

- (i) If an early application is being made for a tax disc to start from the first day of the following month, this date must be entered in answer to question 28, e.g.

28	Date from which tax disc is to run (date of registration)	Day	Month	Year	7
		0	1	1 0	

- (ii) If the application is being made for a tax disc that is to take effect during the month, the actual date from which the tax disc is to run must be entered, e.g.

28	Date from which tax disc is to run (date of registration)	Day	Month	Year	7
		1	7	1 0	

Note: The date entered in answer to question 28 will also be taken as the date of registration and will be printed as such on the V5C.

- (b) Similarly a DEOM tax disc will also become effective from the date a valid application is received at the DVLA or a later date if specified, subject to certain conditions.

The date of first taxing and registration can be any date in the month, as at present, but the duty due on a DEOM tax disc will be assessed from the immediately preceding start date, i.e. the 10th, 17th or 24th day of the month prior to the 6 or 12 month tax disc, (e.g. the date of registration is the 15th, duty is payable from the 10th and the tax disc will run for 6 or 12 months and 3 weeks).

However, applications for DEOM tax discs received after the commencement date of the following DEOM tax period will result in the issue of the "normal" 6 or 12 month tax disc valid from the first of that month. The supplement will be repaid. E.g. if the date of registration requested is the 11th, i.e. a 3 week supplement, but the application is not received until the 17th, a 6 or 12 month tax disc will be issued, the supplement repaid, the vehicle tax assessed from the 1st of that month, and the date of first registration will be the 17th of the month.

Supplementary rates for DEOM available in Appendix R.

- (c) Tax discs – The motor dealer will no longer hold stock of tax discs on their premises. When a motor dealer registers and taxes a new vehicle, DVLA, Swansea will print the tax disc. The dealer will choose which address the tax disc is sent to. The vehicle can be legally driven on the road without displaying the tax disc for up to 14 calendar days from the date of registration.

It is most important that all applications for registration are made in ample time.

Note: Particular care should be taken in answering question 28, as once a vehicle has been registered the date of first registration cannot be changed.

Question 44: Partial Postcode of Keeper

When completed: Mandatory – Please provide keeper's partial postcode. e.g. B3_7 or CV37_2. Do not include the last 2 alpha characters.

Note: Questions 45, 46 and 47 are on the reverse of the V55 form.

Question 45: Name and Address of Vehicle Keeper

When completed: Mandatory – The full name and address must be recorded.

Please remember

- No initials – Please provide the full name of the registered keeper.
- No joint names, e.g. husband and wife, father and son etc.
- No PO Box addresses for applications in an individual's name. These must have a full British address. PO Boxes are only acceptable for applications registered in a company name with a full postal address.

Question 46:

Date of Birth

When completed: Mandatory at first registration when an individual is named including motability vehicles.

This information is held at DVLA but does not appear on the Vehicle Registration Certificate.

Question 47:

Is the vehicle exempt from Type Approval?

When completed: Mandatory if Type Approval details are not recorded.

For vehicles which are not subject to Type Approval or specifically exempted by the Regulations this should be clearly stated. It is important to complete this declaration accurately. Please note paragraph 2.3.4 The full reason for any exemption should be declared.

Note: Where a vehicle is exempt from Type Approval because of its use, e.g. Disabled, but the Type Approval details are available they should be completed.

Questions 48, 49 and 50 (on reverse of page 1 of form)

To be completed if the vehicle is a goods vehicle exceeding 3,500kg unladen.

Declaration (On reverse of page 1 of form)

Must be completed.

Making the application to the DVLA

7.8 Dealers are asked to check all documentation before despatch to the DVLA and to avoid stockpiling registration applications. Documents should be sent to the DVLA on the day they are completed. Accurate and legible well-prepared information will ensure that registrations are handled quickly and efficiently.

7.9 Completed forms should be posted to the DVLA (see Appendix A) with:

- the vehicle tax payable*
 - the registration fee*
 - Certificate of Insurance
 - weight certificate (where appropriate)
 - Certificate of Entitlement to DLA, DLA404, PIP or WPA442
 - Reduced Pollution Certificate (where appropriate)
 - Certificate of Initial Fitness (where appropriate)
 - completed form V900 – Small Islands Goods Vehicle (where appropriate)
 - proof of identity when completing V55/4 or V55/5 (see Appendix B5 or B6), and
 - evidence of Type Approval (where appropriate).
- *Payment may be made by cheque (including Giro cheque) or postal order, either of which should be made payable to "DVLA, Swansea".

7.10 V55 forms should be kept flat at all times and never folded when sent to the DVLA. The appropriate method of payment (see 7.9) for the vehicle tax and registration fee, insurance certificate and other supporting documents should be attached to the V55 form with a paper clip.

Pins and staples must not be used.

7.11 The DVLA will examine V55 forms submitted to them to ensure that:

- sheet 1 of the form has been completed properly and clearly
- all relevant questions have been answered
- the vehicle is being taxed in the appropriate tax class
- the registration date requested is acceptable/valid
- the relevant declarations have been made
- a Certificate of Newness or Declaration that a vehicle is new has been provided where a form V55/4 is used to register a new vehicle, and
- an appropriate type approval certificate has been provided where a form V55/4 is used to register a new vehicle.

If a registration number has not already been assigned to the vehicle, this will be done. The vehicle tax payable will be calculated and the payment and supporting documents will be examined to ensure that they are in order. If the application is accepted, the DVLA will then issue the V5C and the tax disc to the registered keeper.

7.12 If the DVLA finds an error which cannot be corrected by phone, the form, remittance and all supporting documents will be posted back to the applicant for correction and resubmission.

8. Registration by Dealers in their Own Names

8.1 Dealers must **not** register new vehicles in their own name, unless the vehicle is being registered by the dealer for their own use, or for demonstration purposes. Pre-registration applications will not be accepted.

8.2 Registration Certificates show the number of previous keepers and the name of the last previous keeper. Consequently, the purchaser of an apparently new vehicle registered in the first place by a dealer in his/her own name will find himself/herself recorded as the second registered keeper of the vehicle.

8.3 Dealers should be aware that if they do register a vehicle in their own name, whether by mistake or otherwise, deregistration will NOT be allowed at a later date. This also applies where a dealer registers a vehicle, on behalf of a customer, in the dealer's name using the dealer's insurance certificate in support of the application because the customer's insurance certificate is not available.

9. Cancellation of Registration

9.1 The cancellation of a registration (de-registration) is an extra-statutory concession that will only be allowed where a dealer has registered a vehicle in an independent customer's name and then (through no fault of their own) the sale has fallen through and (but for cancellation) the dealer would be left with an apparently second-hand vehicle on their hands. The registration fee is not refundable when a vehicle is de-registered. When the vehicle is subsequently re-registered under a new registration number, the registration fee will need to be paid. In no circumstances will cancellation be allowed if:

- The vehicle has been registered in the name of a dealer.

- The vehicle has been registered in the name of an associated, parent or subsidiary company or a dealership, including associated leasing companies or hire-car firms.
- The vehicle has been used under the registration number assigned to it.

9.2 An application for cancellation may only be made by the dealer who applied for the registration of the vehicle. A registration cannot usually be cancelled until the tax disc and Registration Certificate (V5C) have been surrendered. These will have been issued to the person in whose name the vehicle is registered. However, regardless of whether or not the tax disc or V5C has been received, the dealer must contact the DVLA to make their intention clear that they will wish to cancel the registration on receipt of the tax disc and V5C.

9.3 Where a dealer wishes to cancel a registration he/she must:

9.3.1 Agree to destroy the surrendered tax disc and V5C upon confirmation that the DVLA have agreed to cancel the registration.

Note: All applications for cancellation must be made in writing, giving full reasons for the request. In a separate email, a signed declaration from the prospective purchaser confirming that the sale has not gone ahead and the reason for it must be received in order to fully assess the application. We will not assess an application without this information. DVLA will contact you to confirm VIN and full keeper details if you send your application via email. Application for, or notifications of the intention to apply for, cancellation must be received at the DVLA within 7 working days of the registration date.

9.3.2 Intention to de-register should be emailed to: deregistrations@dvla.gsi.gov.uk
Alternatively, post your application to:
De-registration Team
VC 15A/Maset
DVLA, Swansea SA6 7JL
(See Appendix E4)

Note: If this application is sent via email, for data protection reasons, please ask the keeper to provide their name and vehicle registration number in their letter, confirming that the sale has not gone through and ensure this is **sent in a separate email. Do not include** the address of the keeper in this letter. However, if you are sending this information via the post, please include the VIN of the vehicle and the keepers full address details.

9.3.3 The above information will be available in template format for AFRL users on the AFRL webpage. For V55 users, **please ensure that all the above points are covered** in your e-mail or letter, to avoid delays in assessing the application.

9.4 Where a dealer wishes to re-register a vehicle following cancellation:

9.4.1 Obtain a duplicate V55 form for the vehicle from the manufacturer or import concessionaire. (Refer to section 11 – Application for Duplicate Forms).

9.4.2 Mark the duplicate V55 form clearly by entering the letters “DUP” in the Duplicate box at the top of the form and to the left of the ‘Re-Reg’ box (if the issuing manufacturer or import concessionaire has not already done this).

9.4.3 Use the duplicate V55 form obtained from the manufacturer or import concessionaire to re-register the vehicle. Any such application to re-register must be supported by the written agreement to cancel the registration issued by the DVLA to the dealer.

Note: An application to re-register a vehicle must not be made until after written agreement has been received from the DVLA to cancel the original registration.

10. Spoilt Forms

10.1 If a V55 form has been spoilt (e.g. by any part becoming illegible, damaged or destroyed) the dealer should obtain a duplicate copy from the manufacturer or import concessionaire. This form will be marked “DUP”, to indicate duplicate, in the box to the left of the ‘Re-Reg’ box at the top of the form. A record of serial numbers of all spoilt forms should be retained for 3 years for auditing purposes, and the forms securely destroyed i.e. burnt or shredded or returned to the DVLA Requisition Section (see 2.6) with a covering letter and list of all form serial numbers.

11. Application for Duplicate Forms

11.1 The registration of vehicles will be delayed if, for example a registration form has been lost or an incorrect one used, duplicate forms have to be obtained from the manufacturer or import concessionaire.

11.2 When applying for duplicate forms the dealer should clearly state why a duplicate form is required, e.g.

- loss of, or damage to, the original
- cancellation of a registration made on the original (see section 9)
- switching of V55s (see section 12)

Note: Unless the original V55 has been lost or damaged, the manufacturer or import concessionaire will expect to see a letter of authorisation from the DVLA before issuing a duplicate form.

11.3 Duplicate forms issued by vehicle manufacturers or import concessionaires:

11.3.1 should be marked “DUP” in the box to the left of the ‘Re-Reg’ box at the top of the form;

11.3.2 where a duplicate is required because the original registration has had to be cancelled (e.g. cancellation by the dealer or “switching” leading to the incorrect submission of the original to the DVLA), it should be clearly marked by the manufacturer by circling the letter “R” in the ‘Re-Reg’ box at the top of the form.

11.4 When a duplicate form is required for re-registration, a manufacturer or import concessionaire will only issue the duplicate form upon production of a copy of the letter of authority for cancellation of registration issued by the DVLA. (See section 9)

12. Switching of Vehicle Registration Forms – (incorrect V55/1 form submitted)

(Where a pre-completed V55/1 has been used to register the wrong vehicle – this is not the same as a request for cancellation of registration)

12.1 When a dealer has incorrectly used a pre-completed form for one vehicle to register another and the vehicle record requires alteration to accurately reflect the vehicle and keeper details, he/she must:

12.1.1 If the form has not yet been submitted to the DVLA:

- Insert the details mistakenly entered on the wrong V55/1 onto the correct V55/1 and submit it in the usual way.
- Re-use the incorrectly completed form by altering the relevant details e.g. the registration number, date of registration and the customer's name and address and submit it to the DVLA with a written explanation of the circumstances.

Note: No attempt must be made to alter the VIN/chassis number on a V55/1 form as the form will not be accepted by the DVLA; a duplicate form for the vehicle in question must be obtained from the vehicle manufacturer or import concessionaire.

12.1.2 If the form has already been submitted to the DVLA:

- A duplicate form must be obtained from the vehicle manufacturer or import concessionaire for the vehicle to which the incorrectly submitted form related. The manufacturer or import concessionaire will expect to see a letter from DVLA confirming that it is in order for a duplicate V55/1 to be issued for the vehicle in question. The letter will quote the appropriate Vehicle Identification Number (VIN) or chassis number. The V55/1 should be clearly marked to indicate that it is a duplicate (see section 11).
- The duplicate form should be sent to the DVLA together with the tax disc and a detailed letter of explanation. This letter must include an undertaking to forward the "incorrect" V5C as soon as it has been obtained from the registered keeper.

12.2 Please send your applications to:
DVLA
Vehicle Casework
Swansea SA99 1ZZ

13. Vehicles Damaged before Registration

13.1 The following procedure must be adopted where a new and unregistered vehicle is subject to a "total loss" insurance claim.

13.1.1 The dealer must return the V55/1 to the manufacturer/import concessionaire.

13.1.2 The vehicle manufacturer/import concessionaire will issue the notice "(DDR/12/74(b))" – illustrated at Appendix M.

13.1.3 The notice urges the insurance company, and any person or company to whom it sells the damaged vehicle, to pass the notice on to any subsequent buyers, so that it can be attached to the V55/5 applying for first registration of the repaired vehicle for use on the road. Such a vehicle cannot be registered as new.

13.1.4 The DVLA will:

- Require the notice to accompany any V55/5 form used to register the repaired vehicle, plus evidence of compliance with Type Approval, where applicable.
- Make any notification that may be required to Revenue and Customs and the Police.

14. Taking a New Vehicle Abroad

14.1 If the keeper expects to take the vehicle on a temporary visit abroad within two or three weeks of first registration, this should be explained to the DVLA at the time of registration. A temporary registration certificate (for international circulation purposes) may be issued by the DVLA to cover the use of the vehicle abroad in the absence of the computer produced V5C.

15. Vehicles intended for Export (Tax Free Sales)

15.1 DVLA are processing these applications via an email scheme. This scheme will be applicable to:

- New means of transport
- Direct export
- Personal Export

Dealers who register new vehicles in these scenarios can apply to join the email scheme. For more information, please contact:
exportvehicleregistration@dvla.gsi.gov.uk

15.2 If you are not on the email scheme, send completed forms to:

Specialist Registration
DVLA
Swansea, SA6 7JL

15.2.1 Refer to appendix L for the relevant coding to go in boxes C and D of the V55/1 form.

16. Registration in the Isle of Man and the Channel Islands

16.1 Manufacturers and import concessionaires pre-completing V55/1 forms also issue such forms in relation to vehicles intended for sale in the Isle of Man and the Channel Islands (the offshore islands). These forms can be sent to dealers in those territories. The V55/1 must be endorsed in the blank area to the right of the title with the words "Vehicle designated for Channel Islands/Isle of Man use and cannot be considered as new at first registration in the UK".

16.2 Dealers registering new vehicles in one of the offshore islands may need to complete the local first registration form and, when registering the vehicle, will also submit the V55/1 form to the offshore island Local Taxation Office who will accept it as evidence of newness and despatch Sheet 2 to the relevant Trade Association's agent.

16.3 Before submitting the V55/1 form to the offshore island Local Taxation Office, the dealer selling the vehicle should complete the form as follows:

16.3.1 Question 8: Type of Body/Vehicle

In all cases.

16.3.2 Question 10: Colour(s)

In all cases.

16.3.3 Selling Dealer Box

The selling dealer should enter their name, address and postcode in this box and any Dealer Code Number allocated by the vehicle manufacturer or import concessionaire in the code box to the left of the Selling Dealer Box.

Note: Also refer to Section 7 and 8 for further guidelines on completion of forms.

17. Advance Allocation of Registration Numbers to Motor Dealers

17.1 DVLA allocate blocks of registration numbers to dealers as an administrative arrangement.

17.2 Dealers who wish to obtain an advance allocation of registration numbers should contact the DVLA using the proforma (Appendix N) and send via the e-mail address V53stickers@dvla.gsi.gov.uk, giving the following information:

17.2.1 Name, address and postcode of their business.

17.2.2 Name of the owner or manager.

17.2.3 The average anticipated number of new vehicle sales per month.

17.3 The DVLA will then arrange with the dealer for an advance allocation of registration numbers.

17.4 Dealers should scrupulously observe the conditions under which this facility is allowed. Failure to do so will lead to the withdrawal of the concession – the main conditions are listed on leaflet V342/1 (see appendix N).

18. Further Information

18.1 HM Revenue & Customs (HMRC)

Vehicles which are not registered with the DVLA under the secure system (either AFRL scheme or using a V55/1 or V55/2 form) will need to notify HMRC using the Notification of Vehicle Arrivals (NOVA) system within 14 days of the vehicles arriving into the UK. Once the notification has been successfully processed by HMRC, the customer will be informed that they can apply to register and license the vehicle with the DVLA. When such an application is received the DVLA will use the NOVA system to check that a notification has been made to, and processed by, HMRC for that vehicle. If the check fails, the DVLA will refuse the application and notify HMRC.

The quickest and easiest way to make a notification to HMRC is online using HMRC's NOVA online service.

For more information about NOVA go to

hmrc.gov.uk/nova

Vehicles which are registered with the DVLA using the secure system are not required to notify HMRC using the NOVA system. The DVLA secure registration system applies on a vehicle basis. Therefore, if a business that normally uses the secure registration system for most of its vehicles also brings in vehicles which are not eligible for the secure system, they will need to be notified using NOVA.

However, if a vehicle is registered using a V55/4, and is accompanied by a V55/1, this will be treated as a secure registration and exempt from NOVA.

Information about the importation, as provided on the V55/2, will be passed by DVLA to HMRC, who will use the information to check the VAT position.

Use of the secure registration system does not override or replace the trader's legal obligation to declare and account for VAT on their VAT return.

Its use is limited to those registered businesses who have been granted approval by the DVLA/VCA. Under no circumstances should a VAT registration number of a non-approved business be entered on the V55/2.

Further information about HMRC procedures can be obtained by contacting HMRC's VAT Helpline on **0300 200 3700**. The service is available from Monday to Friday from 8am to 6pm.

If you would like to speak to someone in Welsh please ring **0845 010 0300** the service is available from 8am to 6pm.

If you have hearing difficulties please ring **0845 000 0200**.

Appendix A

DVLA Post Codes

Postcode	Application
SA99 1BE	First Registration
SA99 1DP	Personalised Registrations (Commercial)
SA99 1DZ	Trade Licensing

Appendix B1



Driver & Vehicle
Licensing
Agency

Application for a first tax disc and registration of a new motor vehicle

**Note: By using this form the manufacturer/sole import
concessionaire declares that this vehicle is new.**

Please do not write above this line

V55/1
1/13

1	Registration Number			2	3	Official Use Only Tax disc Serial Number		4		
2	Tax Class			3	4			5		
3	Period of tax applied for	MONTHS		4	5	Re-Reg R S		6		
4	Registration Fee	Tax payable £		5	6			7		
5	Manufacturer			6	7			8		
6	Make			9	10			11		
7	Model			12	13			14		
8	Type of Body/ Vehicle			15	16			17		
9	Wheelplan			18	19			20		
10	Colour(s)			21	22			23		
11	Type Approval Number/Category (see 47 overleaf)			24	25			26		
12	Type			27	28			29		
13	Variant			30	31			32		
14	Version			33	34			35		
15	Length mm			36	37			38		
16	HC g/km or g/kWh			39	40			41		
17	Unladen Weight (kg)			42	43			44		
18	Number of Seats (inc. driver)			45	46			47		
19	Max Net Power (kW)			48	49			50		
20	Technical Permissible Maximum Towable Mass of the Trailer (a & b)			51	52			53		
21	Track Width Axle(s) 1/2/3 (mm) (min-max)			54	55			56		
22	Width mm			57	58			59		
23	NOx g/km or g/kWh			60	61			62		
24	Revenue Weight (kg)			63	64			65		
25	Number of Standing Places (where appropriate)			66	67			68		
26	Max Permissible Mass (exe.m/c)			69	70			71		
27	Euro Status Directive No			72	73			74		
28	Date from which tax disc is to run (date of registration)			75	76			77		
29	Type of Fuel			78	79			80		
30	VIN/Chassis/ Frame N° (in full)			81	82			83		
31	Engine Number			84	85			86		
32	Cylinder Capacity (in cc)			87	88			89		
33	Wheelbase (mm)			90	91			92		
34	CO ₂ g/km			93	94			95		
35	Mass in Service (kg)			96	97			98		
36	Particulates (pm g/km or g/kWh)			99	100			101		
37	CO g/km or g/kWh			102	103			104		
38	HC + NOx g/km			105	106			107		
39	Trailer Weight (kg)			108	109			110		
40	Stationary Sound Level (dB(A))			111	112			113		
41	Engine Speed Sound Level (min-1)			114	115			116		
42	Drive-by Sound Level (dB(A))			117	118			119		
43	Power/Weight Ratio (kW/kg)			120	121			122		
44	Partial Postcode of Purchaser			123	124			125		
45	CTKB			126	127			128		
46	CTR			129	130			131		
47	VC			132	133			134		
48	Official Use Only			135	136			137		

Industry in which vehicle
is to be used

Original Dealer Code	Original Dealer (Name, Address and Postcode)	Selling Dealer Code	Selling Dealer or Agent (Name, Address and Postcode)
110	111		

If this vehicle is to be registered under a
number from your advance allocation, the
form V53 which bears the registration
number, **must** be affixed to this box.

C	Export Code	Private	Captive/ Private	Business	Fleet	Manufac/ Importer
D	Leasing/Contract Hire Use			J	K	
	Daily Rental			Y	Z	
	Demonstrator			D	M	G
	Motability				W	
	Other	P	L	B	F	C

Note: There are more questions overleaf. The new keeper or authorised representative(s) must sign the declaration(s) overleaf.

Page 1

Please trim off this margin precisely

Appendix B1 cont.

Please fill in using black ink and capital letters

- 45 Name and Address of Vehicle Keeper (the address printed on your Registration Certificate (V5C) will be in the format preferred by Royal Mail and may not be exactly the same as the address on your application form).

Please tick box
Indicate Mr, Mrs, Miss or state
other title in section below

Mr	1	Mrs	2	Miss	3	* Unincorporated Bodies If registration is in business or association name, please also give full name of person responsible for vehicle.
Title or Business/Company Name*						
First names (in full)						
Surname						
DVLA Fleet No						
Address						
Post Town						
Postcode						

- 46 Date of Birth

Day	Month	Year
-----	-------	------

58 Must be entered unless field 54 (DVLA fleet No.) is completed.

Please give your contact details in case we need to get in touch.

☎ Dealer phone number _____

✉ Dealer email address _____

- 47 Is the vehicle exempt from Type Approval? If so, please indicate the full reason for exemption _____

Answer questions where appropriate, if the vehicle is a goods vehicle exceeding 3,500kg revenue weight.

- 48 If the vehicle is a **rigid** goods vehicle exceeding 12,000kg, will it be used to draw laden trailer(s) exceeding 4,000kg gross weight?

Answer **Yes** ☐ or **No** ☐

If the answer is **Yes**, give the highest plated weight of any trailer drawn _____ kg.

- 49 If the vehicle is an **articulated** goods vehicle exceeding 12,000kg gross weight, indicate below whether the vehicle will be used to draw laden semi-trailers which have:-

One axle ☐ **Two axles** ☐ **Three or more axles** ☐

- 50 Is the vehicle a **goods** vehicle exempt from the provisions of section 53(1) of the Road Traffic Act 1988 (in Northern Ireland, Article 69(1) of the Road Traffic (Northern Ireland) Order 1995), or is it a vehicle to which the Goods Vehicles (Plating and Testing) Regulations 1988 (in Northern Ireland, the Goods Vehicles (Testing) Regulations (Northern Ireland) 1995) do not apply?

Answer **Yes** ☐ or **No** ☐

Declaration To be filled-in in all cases.

Making a false declaration is a criminal offence for which you could be fined and/or imprisoned.

I declare that I have checked the information given in this form and that to the best of my knowledge it is correct.

- I enclose**
- ☐ the tax payable (where appropriate);
 - ☐ filled in form – Declaration of entitlement to license at the basic goods rate of vehicle excise duty (Small Island Goods Vehicles) (V900) (where appropriate);
 - ☐ a valid certificate of insurance (not the policy or schedule) or security in respect of liabilities to third parties which provides insurance cover for the named keeper of the vehicle;
 - ☐ suitable evidence of revenue/unladen weight (where appropriate);
 - ☐ original Certificate of Entitlement, or DLA404, WPA0442 or MHS330 (Disabled tax class only);
 - ☐ Reduced Pollution Certificate (where appropriate);
 - ☐ Certificate of Initial Fitness or its equivalent (PSV401, 408, 500, 506) where appropriate (in Northern Ireland PSV Certificate);
 - ☐ filled in form – Declaration of Off Road Vehicle (INF25D) (where appropriate).

Signature _____ **Date** _____

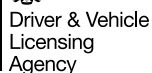
In the case of a partnership, limited company or other legal entity, state capacity in which signed _____

In the case of signature by a duly authorised agent, state full name and address _____

Important Guidance notes for the filling in of this form are contained in booklet V355

Warning When a vehicle is taxed in a particular tax class there are limitations on the use to which it can be put without breaking the law. Booklet V355/1 "Notes about Taxation Classes", available from www.gov.uk sets out these limitations.
A motor dealer signing on behalf of a customer should draw this warning to their attention.

DVLA Date Stamp
Page 2



Note: By using this form the import trader declares that this vehicle is new.

Please do not write above this line

V55/2
1/13

[illegible]

44 Partial Postcode of Purchaser <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	3 Industry in which vehicle is to be used <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	B <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
U Country from which vehicle originated <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	X Import Trader VAT No. <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Z Import Trader (Name, Address and Postcode). <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
V First country of entry to the European Union <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Y Import Trader Code <div style="border: 1px solid black; height: 60px; width: 100%;"></div>	
W Is the vehicle Left or Right Hand Drive? Please tick relevant box <div style="display: flex; justify-content: space-around; align-items: center;"> LHD <input type="checkbox"/> RHD <input type="checkbox"/> </div>		
<p>If this vehicle is to be registered under a number from your advance allocation, the form V53 which bears the registration number, must be affixed to this box.</p>		

Note: There are more questions overleaf. The new keeper or authorised representative(s) **must sign the declaration(s) overleaf.**

Appendix B2 cont.

Please fill in using black ink and capital letters

45 Name and Address of Vehicle Keeper (the address printed on your Registration Certificate (V5C) will be in the format preferred by Royal Mail and may not be exactly the same as the address on your application form).

Please tick box
Indicate Mr, Mrs, Miss or state
other title in section below

Mr 1 Mrs 2 Miss 3 * **Unincorporated Bodies** If registration is in business or association name, please also give full name of person responsible for vehicle.

Title or Business/Company Name*	
First names (in full)	54
Surname	55
DVLA Fleet No	56
Address	
	57
Post Town	
Postcode	58

46 Date of Birth

Day Month Year

59 The Registration Certificate could be delayed if you do not fill in the postcode.
60 Must be entered unless field 56 (DVLA fleet No) is completed.

Please give your contact details in case we need to get in touch.

☎ Dealer phone number _____

✉ Dealer email address _____

47 Is the vehicle exempt from Type Approval? If so, please indicate the full reason for exemption _____

Answer questions where appropriate, if the vehicle is a goods vehicle exceeding 3,500kg revenue weight.

48 If the vehicle is a **rigid** goods vehicle exceeding 12,000kg, will it be used to draw laden trailer(s) exceeding 4,000kg gross weight?

Answer **Yes** ☐ or **No** ☐

If the answer is **Yes**, give the highest plated weight of any trailer drawn _____ kg.

49 If the vehicle is an **articulated** goods vehicle exceeding 12,000kg gross weight, indicate below whether the vehicle will be used to draw laden semi-trailers which have:-

One axle ☐ **Two axles** ☐ **Three or more axles** ☐

50 Is the vehicle a **goods** vehicle exempt from the provisions of section 53(1) of the Road Traffic Act 1988 (in Northern Ireland, Article 69(1) of the Road Traffic (Northern Ireland) Order 1995), or is it a vehicle to which the Goods Vehicles (Plating and Testing) Regulations 1988 (in Northern Ireland, the Goods Vehicles (Testing) Regulations (Northern Ireland) 1995) do not apply?

Answer **Yes** ☐ or **No** ☐

Declaration To be filled-in in all cases.

Making a false declaration is a criminal offence for which you could be fined and/or imprisoned.

I declare that I have checked the information given in this form and that to the best of my knowledge it is correct.

- I enclose**
- ☐ the tax payable (where appropriate);
 - ☐ filled-in form – Declaration of entitlement to license at the basic goods rate of vehicle excise duty (Small Island Goods Vehicles) (V900) (where appropriate);
 - ☐ a valid certificate of insurance (not the policy or schedule) or security in respect of liabilities to third parties which provides insurance cover for the named keeper of the vehicle;
 - ☐ suitable evidence of revenue/unladen weight (where appropriate);
 - ☐ original Certificate of Entitlement, or DLA404, WPA0442 or MHS330 (Disabled tax class only);
 - ☐ Reduced Pollution Certificate (where appropriate);
 - ☐ Certificate of Initial Fitness or its equivalent (PSV401, 408, 500, 506) where appropriate (in Northern Ireland PSV Certificate);
 - ☐ filled-in form – Declaration of Off Road Vehicle (INF25D) (where appropriate).

I understand that information given in this form will be forwarded to H. M. Customs & Excise for control purposes.

Signature _____ **Date** _____

In the case of a partnership, limited company or other legal entity, state capacity in which signed _____

In the case of signature by a duly authorised agent, state full name and address _____

Important Guidance notes for the filling in of this form are contained in booklet V355

Warning When a vehicle is taxed in a particular tax class there are limitations on the use to which it can be put without breaking the law. Booklet V355/1 "Notes about Taxation Classes", available from www.gov.uk sets out these limitations. A motor dealer signing on behalf of a customer should draw this warning to their attention. **DVLA are empowered to disclose information to the Police, Local Authorities or other third parties who can show reasonable cause.**

Official Use Only

- ☐ Duty
- ☐ Insurance
- ☐ Revenue/Unladen*
- ☐ Certificate of Entitlement/ DLA404/WPA0442/ MHS330*
- ☐ Reduced Pollution
- ☐ Initial Fitness

*Delete as appropriate

DVLA Date Stamp Page 2

Appendix B3



Application for a first tax disc and registration of a new motor vehicle

Note: See leaflet V355/4 for notes on filling in,
as incomplete forms will be rejected.

Please do not write above this line

1	Registration Number		2	3	Official Use Only Tax disc Serial Number	V55/4 11/12
2	Tax Class		4			If imported, state country vehicle purchased from.
3	Period of tax applied for		MONTHS		WEEKS	Is the vehicle Left or Right Hand Drive? Please tick relevant box LHD <input type="checkbox"/> RHD <input type="checkbox"/>
4	Registration Fee		Tax payable £		6	Official Use Only
5	Manufacturer		9			8
6	Make		11			
7	Model		13			
8	Type of Body/ Vehicle		15			
9	Wheelplan		17			
10	Colour(s)		19			
11	Type Approval Number/Category (see 48 overleaf)		21			
12	Type		24			
13	Variant		26			
14	Version		28			
15	Length mm		30			
16	HC g/km or g/kWh		33			
17	Unladen Weight (kg)		36			
18	Number of Seats (inc. driver)		39			
19	Max Net Power (kW)		43			
20	Technical Permissible Maximum Towable Mass of the Trailer (a & b)					
	(a) braked (kg)		46			
	(b) unbraked (kg)		47			
21	Track Width Axle(s) 1/2/3 (mm) (min-max)					
22	Width mm		31			
23	NOx g/km or g/kWh		34			
24	Revenue Weight (kg)		37			
25	Number of Standing Places (where appropriate)		40			
26	Max Permissible Mass (exe.m/c)		44			
27	Euro Status Directive No		48			
28	Date from which tax disc is to run (date of registration)		7			
29	Type of Fuel		10			
30	VIN/Chassis/ Frame N° (in full)		12			
31	Engine Number		14			
32	Cylinder Capacity (in cc)		16			
33	Wheelbase (mm)		18			
34	CO ₂ g/km		20			
35	Mass in Service (kg)		23			
36	Particulates (pm g/km or g/kWh)		25			
37	CO g/km or g/kWh		27			
38	HC + NOx g/km		29			
39	Trailer Weight (kg)		32			
40	Stationary Sound Level (dB(A))		35			
41	Engine Speed Sound Level (min-1)		38			
42	Drive-by Sound Level (dB(A))		41			
43	Power/Weight Ratio (kW/kg)		42			
44	Year of Registration		45			
45	Partial Postcode of Purchaser					
46	Industry in which vehicle is to be used					
47						
48						
49						
50	CTRM		51	VC		
52	CRED		53	IVA/ SVA		
54	Vehicle Class		55	SPMK		
55	Official Use Only					
56	Original Dealer Code		57	Original Dealer (Name, Address and Postcode)		
58	Selling Dealer Code		59	Selling Dealer or Agent (Name, Address and Postcode)		
60	110		61	111		
62	DVLA to affix form V53 to this box, however if this vehicle is to be registered under a number from your advance allocation, then the form V53 which bears the registration number, must be affixed to this box.		63			
64	Leasing/Contract Hire Use		65	Export Code		
66	Daily Rental		67	Private		
68	Demonstrator		69	Captive/Private		
69	Motability		70	Business		
70	Other		71	Fleet		
72			73	Manufac/ Importer		
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Appendix B3 cont.

- 46 Name and Address of Vehicle Keeper (the address printed on your Registration Certificate (V5C) will be in the format preferred by Royal Mail and may not be exactly the same as the address on your application form).

Please tick box
Indicate Mr, Mrs, Miss or state
other title in section below

Mr ☐ 1 Mrs ☐ 2 Miss ☐ 3 * Unincorporated Bodies If registration is in business or association name,
please also give full name of person responsible for vehicle.

Title or Business/Company Name*

First names (in full)

Surname

DVLA Fleet No

Address

Post Town

Postcode

Day Month Year

- 47 Date of Birth

62 Must be entered unless field 58 (DVLA fleet No) is completed.

Please give your contact details in case we need to get in touch.

☎ Dealer/vehicle keeper phone number

✉ Dealer/vehicle keeper email address

- 48 Is the vehicle exempt from Type Approval? If so, please indicate the full reason for exemption

Answer questions where appropriate, if the vehicle is a goods vehicle exceeding 3,500kg revenue weight.

- 49 If the vehicle is a rigid goods vehicle exceeding 12,000kg, will it be used to draw laden trailer(s) exceeding 4,000kg gross weight?

Answer Yes ☐ or No ☐

If the answer is Yes, give the highest plated weight of any trailer drawn kg (not applicable in Northern Ireland)

- 50 If the vehicle is an articulated goods vehicle exceeding 12,000kg gross weight, indicate below whether the vehicle will be used to draw laden semi-trailers which have:-

One axle ☐ Two axles ☐ Three or more axles ☐

- 51 Is the vehicle a goods vehicle exempt from the provisions of section 53(1) of the Road Traffic Act 1988 (in Northern Ireland, Article 69(1) of the Road Traffic (Northern Ireland) Order 1995), or is it a vehicle to which the Goods Vehicles (Plating and Testing) Regulations 1988 (in Northern Ireland, the Goods Vehicles (Testing) Regulations (Northern Ireland) 1995) do not apply?

Answer Yes ☐ or No ☐

Declaration To be filled-in in all cases.

Making a false declaration is a criminal offence for which you could be fined and/or imprisoned.

I declare that I have checked the information given in this form and that to the best of my knowledge it is correct.

- I enclose**
- ☐ valid documentation confirming the vehicle keeper's name and address details or a filled-in Notification of Name and Address Check (V959);
 - ☐ the duty payable (where appropriate);
 - ☐ filled-in Declaration of entitlement to license at the basic goods rate of vehicle excise duty (Small Islands Goods Vehicles) (V900) (where appropriate);
 - ☐ a valid certificate of insurance (not the policy or schedule) or security in respect of liabilities to third parties which provides insurance cover for the named keeper of the vehicle;
 - ☐ suitable evidence of revenue/unladen weight (where appropriate);
 - ☐ original Certificate of Entitlement, DLA404, WPA0442 or MHS330 (Disabled tax class only);
 - ☐ Reduced Pollution Certificate (where appropriate);
 - ☐ Certificate of Initial Fitness or its equivalent (PSV401, 408, 500, 506) where appropriate (in Northern Ireland PSV Certificate) or Pre Registration Inspection (PRI) Certificate;
 - ☐ filled-in Declaration of Off Road Vehicle (INF85D) (where appropriate);
 - ☐ European Community Whole Vehicle Type Approval (ECWVTA) Certificate of Conformity; Individual Approval Certificate (IAC); Single Vehicle Approval (SVA) Certificate, Motorcycle Single Vehicle Approval (MSVA) Certificate or Mutual Approval Certificate (where appropriate);
 - ☐ Certificate of Newness/Declaration of Newness (where appropriate);
 - ☐ evidence from manufacturer as to the newness of components (i.e. Kit car/receipts) if appropriate.

Official Use Only	
<input type="checkbox"/>	IDC: V959*
<input type="checkbox"/>	Duty
<input type="checkbox"/>	Insurance
<input type="checkbox"/>	Revenue/Unladen*
<input type="checkbox"/>	Certificate of Entitlement/DLA404/WPA0442/MHS330*
<input type="checkbox"/>	Reduced Pollution
<input type="checkbox"/>	Initial Fitness/PRI
<input type="checkbox"/>	Type Approval
<input type="checkbox"/>	Customs
<input type="checkbox"/>	C of N/D of N
<input type="checkbox"/>	Receipts
* Delete as appropriate	

Signature _____ Date _____

In the case of a partnership, limited company or other legal entity, state capacity in which signed _____

In the case of signature by a duly authorised agent, state full name and address _____

Note: The person filling in this form declares that the vehicle is new at first registration.

Warning When a vehicle is taxed in a particular tax class there are limitations on the use to which it can be put without breaking the law. Booklet V355/1 "Notes about Taxation Classes", available from www.gov.uk sets out these limitations. **DVLA are empowered to disclose information to the Police, Local Authorities or other third parties who can show reasonable cause.**

DVLA Date Stamp

Page 2

Appendix B4



Application for a first tax disc and registration of a used motor vehicle

See leaflet V355/5 for notes on filling in, as incomplete forms will be rejected.

Please fill in using black ink and capital letters

Please do not write above this line

1	Registration Number			2	3	Official Use Only Tax disc Serial Number	V55/5 11/12
2	Tax Class			4	If imported, state country vehicle purchased from.		
3	Period of tax applied for	MONTHS	WEEKS	5	S	Is the vehicle Left or Right Hand Drive? Please tick relevant box LHD <input type="checkbox"/> RHD <input type="checkbox"/>	
4	Registration Fee	Tax payable £		6	Official Use Only		
5	Manufacturer			9	29 Date from which tax disc is to run (date of registration)		
6	Make			11	30 Type of Fuel		
7	Model			13	31 VIN/Chassis/Frame N° (in full)		
8	Type of Body/Vehicle			15	32 Engine Number		
9	Wheelplan			17	33 Cylinder Capacity (in cc)		
10	Colour(s)			19	34 Wheelbase (mm)		
11	Type Approval Number/Category (see 50 overleaf)			21	35 CO ₂ g/km		
12	Type			24	36 Mass in Service (kg)		
13	Variant			26	37 Particulates (pm) g/km or g/kWh		
14	Version			28	38 CO g/km or g/kWh		
15	Length mm	30	22 Width mm	31	39 HC + NOx g/km		
16	HC g/km or g/kWh	33	23 NOx g/km or g/kWh	34	40 Trailer Weight (kg)		
17	Unladen Weight (kg)	36	24 Revenue Weight (kg)	37	41 Stationary Sound Level (dB(A))		
18	Number of Seats (inc. driver)	39	25 Number of Standing Places (where appropriate)	40	42 Engine Speed Sound Level (min-1)		
19	Max Net Power (kW)	43	26 Max Permissible Mass (exe.m/c)	44	43 Drive-by Sound Level (dB(A))		
20	Technical Permissible Maximum Towable Mass of the Trailer (a & b)			46	44 Power/Weight Ratio (kW/kg)		
	(a) braked (kg)	48	(b) unbraked (kg)	49	45 Date of original registration		
21	Track Width Axle(s) 1/2/3 (mm) (min-max)			51	46 Date of registration in UK		
CTRM		VC	CRED	IVA/ SVA	Day	Month	Year
52		53	54	55	Vehicle Class		
56		57			SPMK		
47 Partial Postcode of Purchaser		Industry in which vehicle is to be used		B			
Original Dealer Code		Original Dealer (Name, Address and Postcode)		Selling Dealer Code		Selling Dealer or Agent (Name, Address and Postcode)	
110		111					
DVLA to affix form V53 to this box.							
C		Export Code		Private		Captive/Private	
D		Leasing/Contract Hire Use		Business		Fleet	
		Daily Rental		J		K	
		Demonstrator		Y		Z	
		Motability		D		M	
		Other		T		W	
				P		L	
				B		F	
				C		G	

Note: There are more questions overleaf. The new keeper or authorised representative(s) must sign the declaration(s) overleaf.

Appendix B4 cont.

- 48 Name and Address of Vehicle Keeper (the address printed on your Registration Certificate (V5C) will be in the format preferred by Royal Mail and may not be exactly the same as the address on your application form).

Please tick box
Indicate Mr, Mrs, Miss or
state other title in section
below

First names (in full)

Surname

DVLA Fleet No

Address

Post Town

Postcode

Mr	1	Mrs	2	Miss	3	* Unincorporated Bodies If registration is in business or association name, please also give full name of person responsible for vehicle.
Title or Business/Company Name*						
58						
59						
60						
61						
62						

- 49 Date of Birth

Day	Month	Year

64 Must be entered unless field 60 (DVLA fleet No) is completed.

Please give your contact details in case we need to get in touch.

☎ Dealer/vehicle keeper phone number

✉ Dealer/vehicle keeper email address

- 50 Is the vehicle exempt from Type Approval? If so, please indicate the full reason for exemption

Answer questions where appropriate, if the vehicle is a goods vehicle exceeding 3,500kg revenue weight.

- 51 If the vehicle is a **rigid** goods vehicle exceeding 12,000kg, will it be used to draw laden trailer(s) exceeding 4,000kg gross weight?

Answer **Yes** ☐ or **No** ☐

If the answer is **Yes**, give the highest plated weight of any trailer drawn kg.

- 52 If the vehicle is an **articulated** goods vehicle exceeding 12,000kg gross weight, indicate below whether the vehicle will be used to draw laden semi-trailers which have:-

One axle ☐ **Two axles** ☐ **Three or more axles** ☐

- 53 Is the vehicle a **goods** vehicle exempt from the provisions of section 53(1) of the Road Traffic Act 1988 (in Northern Ireland, Article 69(1) of the Road Traffic (Northern Ireland) Order 1995), or is it a vehicle to which the Goods Vehicles (Plating and Testing) Regulations 1988 (in Northern Ireland, the Goods Vehicles (Testing) Regulations (Northern Ireland) 1995) do not apply?

Answer **Yes** ☐ or **No** ☐

- 54 Mileage recorded on Speedometer Miles (not Kilometres)

Declaration To be filled-in in all cases.

Making a false declaration is a criminal offence for which you could be fined and/or imprisoned.

I declare that I have checked the information given in this form and that to the best of my knowledge it is correct.

- I enclose**
- ☐ valid documentation confirming the vehicle keeper's name and address details or a filled-in Notification of Name and Address Check (V959);
 - ☐ the duty payable (where appropriate);
 - ☐ filled-in Declaration of entitlement to license at the basic goods rate of vehicle excise duty (Small Islands Goods Vehicles) (V900) (where appropriate);
 - ☐ a valid certificate of insurance (not the policy or schedule) or security in respect of liabilities to third parties which provides insurance cover for the named keeper of the vehicle;
 - ☐ suitable evidence of revenue/unladen weight (where appropriate);
 - ☐ original Certificate of Entitlement, or DLA404, WPA0442 or MHS330 (Disabled tax class only);
 - ☐ Reduced Pollution Certificate (where appropriate);
 - ☐ Certificate of Initial Fitness or its equivalent (PSV401, 408, 500, 506) where appropriate (in Northern Ireland PSV Certificate) or Pre Registration Inspection (PRI) Certificate;
 - ☐ filled-in Declaration of Off Road Vehicle (INF85D) (where appropriate);
 - ☐ European Community Whole Vehicle Type Approval (ECWVTA) Certificate of Conformity; Individual Approval Certificate (IAC); Single Vehicle Approval (SVA) Certificate, Motorcycle Single Vehicle Approval (MSVA) Certificate or Mutual Approval Certificate (where appropriate);
 - ☐ a valid MoT Certificate (where appropriate).

Official Use Only	
<input type="checkbox"/>	IDC: V959*
<input type="checkbox"/>	Duty
<input type="checkbox"/>	Insurance
<input type="checkbox"/>	Revenue/Unladen*
<input type="checkbox"/>	Certificate of Entitlement/ DLA404/WPA0442/ MHS330*
<input type="checkbox"/>	Reduced Pollution
<input type="checkbox"/>	Initial Fitness/PRI
<input type="checkbox"/>	Type Approval
<input type="checkbox"/>	Customs
<input type="checkbox"/>	Non DVLA Reg.Doc.
<input type="checkbox"/>	Dating evidence from Manufacturer
<input type="checkbox"/>	MoT
* Delete as appropriate	

Signature _____ **Date** _____

In the case of a partnership, limited company or other legal entity, state capacity in which signed

In the case of signature by a duly authorised agent, state full name and address

Warning When a vehicle is taxed in a particular tax class there are limitations on the use to which it can be put without breaking the law. Booklet V355/1 "Notes about Taxation Classes", available from www.gov.uk sets out these limitations. A motor dealer signing on behalf of a customer should draw this warning to their attention. **DVLA are empowered to disclose information to the Police, Local Authorities or other third parties who can show reasonable cause.**

DVLA Date Stamp
Page 2

Appendix B5

Extract of DVLA's booklet V355/4 – How to fill in form V55/4

Confirming your name and address

You will need to provide proof of your name and address. You **must** provide either a photocopy of your DVLA photocard driving licence and paper counterpart or a photocopy of **one** document from **each** of the two lists below.

Documents to confirm your name:

- Your current DVLA driving licence.
- Your UK/EU Passport.
- Your birth certificate.
- Your marriage certificate.
- Your decree nisi or decree absolute.

Documents to confirm your address:

- A gas, electricity, water or landline phone bill issued in the last three months.
- A council tax bill for the current year.
- A bank or building society statement issued in the last three months.
- A medical card.

Applications from businesses and companies (including fleet operators)

You must provide a photocopy of two documents from the following list (one of which must show your current business address).

- Your Companies House registration certificate (embossed).
- Your VAT registration certificate.
- A gas, electricity, water or landline phone bill sent to your business in the last three months.
- A National Non-Domestic Rate bill or Northern Ireland rates bill.
- A bank or building society statement for your business, issued in the last three months.
- A certificate of company insurance.
- A letter from HM Revenue & Customs showing your company details and tax reference number.
- Your company mortgage statement.
- A property leasing agreement.
- A solicitor's letter relating to you buying the property your business is run from.
- A consumer credit licence.

If you do not provide the documents we ask for above, we will not accept your application.

Appendix B5 cont.

Extract of DVLA's booklet V355/4 – How to fill in form V55/4

How to fill in the V55/4 form

The form has numbered sections which ask for specific information. The following is a guide to help you understand what information you need to provide and where you can get it from.

For vehicles that are being imported, in the top right-hand box on the V55/4, tell us the country you bought the vehicle from then tick the box to tell us whether it is a left-hand or right-hand drive.

You need to fill in the following sections on page 1 of the V55/4.

1 Registration Number	Leave this box blank. The DVLA will fill this in.
2 Tax Class	For example petrol car, diesel car. For more advice please refer to V355/1 'Notes about tax classes'.
3 Period of tax applied for	Fill in whether you want to tax the vehicle for six months or 12 months.
4 Registration fee Tax payable	You must pay the first registration fee unless the vehicle is listed in Appendix A: 'Vehicle first registration fee' leaflet (INF54/1).
5 Manufacturer	Take this information from the Certificate of Conformity or IVA/MSVA certificate.
6 Make	For example, Ford, Vauxhall, Peugeot and so on.
7 Model (including full vehicle specification)	For example, Fiesta Azura Auto, Corsa GLS 12V, 406 GLDT and so on.
8 Type of Body/ Vehicle	For example, saloon, estate, three-door or five-door hatchback, sports, convertible, coupe, motorcycle, tricycle, moped and so on.
9 Wheelplan	For example, for standard cars this is '2-AXLE RIGID', for motorcycles this is '2 WHEEL', and so on.
10 Colour(s)	The colour may not be the full manufacturer's description as we only use basic colour descriptions (for example, if the vehicle is lavender it would be shown on the registration certificate, as purple). Note: where a vehicle has two colours, both descriptions should be entered on the V55 form, for example 'black and white'. For a vehicle with three colours or more enter 'multi-coloured'.
11 Type Approval Number/Category Details	Take this information from the Certificate of Conformity. If the vehicle does not need evidence of type approval because of how it is constructed, leave blank and fill in section 48 on page 2. If you are providing a Single Vehicle Approval (SVA), Individual Vehicle Approval (IVA), or Motorcycle Single Vehicle Approval (MSVA) certificate, the DVLA will record the information in the 'Official Use Only' boxes on the form.
12 Type	Take this information from the Certificate of Conformity or SVA/IVA/MSVA certificate.
13 Variant	Take this information from the Certificate of Conformity. You do not need to fill this in if you are providing an SVA, IVA, or MSVA certificate. However, if you have this information you should give it here.
14 Version	Take this information from the Certificate of Conformity. You do not need to fill this in if you are providing an SVA, IVA, or MSVA certificate. However, if you have the information you should give it here.
15 Length of vehicle (mm)	Take this information from the Certificate of Conformity. You do not need to fill this in if you are providing an SVA, IVA, MSVA certificate. However, if you have the information you should give it here.
16 HC (g/km or g/kWh)	Take this information from the Certificate of Conformity or it may be on the SVA, IVA, MSVA certificate.
17 Unladen Weight (kg)	You do not need to give the weight if your vehicle weighs less than 3500kg (for example, if it is a passenger car), unless the vehicle is a tricycle.
18 Number of Seats (including the driver's seat)	Take this information from the Certificate of Conformity or you can count the number of seats in the vehicle.
19 Max Net Power (kW)	Take this information from the Certificate of Conformity, no decimal places, please round up or down to nearest whole number.

Appendix B5 cont.

Extract of DVLA's booklet V355/4 – How to fill in form V55/4

20 Technical Permissible Maximum Towable Mass of the Trailer (a&b)	Take this information from the Certificate of Conformity.
21 Track width	Take this information from the Certificate of Conformity or SVA, IVA/MSVA certificate.
22 Width of vehicle (mm)	Take this information from the Certificate of Conformity. You do not need to fill this in if you are providing an SVA, IVA or MSVA certificate. However, if you have the information you should give it here.
23 NOx (g/km or g/kWh)	Take this information from the Certificate of Conformity. You do not need to fill this in if you are providing an SVA, IVA or MSVA certificate. However, if you have the information you should give it here.
24 Revenue Weight (kg)	You do not need to give the weight if the vehicle is a car or light van, or if it weighs 3500kg or less. If your vehicle weighs more than 3500kg, please give the weight and attach a weight certificate.
25 Number of Standing Places	This only applies to buses. You can get this information from the vehicle manufacturer.
26 Max Permissible Mass	Take this information from the Certificate of Conformity. (You do not have to give this information for motorcycles or tricycles.
27 Euro Status Directive Number	Take this information from the Certificate of Conformity (if shown). Generally shown with exhaust emissions (for example 1999/102A/EC, 98/69/EC). You do not need to fill this in if you are providing an SVA, IVA, or MSVA certificate.
28 Date from which tax disc will start	This will normally be today's date or the first day of the next month.
29 Type of Fuel	For example 'Petrol', 'Diesel', 'Electricity', and so on.
30 VIN/Chassis/ Frame Number	Give the full Vehicle Identification Number (VIN), chassis number or frame number, usually shown on a plate near the engine.
31 Engine Number	Give the full engine number, which you should get from the vehicle.
32 Cylinder Capacity (cc)	Take this information from the Certificate of Conformity or get it from the vehicle manufacturer.
33 Wheelbase (mm)	Take this information from the Certificate of Conformity or SVA, IVA/MSVA certificate.
34 CO₂ (g/km)	Take this information from the Certificate of Conformity (the combined figure).
35 Mass in Service (kg)	Take this information from the Certificate of Conformity or get it from the vehicle manufacturer.
36 Particulates (pm) (g/km or g/kWh)	Only fill this in if your vehicle runs on diesel. Take this information from the Certificate of Conformity. You do not need to fill this in if you are providing an IVA certificate. However, if you have this information you should give it here.
37 CO (g/km or g/kWh)	Take this information from the Certificate of Conformity. If you do not have this information you can leave this section blank.
38 HC + NOx (g/km)	Take this information from the Certificate of Conformity. If you do not have this information you can leave this section blank.
39 Trailer Weight (kg)	You must fill this in if you have a rigid vehicle weighing over 12,000kg drawing a laden trailer weighing over 4,000kg.
40 Stationary Sound Level (dB(A))	Take this information from the Certificate of Conformity. You do not need to fill this in if you are providing an SVA, IVA or MSVA certificate. However, if you have this information you should give it here.
41 Engine Speed Sound Level (min-1)	Take this information from the Certificate of Conformity. The engine speed means the speed at which the readings are taken (for example, 81 (stationary) at 3000 (engine speed) min – 1/70). You do not need to fill this in if you are providing an SVA, IVA or MSVA certificate. However, if you have this information you should give it here.
42 Drive-by Sound Level (dB(A))	Take this information from the Certificate of Conformity. You do not need to fill this in if you are providing an IVA or MSVA certificate. However, if you have this information you should give it here.

Appendix B5 cont.

Extract of DVLA's booklet V355/4 – How to fill in form V55/4

43 Power/Weight Ratio (kW/kg)	This only applies to motorcycles/tricycles. Take this information from the Certificate of Conformity or the MSVA certificate, or get it from the vehicle manufacturer.
44 Year of Registration	Give the year the vehicle was first registered (for example, 2001).
45 Partial Postcode	Please give the first half of the postcode (for example, SW19) for the address of the person who bought the vehicle.

The motor industry uses the remaining boxes on page 1 of the V55/4 to produce statistics and you do not need to fill them in.

The following sections need to be filled in on page 2 of the V55/4.

46 Name and Address	Please give your full name, address and full postcode.
47 Date of Birth	You must give this if a person has been named as the keeper. We will hold this information but it will not appear on the Registration Certificate.
Contact Details	Please give contact details in case we need to get in touch: Dealer/vehicle keeper telephone number and/or Dealer/vehicle keeper email address
48 Is the vehicle exempt from Type Approval?	If yes, you need to give the full reason for the exemption.
49-51	Only for vehicles weighing over 3500kg (not for cars or light vans). Answer the questions where appropriate.
Declaration	Please tick the appropriate boxes, and then sign and date the bottom of the application form.

What happens next?

Send your filled-in form to the DVLA Swansea SA99 1BE, making sure you include the appropriate payment for the tax disc and registration fee, plus any documents (these are listed on the V55/4 form) to support your application. Documents supporting your application should be originals, unless otherwise stated. However, downloaded or faxed copies of downloaded insurance certificates will be accepted.

Your vehicle may need to be inspected. The DVLA will contact you if this is required.

If your application is approved, DVLA will do the following:

- Give your vehicle a registration number appropriate to its age. If you cannot provide proof of the age of the vehicle you will need to fill in an 'Application for a first tax disc and registration for a used motor vehicle' (V55/5). Your vehicle will be registered as used and we will issue a "Q" registration number.
- Send you a Registration Certificate (V5C) showing you as the registered keeper. We will send you this within four to six weeks of receiving your application.
- Issue a tax disc and a 'Number plate authorisation certificate' (V948) to allow you to get number plates made up. We will send this within two weeks of receiving your application.
- Return your documents. (If you would like your documents returned by 'special delivery' please provide a prepaid special delivery envelope. However, we cannot guarantee to return your documents by a specific date or event - for example, a holiday.)

Please note: if you do not receive your documents back you must contact the DVLA within one month of the date you made your application, otherwise we will not be able to carry out an investigation.

If you do not receive any of the above within the specified time please phone 0300 790 6802.

Appendix B6

Extract of DVLA's booklet V355/5 – How to fill in form V55/5

Confirming your name and address

You will need to provide proof of your name and address (the only exceptions are applications made with an 'Application to register a vehicle under its original registration number (V765)).

You **must** provide either a photocopy of your DVLA photocard driving licence and paper counterpart or a photocopy of **one** document from **each** of the two lists below.

Documents to confirm your name:

- Your current DVLA driving licence.
- Your UK/EU Passport.
- Your birth certificate.
- Your marriage certificate.
- Your decree nisi or decree absolute.

Documents to confirm your address:

- A gas, electricity, water or landline phone bill issued in the last three months.
- Your council tax bill for the current year.
- A bank or building society statement issued in the last three months.
- A medical card.

Applications from businesses and companies (including fleet operators)

You must provide a photocopy of two documents from the following list (one of which must show your current business address).

- Your Companies House registration certificate (embossed).
- Your VAT registration certificate.
- A gas, electricity, water or landline phone bill sent to your business in the last three months.
- A National Non-Domestic Rate bill or Northern Ireland rates bill.
- A bank or building society statement for your business, issued in the last three months.
- A certificate of company insurance.
- A letter from HM Revenue & Customs showing your company details and tax reference number.
- Your company mortgage statement.
- A property leasing agreement.
- A solicitor's letter relating to you buying the property your business is run from.
- A consumer credit licence.

If you do not provide the documents we ask for above, we will not accept your application.

Appendix B6 cont.

Extract of DVLA's booklet V355/5 – How to fill in form V55/5

How to fill in the V55/5 form

The form has numbered sections which ask for specific information. The following is a guide to help you understand what information you need to provide and where you can get it from.

For vehicles that are being imported, in the top right-hand box on the V55/5, tell us the country you bought the vehicle from then tick the box to tell us whether it is a left-hand or right-hand drive.

You need to fill in the following sections on page 1 of the V55/5.

1 Registration Number	Leave this box blank. The DVLA will fill this in.
2 Tax Class	For example petrol car, diesel car. For more advice please refer to V355/1 'Notes about tax classes'.
3 Period of tax applied for	Fill in whether you want to tax the vehicle for six months or 12 months.
4 Registration fee Tax payable	You must pay the first registration fee unless the vehicle is listed in Appendix A: 'Vehicle first registration fee' leaflet (INF54/1).
5 Manufacturer	Take this information from the Certificate of Conformity or IVA/MSVA certificate.
6 Make	For example, Ford, Vauxhall, Peugeot and so on.
7 Model (including full vehicle specification)	For example, Fiesta Azura Auto, Corsa GLS 12V, 406 GLDT and so on.
8 Type of Body/ Vehicle	For example, saloon, estate, three-door or five-door hatchback, sports, convertible, coupe, motorcycle, tricycle, moped and so on.
9 Wheelplan	For example, for standard cars this is '2-AXLE RIGID', for motorcycles this is '2 WHEEL', and so on.
10 Colour(s)	The colour may not be the full manufacturer's description as we only use basic colour descriptions (for example, if the vehicle is lavender it would be shown on the registration certificate, as purple). Note: where a vehicle has two colours, both descriptions should be entered on the V55 form, for example 'black and white'. For a vehicle with three colours or more enter 'multi-coloured'.
11 Type Approval Number/Category Details	Take this information from the Certificate of Conformity. If the vehicle does not need evidence of type approval because of how it is constructed, leave blank and fill in section 50 on page 2. If you are providing a Single Vehicle Approval (SVA), Individual Vehicle Approval (IVA), or Motorcycle Single Vehicle Approval (MSVA) certificate, the DVLA will record the information in the 'Official Use Only' boxes on the form.
12 Type	Take this information from the Certificate of Conformity or SVA/IVA/MSVA certificate.
13 Variant	Take this information from of the Certificate of Conformity. You do not need to fill this in if you are providing an SVA, IVA or MSVA certificate. However, if you have this information you should give it here.
14 Version	Take this information from the Certificate of Conformity. You do not need to fill this in if you are providing an SVA, IVA or MSVA certificate. However, if you have the information you should give it here.
15 Length of vehicle (mm)	Take this information from the Certificate of Conformity. You do not need to fill this in if you are providing an SVA, IVA or MSVA certificate. However, if you have the information you must give it here.
16 HC (g/km or g/kWh)	Take this information from the Certificate of Conformity or it may be on the SVA, IVA or MSVA certificate.
17 Unladen Weight (kg)	You do not need to give the weight if your vehicle weighs less than 3500kg (for example, if it is a passenger car), unless the vehicle is a tricycle.
18 Number of Seats (including the driver's seat)	Take this information from the Certificate of Conformity or you can count the number of seats in the vehicle.
19 Max Net Power (kW)	Take this information from the Certificate of Conformity, no decimal places, please round up or down to nearest whole number. (You do not have to give this information for an agricultural vehicle).

Appendix B6 cont.

Extract of DVLA's booklet V355/5 – How to fill in form V55/5

20 Technical Permissible Maximum Towable Mass of the Trailer (a&b)	Take this information from the Certificate of Conformity.
21 Track width	Take this information from the Certificate of Conformity or SVA, IVA/MSVA certificate.
22 Width of vehicle (mm)	Take this information from the Certificate of Conformity. You do not need to fill this in if you are providing an SVA, IVA or MSVA certificate. However, if you have the information you should give it here.
23 NO _x (g/km or g/kWh)	Take this information from the Certificate of Conformity. You do not need to fill this in if you are providing an SVA, IVA or MSVA certificate. However, if you have the information you should give it here.
24 Revenue Weight (kg)	You do not need to give the weight if the vehicle is a car or light van, or if it weighs 3500kg or less. If your vehicle weighs more than 3500kg, please give the weight and attach a weight certificate.
25 Number of Standing Places	This only applies to buses. You can get this information from the vehicle manufacturer.
26 Max Permissible Mass	Take this information from the Certificate of Conformity. (You do not have to give this information for motorcycles or tricycles.
27 Euro Status Directive Number	Take this information from the Certificate of Conformity (if shown). Generally shown with exhaust emissions (for example 1999/102A/EC, 98/69/EC). You do not need to fill this in if you are providing an SVA, IVA, or MSVA certificate.
28 Date from which tax disc will start	This will normally be today's date or the first day of the next month.
29 Type of Fuel	For example 'Petrol', 'Diesel', 'Electricity', and so on.
30 VIN/Chassis/ Frame Number	Give the full Vehicle Identification Number (VIN), chassis number or frame number, usually shown on a plate near the engine.
31 Engine Number	Give the full engine number, which you should get from the vehicle.
32 Cylinder Capacity (cc)	Take this information from the Certificate of Conformity or get it from the vehicle manufacturer.
33 Wheelbase (mm)	Take this information from the Certificate of Conformity or SVA, IVA/MSVA certificate.
34 CO ₂ (g/km)	Take this information from the Certificate of Conformity (the combined figure).
35 Mass in Service (kg)	Take this information from the Certificate of Conformity or get it from the vehicle manufacturer.
36 Particulates (pm) (g/km or g/kWh)	Only fill this in if your vehicle runs on diesel. Take this information from the Certificate of Conformity. You do not need to fill this in if you are providing an IVA certificate. However, if you have this information you should give it here.
37 CO (g/km or g/kWh)	Take this information from the Certificate of Conformity. If you do not have this information you can leave this section blank.
38 HC + NO _x (g/km)	Take this information from the Certificate of Conformity. If you do not have this information you can leave this section blank.
39 Trailer Weight (kg)	You must fill this in if you have a rigid vehicle weighing over 12,000kg drawing a laden trailer weighing over 4,000kg.
40 Stationary Sound Level (dB(A))	Take this information from the Certificate of Conformity. You do not need to fill this in if you are providing an SVA, IVA or MSVA certificate. However, if you have this information you should give it here.
41 Engine Speed Sound Level (min-1)	Take this information from the Certificate of Conformity. The engine speed means the speed at which the readings are taken (for example, 81 (stationary) at 3000 (engine speed) min – 1/70). You do not need to fill this in if you are providing an SVA, IVA or MSVA certificate. However, if you have this information you should give it here.
42 Drive-by Sound Level (dB(A))	Take this information from the Certificate of Conformity. You do not need to fill this in if you are providing an IVA or MSVA certificate. However, if you have this information you should give it here.

Appendix B6 cont.

Extract of DVLA's booklet V355/5 – How to fill in form V55/5

43 Drive-By Sound Level (dB(A))	Take this information from the Certificate of Conformity. You do not need to fill this in if you are providing an SVA, IVA or MSVA certificate. However, if you have this information you must give it here.
44 Power/Weight Ratio (kW/kg)	This only applies to motorcycles/tricycles. Take this information from the Certificate of Conformity or the MSVA certificate, or get it from the vehicle manufacturer.
45 Date of original registration	Give the date the vehicle was first registered (regardless of which country this was in).
46 Date of registration in UK	Give the date the vehicle was first registered in the UK (regardless of which country the vehicle was made in).
47 Partial Postcode	Please give the first half of the postcode (for example, SW19) for the address of the person who bought the vehicle.

The motor industry uses the remaining boxes on page 1 of the V55/5 to produce statistics and you do not need to fill them in.

The following sections need to be filled in on page 2 of the V55/5.

48 Name and Address	Please give your full name, address and full postcode.
49 Date of Birth	You must give this if a person has been named as the keeper. We will hold this information but it will not appear on the Registration Certificate.
Contact Details	Please give contact details in case we need to get in touch: Dealer/vehicle keeper telephone number and/or Dealer/vehicle keeper email address
50 Is the vehicle exempt from Type Approval?	If yes, you need to give the full reason for the exemption.
51–53	Only for vehicles weighing over 3500kg (not for cars or light vans). Answer the questions where appropriate.
54 Mileage details	Give the current mileage displayed on the speedometer at the time the vehicle is registered. To ensure the correct rate of vehicle tax is applied it is important that the vehicle mileage is recorded accurately.
Declaration	Please tick the appropriate boxes, and then sign and date the bottom of the application form.

What happens next?

Send your filled-in form to the DVLA Swansea SA99 1BE, making sure you include the appropriate payment for the tax disc and registration fee, plus any documents (these are listed on the V55/5 form) to support your application. Documents supporting your application should be originals, unless otherwise stated. However, downloaded or faxed copies of downloaded insurance certificates will be accepted.

Your vehicle may need to be inspected. The DVLA will contact you if this is required.

If your application is approved, the DVLA will do the following:

- Give your vehicle a registration number that is appropriate to its age. If you cannot provide proof of age and/or identity of the vehicle we will issue a "Q" registration number.
- Send you a Registration Certificate (V5C) showing you as the registered keeper. We will send you this within four to six weeks of receiving your application.
- Issue a tax disc and a 'Number plate authorisation certificate' (V948) to allow you to get number plates made up. We will send this within two weeks of receiving your application.
- Return your documents. (If you would like your documents returned by 'special delivery' please provide a prepaid special delivery envelope. However, we cannot guarantee to return your documents by a specific date or event - for example, a holiday.)

Please note: if you do not receive your documents back you must contact the DVLA within one month of the date you made your application, otherwise we will not be able to carry out an investigation.

If you do not receive any of the above within the specified time please phone 0300 790 6802.

Appendix C

Specimen layout (for manufacturers) of a Certificate of Newness

Company Name and Address CERTIFICATE OF NEWNESS				
A. Vehicle Particulars				
Make	<div style="border: 1px solid black; height: 25px; width: 100%;"></div>	DVLA CODES	Type of Fuel	
		<div style="border: 1px solid black; height: 25px; width: 100%;"></div>		<div style="border: 1px solid black; padding: 5px; width: 50px; margin: 0 auto;">DVLA Code <div style="border: 1px solid black; height: 20px; width: 100%;"></div></div>
Model	<div style="border: 1px solid black; height: 25px; width: 100%;"></div>	<div style="border: 1px solid black; height: 25px; width: 100%;"></div>	Vin/Chassis Frame No.	<div style="border: 1px solid black; height: 25px; width: 100%;"></div>
Type of Body/ Vehicle	<div style="border: 1px solid black; height: 25px; width: 100%;"></div>	<div style="border: 1px solid black; height: 25px; width: 100%;"></div>	Engine Number	<div style="border: 1px solid black; height: 25px; width: 100%;"></div>
Wheelplan	<div style="border: 1px solid black; height: 25px; width: 100%;"></div>	<div style="border: 1px solid black; height: 25px; width: 100%;"></div>	Cylinder Capacity (in CCs)	<div style="border: 1px solid black; height: 25px; width: 100%;"></div>
Colour(s)	<div style="border: 1px solid black; height: 25px; width: 100%;"></div>	<div style="border: 1px solid black; height: 25px; width: 100%;"></div>	Revenue weight	<div style="border: 1px solid black; height: 25px; width: 100%;"></div>
			Unladen Weight	<div style="border: 1px solid black; height: 25px; width: 100%;"></div>
Type Approval	<div style="border: 1px solid black; height: 25px; width: 100%;"></div>			
B. Declaration				
The undersigned, being the duly authorised signatory for and on behalf of <u>(insert name of vehicle</u> <u>manufacturer /importer)</u> the manufacturer/importer (delete as appropriate) of the vehicle to which this Certificate relates, particulars of which are given in Part A, declares that:				
(a) the said vehicle is new and unregistered, manufactured or imported by this company, (b) this company has not issued any previous Certificate or Declaration of Newness (see note 1) or precompleted an 'Application for a first tax disc and registration of a new motor vehicle' (V55/1), (c) is a current model or a model that has stopped being produced in the last two years.				
Authorised Signature _____		Date _____		
Note 1: If this form is a Duplicate it should be clearly marked with the word "DUPLICATE" in the box at the top right hand corner.				
Note 2: The vehicle registration document issued for this vehicle will bear the words "new at first registration"				
Note 3: Any false statement may render you liable to prosecution.				

Appendix D

V267 – Declaration that a vehicle is new – for use by an Independent Importer



Driver & Vehicle
Licensing
Agency

Declaration that a vehicle is new

V267

This form should be filled in by the person or organisation importing a new vehicle.

Official use only

VRN

VC

A Details of the vehicle

Make:	Cylinder capacity:	<input type="text"/>
Model:	Revenue weight (in kg):	<input type="text"/>
Type of body:	Mileage recorded on speedometer:	<input type="text"/> miles
Colour:		
Type approval number:	<input type="text"/>	
You must send evidence (if appropriate) of the vehicle's type approval with this application.		
Vehicle Identification Number (VIN), chassis number or frame number:	<input type="text"/>	
Engine number:	<input type="text"/>	

B Name and address of person, partnership or company who imported the vehicle

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
Contact phone number:

C Declaration

I declare that the vehicle described in part A above, is a **new** vehicle which **has not been permanently registered** in any country before it was imported into the United Kingdom, has not been sold for retail, has not been subject to excessive use, and is a current model or a model that has stopped being produced in the last two years.

Note: if you make a false statement you may be prosecuted.

Your signature:

If you are acting for a company or partnership, state your position:

Date:



HRC - V1R

V55/1 'Secure' Form
First Tax Disc & Registration of a Motor Vehicle

Please use black ink when completing this form:

- 1. Number of Forms requested: _____
- 2. To be used for vehicle marque/s: _____
- 3. Contact Name: _____
- 4. Contact Telephone No: _____
- 5. Contact E-mail Address: _____
- 6. Address for Despatch: _____

Postcode: _____

- 7. Name & Address of Authorised Company (if different from above):

Postcode: _____

- 8. By signing this form I agree to be bound by the Terms for the use of the V55/1 as stated overleaf.
Addressee's signature: _____

- 9. Please return this form: **SMMT LTD**
71 GREAT PETER STREET
LONDON
SW1P 2BN

Phone No: 020 7344 1612
Fax No: 020 7344 1603 or 020 7235 7112

ORDER FORM

V55/1 'Secure' Form

First Tax Disc & Registration of a Motor Vehicle

1. Number of Forms Required
Please do not order more than one years requirement.
2. To be used for vehicle marque/s:
3. Contact Name :
4. Contact Phone No:
5. Company & Address for despatch:.....
.....
.....
.....Postcode
6. Name & Address of Authorised Company (if different from above).
.....
.....
.....Postcode
7. By signing this form I agree to be bound by the Terms for the use of the V55/1 as stated overleaf:

Addressee's signature :
8. **Please return this form to :** Chris Evans, Economist
AEA
Samuelson House
62 Forder Way
Hampton
Peterborough
Cambs, PE7 8JB

Phone No: 01733 207609 or 207608 Fax No: 01733 314767

QUAD MAKE/MODEL CODE REQUEST FORM

A manufacturer or importer should complete this form when a new make or model of quad is to be introduced and registered for the road. The manufacturer or importer will then be notified of the necessary codes for the pre-completion of the First Tax Disc & Registration V55.

**All fields must be completed where possible before codes are issued.
Please note all information given is treated as STRICTLY CONFIDENTIAL.**

Make:				
Model Name:				
Engine Capacity (cc):				
Type Approval Number:				
Power:Weight Ratio (kW:Kg)				
Fuel Type: (Please circle)	Petrol	Electric	Diesel	Other
Transmission: (Please circle)	Manual	Automatic	Semi-Automatic	
Seat Height (mm):				
Country of Origin:				

Contact Name	
Company	
Signature	
Date	
Phone Number	
Fax Number	
Email Address	

Please return this form to:

Chris Evans
AEA (Agricultural Engineering Association)
Samuelson House, 62 Forder Way, Hampton, Peterborough, PE7 8JB
Fax: 01733 314767
Email: economics@aea.uk.com

Codes Allocated (For official AEA use only)			
V55 Make Code	V55 Model Code	DVLA Make Code	DVLA Model Code



Driver & Vehicle
Licensing
Agency

Application for de-registration

V996

Please read the notes over the page before you fill in this form

To confirm customer agreement to send details by email, please put a X in the box ☐

DLVA require the following information to assess the de-registration application:

Vehicle Registration Number (VRN):

Make and model of vehicle:

Was the vehicle registered via AFRL or on a V55?

Is the VRN a personalised registration number? Please put a X in the box. Yes ☐ No ☐

If you have answered yes and the keeper wants to keep or transfer the VRN, you must:

- have received confirmation that DVLA have agreed to de-register the vehicle
- have received the tax disc and V5C, and
- fill in the 'Application to transfer or retain a vehicle registration number' (V317)

If you don't the keeper may lose the registration number.

Send the application immediately (with the V5C) to:

De-registration Team
VC15A/MASET
DVLA
Swansea
SA6 7JL.

Dealer name:

Dealer address:

Reason for de-registration request:

(Continue on a separate sheet if necessary)

Has the vehicle been used?

Please put a X in the box. Yes ☐ No ☐

Has the vehicle been registered in the name of a dealer?

Please put a X in the box. Yes ☐ No ☐

Has the vehicle been registered in the name of an associated, parent or subsidiary company or a dealership, including associated leasing companies or hire-car firms? Please put a X in the box. Yes ☐ No ☐

Declaration

If the de-registration of this vehicle is approved; I declare that once I get the V5C* and tax disc, I will immediately destroy them.

*If applying to keep or transfer the VRN you will need to send the V5C with the V317 application.

Your signature:

Print name:

Position in the company:

Contact phone number:

Date:



Cancellation of registration – Guidance notes

Only the dealer who applied to register the vehicle can apply to cancel it.

The DVLA must receive the application for de-registration **within 7 working days of the registration date**.

Conditions of cancellation

We do not normally cancel the registration of a vehicle. Cancelling a registration (de-registration) is an extra-statutory concession. We will **only** do this when:

- the sale falls through
- there is no dealer error

We will not cancel the registration if the:

- vehicle is registered in the name of a dealer
- vehicle is registered in the name of an associated, parent or subsidiary company or a dealership. This includes associated leasing companies or hire-car firms
- vehicle has been used under the registration number allocated.

We cannot usually cancel a registration until the person in whose name the vehicle is registered returns the tax disc and Registration Certificate (V5C) to you (the dealer). However, regardless of whether they have received the tax disc or V5C, the dealer must contact the DVLA to make it clear that they wish to cancel the registration.

We do not refund the registration fee when a vehicle is de-registered. The registration fee will need to be paid when the vehicle is subsequently re-registered under a new registration number.

The dealer must apply to cancel the registration and agree to destroy the surrendered tax disc and V5C when the DVLA agree to cancel the registration.

How to apply

The DVLA must receive the application for de-registration **within 7 working days of the registration date**.

The intention to de-register should be emailed to **deregistrations@dvla.gsi.gov.uk** or the application must be posted to:

De-registration Team
VC15A/MASET
DVLA
Swansea
SA6 7JL.

Emailing applications (with customer agreement)

- Fill in the information over the page and email to the address above.
- In a **separate email** (sent straight after the first one), attach a signed letter from the prospective purchaser giving:
 - their name – **do not include** the address of the keeper in the **email**. (This is for Data Protection reasons)

- vehicle registration number, and
- confirmation that the sale has not gone ahead and the reason for it

Without the second email, we will not be able to assess the application for de-registration.

DVLA will contact you to confirm the VIN and full keeper details.

Postal applications

Fill in the information over the page and send to:

De-registration Team
VC15A/MASET
DVLA
Swansea
SA6 7JL

Please include a signed letter from the keeper giving:

- their full name and address
- vehicle registration number and VIN, and
- confirmation that the sale has not gone ahead and the reason for it.

Without this information, we will not be able to assess the application for de-registration.

What happens next

DVLA will contact you regarding the de-registration request within 10 working days.

Registering a vehicle following cancellation (de-registration)

You must not make an application to register a vehicle until you get written agreement from the DVLA to cancel the original registration. Once you get written agreement from the DVLA you (the dealer) will need to get a duplicate V55 form for the vehicle from the manufacturer or import concessionaire. Mark the duplicate V55 form clearly by entering the letters “DUP” in the Duplicate box at the top of the form and to the left of the ‘Re-Reg’ box (if the issuing manufacturer or import concessionaire has not already done this). Duplicate V55 applications **must** be supported with written agreement of de-registration.

Find out about DVLA's online services

Go to: www.gov.uk/browse/driving



Appendix F1

DVLA Body/Vehicle Type Descriptions and Codes – Cars & Light 4X4 Utilities

Code	DVLA Description
Cars	
01	2-Door Saloon
02	4-Door Saloon
03	Saloon (for information only, no longer used)
04	Convertible
05	Coupe
06	Estate
11	Hearse
12	Limousine
13	3-Door Hatchback
14	5-Door Hatchback
21	Sports
62	Tourer (for information only, no longer used)
96	MPV (Multi-Purpose Vehicle)

Light 4X4 Utilities

22	Panel Van
26	Pick-Up
27	Motor Home/Caravan
32	Insulated Van
54	Light 4X4 Utility

Quadricycles

97	Quadricycle
----	-------------

Note: 'Quadricycle' will not be output on V5C. If quadricycle is used for agricultural purposes please see Appendix F7.

Appendix F2

DVLA Body/Vehicle Type Descriptions and Codes – Motorcycles, Mopeds, Scooters and Tricycles

Code	DVLA Description
09	Tricycle
10	Goods Tricycle
18	Motorcycle
19	Motorcycle Combination
72	Moped

Appendix F3

DVLA Body/Vehicle Type Descriptions and Codes – Light Commercial Vehicles up to 3,500kg

Code	DVLA Description
22	Panel Van
23	Box Van
24	Car-Derived Van
26	Pick-Up
27	Motor Home/Caravan
28	Van/Side Windows
31	Luton Van
32	Insulated Van
33	Glass Carrier
34	Specially Fitted Van
36	Livestock Carrier
37	Float
38	Flat Lorry
39	Dropside Lorry
40	Tipper
43	Breakdown Truck
48	Car Transporter
49	Refuse Disposal
52	Skip Loader
53	Special Mobile Unit
55	Airport Support Unit
60	Minibus
61	Curtain-sided
76	Ambulance
77	Fire Engine
81	Line Painter
83	Street Cleansing
85	Tower Wagon
87	Lift Truck

Appendix F4

DVLA Body/Vehicle Type Descriptions and Codes – Rigid Vehicles up to 3,500kg

Code	DVLA Description
22	Panel Van
23	Box Van
26	Pick-Up
27	Motor Home/Caravan
28	Van/Side Windows
30	Pantehnicon
31	Luton Van
32	Insulated Van
33	Glass Carrier
34	Specially Fitted Van
36	Livestock Carrier
38	Flat Lorry
39	Dropside Lorry
40	Tipper
41	Low Loader
43	Breakdown Truck
44	Tanker
45	Solid Bulk Carrier
46	Concrete Mixer
47	Mobile Plant
48	Car Transporter
49	Refuse Disposal
52	Skip Loader
53	Special Mobile Unit
55	Airport Support
56	S/D Bus/Coach (Single Deck)
57	D/D Bus/Coach (Double Deck)
58	Standee Bus
59	H/D Bus/Coach (Half Deck)
60	Minibus
61	Curtain-Sided
74	Road Testing
76	Ambulance
77	Fire Engine
81	Line Painter
83	Street Cleansing
84	Gritting Vehicle
85	Tower Wagon
88	Snow Plough
94	Cesspool Emptyer

Appendix F5

DVLA Body/Vehicle Type Descriptions and Codes – Articulated Vehicles

Code	DVLA Description
27	Motor Home/Caravan
36	Livestock Carrier
38	Flat Lorry
39	Dropside Lorry
41	Low Loader
43	Breakdown Truck
44	Tanker
45	Solid Bulk Carrier
46	Concrete Mixer
47	Mobile Plant
48	Car Transporter
53	Special Mobile Unit
55	Airport Support
61	Curtain-Sided
74	Road Testing
75	Tractor
85	Tower Wagon
95	Skeletal Vehicle

Appendix F6

DVLA Body/Vehicle Type Descriptions and Codes – Taxis, Buses and Coaches

Code	DVLA Description
07	Taxi
56	S/D Bus/Coach (Single Deck)
57	D/D Bus/Coach (Double Deck)
58	Standee Bus
59	H/D Bus/Coach (Half Deck)
60	Minibus

Appendix F7

DVLA Body/Vehicle Type Descriptions and Codes – Agricultural, Road Maintenance and Construction

Code	DVLA Description
Agricultural	
36	Livestock Carrier
63	Agric. Tractor
64	Combine Harvester
65	Root Crop Harvester
66	Forage Harvester
67	Windrower
68	Sprayer
69	Viner/Picker
70	Agric. Machine
71	Mowing Machine
A1	Tel. Material Handler

Road Maintenance and Construction

51	Front Dumper
73	Road Surfacers
74	Road Testing
78	Bulldozer
79	Road Stripper
80	Tar Sprayer
81	Line Painter
82	Roller
86	Mobile Crane
87	Lift Truck
89	Loading Shovel
90	Rear Digger
91	Station Tractor
92	Tractor Excavator
93	Hydraulic Excavator
A2	Mobile Pump

Note: If quadricycle is used for agricultural purposes use code 70 otherwise see Appendix F1.

Appendix G

DVLA Acceptable Body Codes for Graduated VED tax classes

List of Body Types and codes for vehicles taxed in the Petrol Car, Diesel Car and Alternative Fuel Car tax classes

Code	DVLA Description
01	2 Door Saloon
02	4 Door Saloon
03	Saloon (for information only, no longer used)
04	Convertible
05	Coupe
06	Estate
07	Taxi
12	Limousine
13	3 Door Hatchback
14	5 Door Hatchback
96	MPV (Multi Purpose Vehicle)

List of Body Types and codes for vehicles taxed in the Light Goods Vehicle tax class

Code	DVLA Description
22	Panel Van
23	Box Van
24	Car Derived Van
25	Light Van
26	Pick Up
28	Van/Side Windows
31	Luton Van
32	Insulated Van
33	Glass Carrier
34	Specially Fitted Van
38	Flat Lorry
39	Dropside Lorry
40	Tipper
54	Light 4X4 Utility

Appendix H

DVLA Wheelplan Codes

Code	Description on Registration Certificate	Full Description
A	2-wheel	2 wheels
B	3-wheel	3 wheels (Tricycle)
C	2 axle rigid body	2 "axle" rigid chassis/body (This applies to all 4-wheeled cars, taxis & light commercials)
D	3 axle rigid body	3 "axle" rigid chassis/body
E	multi-axle rigid	4 or more "axle" rigid chassis
G	2-axle & artic	2 axle tractor with articulated trailer
H	3-axle & artic	3 axle tractor with articulated trailer
J	multi-axle & artic	4 or more axle tractor with articulated trailer
K	crawler	Tracklaying Vehicle
Y	non-standard	Non-standard Wheelplan

Note: "Axle" is used to describe a pair of wheels arranged on a common axis.

Appendix I

DVLA Colour Codes

Colour Code	Description on Registration Certificate	Other colours incorporated
S	Beige	Buff
P	Black	
J	Blue	
B	Bronze	
A	Brown	
V	Cream	Ivory
G	Gold	
H	Green	
L	Grey	
T	Maroon	
K	Purple	Mauve, Violet
E	Orange	
D	Pink	
C	Red	
M	Silver	Aluminium
U	Turquoise	
N	White	
F	Yellow	
R	Multi-Coloured (For vehicles with 3 or more colours)	

Note: Where a vehicle has 2 colours, both colour descriptions and codes should be entered on the V55 form, e.g. BLACK and WHITE = Coded as PN.

Appendix J

DVLA Fuel Codes

Examples of Fuel Descriptor	Descriptor for Q29	Propulsion Code for Box 10	Description output on Registration Certificate
Petrol	Petrol	1	Petrol
Diesel, Gas Oil, Biodiesel	Heavy Oil	2	Heavy Oil
Electric	Electric	3	Electric
Steam	Steam	4	Steam
LPG, CNG, (including Biomethane), LNG and Hydrogen internal combustion.	Gas	5	Gas
Bi-fuel: User can switch between gas and petrol	Gas Bi-fuel	7	Gas Bi Fuel
Combination of electric and petrol	Hybrid PE	8	Hybrid Electric
Dual fuel: designed to use both diesel and gas (CNG or LPG) simultaneously.	Dual fuel	9	Gas Diesel
Fuel Cells	Fuel Cells	A	Fuel Cells
Combination of electric and diesel	Hybrid DE	B	Electric Diesel
Any fuels not covered above e.g. E85 (Petrol/Ethanol mixture)	Other	Z	Other

Appendix K

Industry in which vehicle is to be used

Code	Abbreviated Description	Full Description
A	Agri	Agricultural/Forestry/Fishing
B	Mining	Mining & Quarrying
C	Food	Food/Drink/Tobacco
D	Coal	Coal/Petroleum
E	Chem	Chemicals
F	Metal	Metals
G	Engin	Mechanical/Instruments/Electrical Engineering
H	Ship	Shipping/Marine
I	Manuf	Vehicle Manufacturing
J	Cloth	Clothing/Footwear
K	Bricks	Bricks/Ceramics/Glass/Cement
L	Timber	Timber/Furniture
M	Paper	Paper/Printing/Publishing
N	Constr	Construction
O	Utilit	Gas/Electricity/Water
P	Tcom	Transport-Telecommunications and Postal
Q	Haulage	Transport-Long Distance Haulage
R	Distrib	Transport-Local Distribution
S	Banking	Insurance/Banking/Finance/Business
T	Educ	Professional/Scientific/Education
U	Defence	Public Admin/Defence
V	Hotels	Hotel/Restaurants
W	Health	Health/Social Work
X	Lease	Equipment Leasing/Rental and Contract Hire
Y	Private	Private Households
Z	Unspec	Other (Miscellaneous)

Appendix L

Sale Type Definitions

Description	Code	Definition
Private		
Private: Motability	T	Vehicle sold under the Motability scheme and financed privately or with Hire Purchase (For vehicles operated under the Motability Contract Hire plan - See Fleet: Motability).
Private: Other	P	Vehicle sold to a private individual and is not a Private: Motability or Captive/Private registration.
Captive/Private		
Captive/Private	L	Vehicle sold under a Motor Manufacturer/Franchised Importer employee purchase plan (For vehicles registered under a Motor Manufacturer/Franchised Importer Management Loan Plan or a scheme for their employees to lease directly from that supplier – See Manufacturer/Importer).
Business*		
Business: Leasing/Contract Hire	J	Vehicle sold to/registered for a business that operates between 1 and 24 vehicles and that business will be leasing or contract hiring the vehicle to its customers.
Business: Daily Rental	Y	Vehicle sold to/registered for a business that operates between 1 and 24 vehicles and that business will rent out the vehicle at a daily rate to its customers.
Business: Other	B	Vehicle sold to/registered for a small business that operates between 1 and 24 vehicles which is not covered by the Daily Rental, Leasing/Contract Hire or Motor Trade Demonstrator definitions.
Fleet*		
Fleet: Leasing/Contract Hire	K	Vehicle sold to/registered for a company that operates a fleet of 25 vehicles or more and that company will be leasing or contract hiring the vehicle to its customers.
Fleet: Daily Rental	Z	Vehicle sold to/registered for a company that operates a fleet of 25 vehicles or more and that company will rent out the vehicle at a daily rate to its customers.
Fleet: Demonstrator	M	Vehicle registered as a customer demonstrator by a Motor Trade Dealer, or Agent, who operates a fleet of 25 vehicles or more.
Business: Demonstrator	D	Vehicle being registered as a customer demonstrator by a Motor Trade Dealer, or Agent, who operates between 1 and 24 vehicles. Vehicles registered under this sales type are classified as Fleet registration.
Fleet: Motability	W	Vehicle registered under the Motability scheme to be operated against the Contract Hire plan.
Fleet: Other	F	Vehicle sold to/registered for a company that operates a fleet of 25 or more vehicles and is not covered by the Leasing/Contract Hire, Daily Rental, Dealer Demonstrator or Motability definitions.
Manufacturer/Importer		
Manufacturer/Importer: Demonstrator	G	Vehicle registered by a Motor Manufacturer/Franchised Importer to be used on their Demonstrator fleet.
Manufacturer/Importer: Other	C	Vehicle registered by a Motor Manufacturer/Franchised Importer for use as an executive/job/pool car or for a Management Car Plan scheme or for lease directly to their employees. The Manufacturer/ Importer is likely to tax, insure, maintain and remarket these vehicles.
Export		
Private: British Forces, Germany	1	Vehicles registered for Export for British Forces, Germany
Private: British Forces, Non-EU	2	Vehicles registered for Export for British Forces, Non-EU
Business: Diplomatic/Consular	4	Vehicles registered for Diplomatic/Consular
Private: Foreign Servicemen	6	Vehicles registered for use by Foreign Servicemen
Private: Personal Export - Non-EU	7	Vehicles registered for Export for Personal Export - Non-EU
Private: British Forces - EU	8	Vehicles registered for Export for British Forces - EU
Private: Personal Export - EU	9	Vehicles registered for Export for Personal Export - EU

* Where reference is made to Business or Fleet sizes of "1 to 24 units" or "25 units or more" it is the total number of vehicles run by that operator that determines whether "Business" or "Fleet" applies not just the number of demonstrator vehicles.

Appendix M

DVLA illustration of Form of Notice to be given where a New and Unregistered Vehicle is the subject of an Insurance Claim as a Total Loss

(DDR/12/74/(b))

Date: _____

Notice

(i) _____ give notice as follows:

1. The following vehicle has been seriously damaged and is the subject of an insurance claim as a total loss. The salvage is now in the hands of:

Name(ii) _____

Address _____

Description of Vehicle:

Make _____

Model _____

Chassis/Vehicle Identification Number: _____

Engine Number: _____

Type Approval Number: _____

Evidence of Type Approval must accompany the application (where applicable).

Year of Manufacture: _____

2. If any attempt is made to repair the vehicle, it will not in any circumstances be considered as a new vehicle by

(i) _____ or by any of its distributors or dealers.

3. Under arrangements agreed between the DVLA and the SMMT:

(a) This notice should be passed to any buyer of the salvage.

(b) If the vehicle is at any time repaired for use on the road, this notice must be attached to the application form V55 used to register and license it.

Signed _____

On behalf of (i) _____

Notes: (i) Name of vehicle manufacturer / importer.

(ii) Name and address of insurance company in possession of the salvage.

Appendix N

Application for Registration to receive Advanced Allocation



Driver & Vehicle
Licensing
Agency

V342

Application for Advance Allocation of Registration Numbers

Before completing the application form below please ensure that you have read “The Advance Allocation of Registration Numbers – Notes for Motor Dealers” (V342/1).

I require registration numbers, which is my estimated need for 6 months.

Dealership name

Dealership address

I confirm that I am on the V55/1 or V55/2 Secure Form Scheme ☐ Put **X** in this box (if applicable)

I am a franchise dealer for

Name

Position in company

Date

The allocation of registration numbers may be delayed if this form is not fully completed.

If your application is successful the registration numbers given to you will be appropriate to the address of your dealership.

☐ Please put **X** in this box to confirm that you have read “The Advance Allocation of Registration Numbers – Notes for Motor Dealers” (V342/1) and understand that any breach of the conditions may result in the concession being withdrawn.



INVESTORS
IN PEOPLE

V342
5/13



Driver & Vehicle
Licensing
Agency

The Advance Allocation of Registration Numbers

V342/1

Important notes for Motor Dealers

These notes explain the conditions for the advance allocation of registration numbers. The advance allocation of registration numbers is an administrative arrangement designed to benefit both motor dealers and DVLA. It is a concession restricted to new vehicles which are registered on a V55/1 or V55/2 secure form.

How do I apply for an advance allocation of registration numbers?

Applications must be made on a V342 form. You should send the filled in V342 to V53stickers@dvla.gsi.gov.uk where the application will be considered.

How many registration numbers can I apply for?

The number of registration numbers you request must be limited to your estimated needs for a six month period only (March to August or September to February).

DVLA maintain dealer allocation records which are checked for previous allocations before any new registration numbers are issued. If DVLA consider that the amount of registration numbers you have requested is high when compared with previous allocations, and/or there appear to be several registration numbers which have not been used for registration from a previous allocation, then unless you can give sound reasons, the number of registration numbers allocated will be adjusted by DVLA.

How do I tax and register a vehicle using an advance allocation registration number?

V55 applications should be sent to
DVLA, Swansea SA99 1BE.

You must ensure that the name, address and full postcode of the person or firm to whose vehicle the registration number has been assigned is shown as the vehicle keeper on the V55 form.

Remove the allocation slip (form V53) from the backing paper and stick it in the box provided on the V55 application form.

- A registration number must not be allocated to a vehicle for taxing and registration purposes prior to receipt of the vehicle by the dealer from his supplier.
- A registration number must only be allocated to a vehicle which is to be taxed immediately. Where a customer takes delivery of a vehicle and intends to tax and register it themselves, you must not under any circumstances allocate a number to the vehicle.

- The registration numbers issued to you may contain breaks in their sequence.
- A vehicle displaying registration plates bearing one of these numbers must not be used or kept on a public road before it is registered and taxed.
- New vehicles being delivered on trade plates must not display a registration number from an advance allocation until they are registered and taxed.
- Registration numbers from an advance allocation must not be transferred between motor dealers or outlets of the same company.
- Etching of registration numbers should not take place until a sale has been completed.

What if I have not used all the registration numbers in my allocation by the last day of Feb/Aug?

Registration numbers allocated to you but unused by the last day of Feb/Aug of the year to which they apply must be accounted for by returning the V53 slips immediately to the DVLA, V53 Stickers, Swansea, SA6 7JL. If you are unable to do this you must provide an explanation of their whereabouts.

What if I lose an allocation slip (form V53)?

Send an email immediately to V53stickers@dvla.gsi.gov.uk confirming the registration number of the lost allocation slip. The registration number will be made void and must not be used.

Who do I contact if I want further information about the advance allocation registration numbers?

Contact DVLA by email V53stickers@dvla.gsi.gov.uk

The DVLA records of allocation are checked frequently by both management and visiting examiners.

Under no circumstances will DVLA staff advise either motor dealers or members of the public of the current number reached in the present series.

Any breach of these conditions may result in the concession being withdrawn.

Find out about DVLA's online services

Go to: www.gov.uk/browse/driving



V342/1
6/13

Appendix O

Basic description of EC Type Approval Categories for Vehicles

Category	Description
L	Powered two and three-wheel vehicles (including some quadricycles)
L1	Moped – Two wheel having a maximum speed of 45km/h, maximum internal combustion engine capacity of 50cm ³ or a maximum electric motor power of 4kW.
L2	Moped – Three wheel having a maximum speed of 45km/h, maximum spark ignition internal combustion engine capacity 50cm ³ or maximum power of any other internal combustion engine of 4kW or maximum electric motor power of 4kW.
L3	Motorcycle – Two wheel, without a sidecar with an internal combustion engine capacity greater than 50cm ³ and/or a maximum speed greater than 45km/h.
L4	Motorcycle – Two wheel, with a sidecar with an internal combustion engine capacity greater than 50cm ³ and/or a maximum speed greater than 45km/h.
L5	Motor Tricycle – Three wheels, symmetrically arranged with an internal combustion engine capacity greater than 50cm ³ and/or a maximum speed greater than 45km/h.
L6	Light quadricycle – Four wheels, with a maximum unladen mass of 350kg (not including the mass of the batteries in an electrically powered vehicle), a maximum speed of 45km/h, a maximum spark ignition internal combustion engine capacity of 50cm ³ , or maximum power of any other internal combustion engine of 4kW or maximum electric motor power of 4kW. The construction requirements are those for a three wheel moped unless otherwise specified in a particular Directive.
L7	Quadricycle – Four wheels, with a maximum unladen mass of 400kg or 550kg for a goods carrying vehicle (not including the mass of the batteries in an electrically powered vehicle) and a maximum net power, whatever the type of engine or motor, of 15kW. The construction requirements are those for a motor tricycle unless otherwise specified in a particular Directive.

Category	Description
M	Motor vehicles with at least four wheels used for the carriage of passengers
M1	Vehicles used for the carriage of passengers and comprising no more than eight seats in addition to the driver's seat.
M2	Vehicles used for the carriage of passengers and comprising more than eight seats in addition to the driver's seat, and having a maximum mass of 5 tonnes or less.
M3	Vehicles used for the carriage of passengers and comprising more than eight seats in addition to the driver's seat, and having a maximum mass exceeding 5 tonnes.
M1SP	'Special purpose vehicle' means a vehicle intended to perform a function which requires special body arrangements and/or equipment. This category shall include motor caravans, ambulances, hearses, armoured cars and wheelchair-accessible vehicles.

Category	Description
N	Motor vehicles with at least four wheels used for the carriage of goods
N1	Vehicles used for the carriage of goods and having a maximum mass not exceeding 3.5 tonnes.
N2	Vehicles used for the carriage of goods and having a maximum mass exceeding 3.5 tonnes but not exceeding 12 tonnes.
N3	Vehicles used for the carriage of goods and having a maximum mass exceeding 12 tonnes.

Category	Description
T	Any motorised, wheeled or tracked agricultural or forestry vehicle.
T1	Wheeled tractors with a maximum design speed of not more than 40 km/h, with the closest axle to the driver having a minimum track width of not less than 1150mm, with an unladen mass, in running order, of more than 600kg, and with a ground clearance of not more than 1000mm.
T2	Wheeled tractors with a maximum design speed of not more than 40 km/h, with a minimum track width of less than 1150mm, with an unladen mass, in running order, of more than 600kg and with a ground clearance of not more than 600mm. However, where the height of the centre of gravity of the tractor (measured in relation to the ground) divided by the average minimum track for each axle exceeds 0.90, the maximum design speed is restricted to 30 km/h.
T3	Wheeled tractors with a maximum design speed of not more than 40 km/h and with an unladen mass, in running order, of not more than 600kg.

Appendix P

Reference Guide for Type Approval Certificates

Reference Guide for Type Approval Certificates			
Acceptable Type Approval			
Vehicle Category		Certificate	
Passenger Cars	M1	SVA	No longer acceptable
		IVA	Always acceptable
		MAC for NTA	Always acceptable. DVLA staff need to check sequential number. Certificate dated before 29th April 2009 - sequential number must not exceed 500. Certificate date after 29th April 2009 - sequential number must not exceed 75.
		ECWVTA CoC	Always acceptable
		NSSTA CoC	Always acceptable but sequential number must not exceed 75
Special Purpose (Hearse, Wheelchair Accessible Vehicle, Armoured Car)	M1	SVA	Acceptable at registration until 31st December 2012
		IVA	Always acceptable
		MAC for NTA	Acceptable at registration until 31st December 2012. DVLA staff need to check sequential number does not exceed 500.
		ECWVTA CoC	Always acceptable
		NSSTA CoC	Always acceptable but sequential number must not exceed 75
Light Truck or Van	N1	SVA	Acceptable at registration until 29th April 2013
		IVA	Always acceptable
		GVNTA - MAC or CoC	Acceptable at registration until 29th April 2013
		ECWVTA: Complete vehicle	Always acceptable
		ECWVTA: Incomplete vehicle	Acceptable at registration until 29th April 2013
		NSSTA: CoC: Complete Vehicle	Always acceptable but sequential number must be below 500
		NSSTA: Incomplete Vehicle	Acceptable at registration until 29th April 2013 but sequential number must be below 500
Heavy Truck	N2 and N3	GVNTA	Acceptable at registration until 29th October 2014
		IVA	Always acceptable
		ECWVTA: Complete vehicle	Always acceptable
		ECWVTA: Incomplete vehicle	Acceptable at registration until 29th October 2014
		NSSTA: Complete Vehicle	Always acceptable but sequential number must not exceed 250
		NSSTA: Incomplete Vehicle	Acceptable at registration until 29th October 2014 but sequential number must be below 250
Buses	M2 and M3	COIF or PRI	Acceptable until further notice (some may show an expiry date)
		IVA	Always acceptable
		ECWVTA (complete vehicle)	Always acceptable
		ECWVTA (incomplete vehicle)	Never acceptable
		NSSTA (Complete vehicle)	Always acceptable but sequential number must not exceed 250
		NSSTA (Incomplete vehicle)	Never acceptable

Appendix Q

The Competition Motorcycle Exemption from Type Approval

Competition motorcycles are excluded from the EU type approval system ("vehicles intended for use in competition, on roads or in off-road conditions") Directive 2002/24/EC Article 1. Para. 1, item d) and thus from Motorcycle single vehicle approval (MSVA) as well. The only competitions involving road use, and hence the registration of motorcycles are trials and enduros. Motorcycles to be registered for such events must comply with the following specifications:

1. They must be intended for use in competition.
2. Trials motorcycles:
 - a. maximum seat height of 700mm,
 - b. minimum ground clearance of 280mm, and
 - c. maximum fuel tank capacity of 4 litres.
3. Enduro motorcycles:
 - a. minimum seat height of 900mm, and
 - b. minimum ground clearance of 310mm.
4. They must still comply with UK national legislation (Construction and Use Regulations 1986 (C&U) and the Road Vehicle Lighting Regulations 1989 (RVLR)).

Appendix R

INF9 – DEOM Table

For use in determining rates of tax for DEOM tax discs applied for at first registration *

REMEMBER: The supplement payable is always based on the annual cost of the tax disc (including applications for 6 month tax discs).

Annual Rate of Tax Range		Supplement Payable (based on the annual rate of tax)			Annual Rate of Tax Range		Supplement Payable (based on the annual rate of tax)		
From	To	3 weeks (10th)	2 weeks (17th)	1 week (24th)	From	To	3 weeks (10th)	2 weeks (17th)	1 week (24th)
£	£				£	£			
1 - 150	151 - 300	8.50	6.00	3.50	5001 - 5100	5101 - 5200	306.00	204.00	102.00
		16.00	11.00	6.00	5201 - 5300	5301 - 5400	312.00	208.00	104.00
					5401 - 5500		318.00	212.00	106.00
301 - 400	401 - 500	24.00	16.00	8.00			324.00	216.00	108.00
501 - 600	601 - 700	30.00	20.00	10.00			330.00	220.00	110.00
701 - 800	801 - 900	36.00	24.00	12.00	5501 - 5600	5601 - 5700	336.00	224.00	112.00
901 - 1000		42.00	28.00	14.00	5701 - 5800	5801 - 5900	342.00	228.00	114.00
		48.00	32.00	16.00	5901 - 6000		348.00	232.00	116.00
		54.00	36.00	18.00			354.00	236.00	118.00
		60.00	40.00	20.00			360.00	240.00	120.00
1001 - 1100	1101 - 1200	66.00	44.00	22.00	6001 - 6100	6101 - 6200	366.00	244.00	122.00
1201 - 1300	1301 - 1400	72.00	48.00	24.00	6201 - 6300	6301 - 6400	372.00	248.00	124.00
1401 - 1500		78.00	52.00	26.00	6401 - 6500		378.00	252.00	126.00
		84.00	56.00	28.00			384.00	256.00	128.00
		90.00	60.00	30.00			390.00	260.00	130.00
1501 - 1600	1601 - 1700	96.00	64.00	32.00	6501 - 6600	6601 - 6700	396.00	264.00	132.00
1701 - 1800	1801 - 1900	102.00	68.00	34.00	6701 - 6800	6801 - 6900	402.00	268.00	134.00
1901 - 2000		108.00	72.00	36.00	6901 - 7000		408.00	272.00	136.00
		114.00	76.00	38.00			414.00	276.00	138.00
		120.00	80.00	40.00			420.00	280.00	140.00
2001 - 2100	2101 - 2200	126.00	84.00	42.00	7001 - 7100	7101 - 7200	426.00	284.00	142.00
2201 - 2300	2301 - 2400	132.00	88.00	44.00	7201 - 7300	7301 - 7400	432.00	288.00	144.00
2401 - 2500		138.00	92.00	46.00	7401 - 7500		438.00	292.00	146.00
		144.00	96.00	48.00			444.00	296.00	148.00
		150.00	100.00	50.00			450.00	300.00	150.00
2501 - 2600	2601 - 2700	156.00	104.00	52.00	7501 - 7600	7601 - 7700	456.00	304.00	152.00
2701 - 2800	2801 - 2900	162.00	108.00	54.00	7701 - 7800	7801 - 7900	462.00	308.00	154.00
2901 - 3000		168.00	112.00	56.00	7901 - 8000		468.00	312.00	156.00
		174.00	116.00	58.00			474.00	316.00	158.00
		180.00	120.00	60.00			480.00	320.00	160.00
3001 - 3100	3101 - 3200	186.00	124.00	62.00	8001 - 8100	8101 - 8200	486.00	324.00	162.00
3201 - 3300	3301 - 3400	192.00	128.00	64.00	8201 - 8300	8301 - 8400	492.00	328.00	164.00
3401 - 3500		198.00	132.00	66.00	8401 - 8500		498.00	332.00	166.00
		204.00	136.00	68.00			504.00	336.00	168.00
		210.00	140.00	70.00			510.00	340.00	170.00
3501 - 3600	3601 - 3700	216.00	144.00	72.00	8501 - 8600	8601 - 8700	516.00	344.00	172.00
3701 - 3800	3801 - 3900	222.00	148.00	74.00	8701 - 8800	8801 - 8900	522.00	348.00	174.00
3901 - 4000		228.00	152.00	76.00	8901 - 9000		528.00	352.00	176.00
		234.00	156.00	78.00			534.00	356.00	178.00
		240.00	160.00	80.00			540.00	360.00	180.00
4001 - 4100	4101 - 4200	246.00	164.00	82.00	9001 - 9100	9101 - 9200	546.00	364.00	182.00
4201 - 4300	4301 - 4400	252.00	168.00	84.00	9201 - 9300	9301 - 9400	552.00	368.00	184.00
4401 - 4500		258.00	172.00	86.00	9401 - 9500		558.00	372.00	186.00
		264.00	176.00	88.00			564.00	376.00	188.00
		270.00	180.00	90.00			570.00	380.00	190.00
4501 - 4600	4601 - 4700	276.00	184.00	92.00	9501 - 9600	9601 - 9700	576.00	384.00	192.00
4701 - 4800	4801 - 4900	282.00	188.00	94.00	9701 - 9800	9801 - 9900	582.00	388.00	194.00
4901 - 5000		288.00	192.00	96.00	9901 - 10000		588.00	392.00	196.00
		294.00	196.00	98.00			594.00	396.00	198.00
		300.00	200.00	100.00			600.00	400.00	200.00

* **NOTE** - A date to end of month first tax disc is valid for 6 or 12 months plus 1, 2 or 3 weeks and runs from the 10th (3 weeks), 17th (2 weeks) or the 24th (1 week) day of the month. An application for a tax disc to run from any day between the 1st and 9th of the month should be dealt with in the usual way, and a standard 6 or 12 month tax disc issued.



Driver & Vehicle
Licensing
Agency

INF54/1

Vehicle first registration fee

Since 1 January 2004, you will need to pay a fee when you first register and tax a motor vehicle in the United Kingdom. The fee – currently £55, will cover the administrative costs associated with registering of the vehicle for its life. The fee will apply to all vehicles except for the following:

- those first registered and taxed in the 'Disabled Exempt' tax class
- historic vehicles previously registered with the old Local Authorities (late conversions)
- imported vehicles previously registered under the Personal Export Scheme and New Means of Transport Scheme
- Visiting Forces Vehicles
- Crown Exempt Vehicles
- vehicles registered under the Direct Export Scheme and
- off road vehicles.

Registering vehicles, and keeping the register up-to-date when keepers move and vehicles change hands, is an important weapon in the fight against vehicle related and other crime and benefits individuals directly. The fee ensures that more of the cost of this service is placed on those who call upon it.

You will have to pay the fee when you first register and tax a vehicle. You will also need to pay the Vehicle Excise Duty (VED). This will be one payment made for vehicles first registered and taxed either at the DVLA or under the Automated First Registration and Licensing (AFRL) system.

N.B. HM Customs and Excise advise that the fee is outside the scope of V.A.T.



INVESTORS
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Save time – Do it online!

- **Driving licences** – from applying for your provisional to replacing your lost or stolen licence
- **Personalised registrations** – buy a registration number and benefit from our after sales service
- **Vehicle tax** – tax your vehicle or make a Statutory Off Road Notification (SORN).

For more information on all DVLA's online services visit:

www.gov.uk/browse/driving



