



Driver & Vehicle
Licensing
Agency

V355

The first vehicle tax 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. The licensing authorities in the Isle of Man and the Channel Islands do accept pre-completed V55/1 forms (see section 14) for new vehicles, but procedures may vary and manufacturers, import concessionaires and dealers should check with the local licensing authorities.
- 1.2** 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 to issue a vehicle registration certificate (V5C). Copies are 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 their 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 first vehicle tax and registration

- 2.1 V55/1** – the V55/1 form (see appendix B1) is supplied for pre-completion by the vehicle manufacturer and import concessionaire. It can only be used to register new, unused and European Community Whole Vehicle Type Approval (ECWVTA), National Small Series Type Approval (NSSTA) or some Individual Vehicle Approval (IVA) vehicles (see 2.3.4). If exempt from type approval – see section 2.3.5 for details.

V55/2 – supplied in individual form sets, for the use by approved independent traders only (see appendix B2). These can only be used for the registration of new, unused and either ECWVTA or NSSTA vehicles or some IVA vehicles (see 2.3.4) (if exempt – see section 2.3.5 for details).

V55/4 – is available to download from www.gov.uk/dvlaforms or supplied in individual form sets, it is 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 has undergone modification, conversion or addition of bodywork. See section 2.8 and 5 for more information.

Guidance notes on “How to fill in the V55/4” (V355/4) is available to download from www.gov.uk/dvlaforms.

V55/5 – is available to download from www.gov.uk/dvlaforms or supplied in individual form sets, it is for the first registration in the UK of **used** vehicles (see appendix B4). Guidance notes on “How to fill in the V55/5” (V355/5) is available to download from www.gov.uk/dvlaforms.

Further information on ECWVTA/NSSTA and some IVA enhancements, including acceptability of Certificates of Conformity (CoCs) can be obtained from the VCA (see contact details at section 2.3.3).

For DVLA registration purposes applications to first register a vehicle (following the UK's exit from the EU) will require type approvals starting with e, p or u. The UK will move to a UK approval scheme where ultimately only e11 or u will be the first section of the type approval numbers for Certificates of Conformity (CoC). National type approval schemes will remain.

2.2 Form V55/1 is intended for pre-completion using a laser printer.

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 2.3.2),**
- **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.
- **The VAT has/will be paid as manufacturer/trader is HM Revenue & Customs (HMRC) VAT registered.**

Criteria of newness:

- **the vehicle is new and unregistered**
- **the vehicle has not previously been sold for retail**
- **the vehicle has reasonable delivery mileage, and**
- **the vehicle is a current model or a model that has ceased production in the last two years.**

List price

2.3.1 The list price:

- must be provided for M1, M1G and M1SP type approved vehicles first registered on or after 1 April 2017
- will be the price of the vehicle the day before registration
- provided means the price published by the vehicle's manufacturer, importer or distributor (as the case may be) inclusive of any charge for delivery to the seller's place of business, any relevant taxes and attached accessories.

A notional price:

- must be provided for cars with no list price e.g. used and/or imported cars being registered for the first time in the UK
- means the price which might reasonably have been expected to be its list price if its manufacturer, importer or distributor (as the case may be) had published a price as the inclusive price (as above) appropriate for a sale of a car of the same kind.

Type approval

2.3.2 Worldwide harmonised light vehicles test procedure

Worldwide harmonised light vehicles test procedure (WLTP) was introduced on 1 September 2017 and is mandatory for all cars and light vans registered from 1 September 2018.

New versions of the V55 forms to enable WLTP data to be captured are available to order or download (V55/4 and V55/5 only) from www.gov.uk/dvlaforms

The new forms will no longer have an under-copy and will also have an additional section to capture the Euro Status of the vehicle.

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).

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

For further information on the national type approvals please see VCA, DVSA and DVAT details provided at the end of 2.3.3.

If you make changes to the vehicle after it has been issued with a Certificate of Conformity (CoC), but before registration, by either modification or with the addition of parts, then you may make the type approval invalid. In these cases the vehicle would need to be subjected to an Individual Vehicle Approval (IVA) test. For further information please see VCA, DVSA and DVAT details provided at the end of 2.3.3.

However, where manufacturers have applied to use the secure form routes, V55/1 or V55/2, 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 O for Reference Guide for Type Approval Certificates.

EU exit

For DVLA registration purposes applications to first register a vehicle (following the UK's exit from the EU) will require type approvals starting with e, p or u. The UK will move to a UK approval scheme where ultimately only e11 or u will be the first section of the type approval numbers for Certificates of Conformity (CoC). National type approval schemes will remain.

2.3.3 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 O 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 introduced 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 GB registered vehicles

DVSA Testing and Support Services
Ellipse
Padley Road Swansea SA1 8AN
Phone: 0300 123 9000
email: enquiries@vosa.gov.uk
www.gov.uk/dvsa

or

For NI registered vehicles

DVAT
Customer Services
DVA
Coleraine County Hall
Castlerock Road
Waterside
Coleraine BT51 3HS
Phone: 0845 601 4094

Note: Also see Section 5 for further information on registration of multi-stagebuilds.

2.3.4 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 concessionaires and import traders need to ensure that the relevant type approval (whether it is ECWVTA or 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 or 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) and M1, M2, M3, M1SP, N1, N2 and N3 multi-stage built vehicles (**only** where the base vehicle has ECWVTA).

2.3.5 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 e.g. mobile machinery and motorcycles intended exclusively for use in competition (see Appendix P for definition of a competition motorcycle). This should be clearly stated on the reverse of the application form. 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.**

2.3.6 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 on a 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 must be taken from the CoC. Where a 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 a 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 P.

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

'Exempt' should be entered in the Type Approval field (Question 11) and the reason for the exemption must be given in full in the space provided on the reverse of the form.

*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, DVSA 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, DVSA or DVAT.

- 2.4** Independent Importers using V55/2 applications must only use the form to register vehicles with ECWVTA or NSSTA and in some instances vehicles approved under IVA/MSVA Enhancement scheme.
- 2.5** Members of the MCIA and AEA are required to order supplies of V55/1 forms via the trade associations. SMMT members should contact DVLA (see address shown at 2.6). Please order in good time to avoid running out.

For AEA members

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

For MCIA members

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

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
email: mvrsv55@smmt.co.uk

Independent traders or those who are not members of a trade organisation may order forms 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
or email: stores.order.forms@dvla.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 approved (e.g. for vehicles with IVA/SVA or MSVA). Although in some circumstances, the V55/1 (see section 5) 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 a copy 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. 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 leaflet V355/4 which is available to download from www.gov.uk/dvlaforms
- 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 2.3.4-2.3.6.

2.10 Prototype vehicles may be registered using 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 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 9).

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 make sure the vehicle is either:

- broken up by an Authorised Treatment Facility (ATF)
- exported
- sold – a letter (of compliance issued by DVSA, VCA or DVAT as evidence it meets type approval) 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 tax class
- provided with a notional price for M1, M1G and M1SP type approved vehicles.

These vehicles may be liable to tax (VAT) – contact HMRC for further advice.

In all cases the V5C must be returned to DVLA with the relevant information (see above).

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 have agreed.

The documents are auditable and copies (which could include paper, electronic or scanned copies) should be kept and records held 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 14).

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 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 Laser printer paper thickness sensing devices should be checked and where used, power-stacking units correctly aligned.

4.2.3 Considerable care should be taken to ensure that all boxes are correctly aligned on the copies.

4.2.4 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 Helvetica Neue Roman, 8pt. However, 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 If particulars cannot be pre-printed or typewritten use a black ballpoint pen. 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 input 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.

4.4.2 Manufacturers, import concessionaires and independent traders who hold V55/1 or V55/2 forms must answer all appropriate questions (see below). 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, to the right of the vehicle description 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 F6), e.g.

6 Make	MVRIS Code	Description	DVLA Code
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The DVLA 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, to the right of the description (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 F6) e.g.

7 Model	MVRIS Code	Description	DVLA Code
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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)**

When completed: in all cases.

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 to the right of the description.

**Question 9:
Wheelplan (see appendix G)**

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 to the right of the description.

**Question 10:
Colour(s) (see appendix H)**

When completed: in all cases.

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 H.

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

The DVLA colour code must always be inserted in the code box to the right of the description.

Question 11:

Type approval number/category – two boxes to be completed

When completed: mandatory for all vehicles that require ECWVTA/NSSTA/IVA 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 the first box. 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 type approval number 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. For multi-stage build IVA vehicles this field should be filled in with "IVA" followed by a space, followed by the date the IVA was issued in format 01/03/14, followed by a space, followed by the IVA/MSVA type approval number which takes the form "AB123456". Example – IVA 01/03/14 AB123456. For vehicles which have mutual recognition/commission notice, this field should be filled in with the number shown on the MR/CN certificate, e.g. 123A45678B. When no type approval number is applicable please enter the word "EXEMPT", (the reason for the exemption must be completed on the reverse of the form in the space provided). 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.

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) unless the vehicle has off road capability (letter 'G' is added after the letter and numeral) or Special Purpose (letters 'SP' are added after the letter and numeral) and must be entered in the second box. A list of type approval categories is provided at Appendix N.

For GB only – not applicable in NI: 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 DVSA must be submitted to DVSA 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 must be forwarded to the DVLA. The original certificate will be returned to the applicant and a copy sent (by DVLA) to DVSA so that a plating certificate can be issued.

For GB only – not applicable in NI: 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 DVSA 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 DVSA 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 where available. If the information is available on the CoC, it must always be completed for all vehicle types.

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 the declared revenue weight on the application is lower than that entered at item 17 or 17.4 on the CoC, the DVLA will annotate the CoC with the declared revenue weight before forwarding a copy to DVSA for the creation of a technical record for plating and testing.

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

When completed: mandatory where available. If the information is available on the CoC, it must always be completed for all vehicle types.

It should be presented, for example, as 'Euro 6', 'Euro VI' or Euro 6d-TEMP.

Where the Euro Status entry is Euro6 Euro 6 or EuroVI Euro VI and ends with any of the following two alpha characters **AG, BG, CG, DG, AH, BH, CH, AI, BI, CI** then RDE level = 1.

Where the Euro Status entry is Euro6 Euro 6 or EuroVI Euro VI and ends with any of the two alpha characters **AJ, AK, AL, AM, AN, AO, AQ, AR** then RDE level = 2.

Note: Omit any special characters where Euro Status ends in any of the 2 alphas above e.g. where Euro Status is Euro 6(AG) then print without brackets so Euro 6AG.

Maximum 28 characters – alpha/numeric, space, hyphen (-), forward slash (/), semi colon (;), comma (,) and brackets ()

Question 28:

Euro Status directive number

When completed: mandatory for all vehicles with ECWVTA, end of derogation vehicles, IVA enhancement vehicles and multi-stage built vehicles where the base vehicle has ECWVTA. 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 vehicles with IVA enhancement the information from the base vehicle should still be valid.

Question 30:

Type of fuel (see appendix I)

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 to the right of the fuel description.

Question 31:

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 32:

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 33:**Cylinder capacity (in cc)**

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

Maximum of 5 numeric characters.

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

Question 34:**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 35:**CO₂ (g/km)**

When completed: mandatory for M1, M1SP (WAVs) and N1 vehicles and all other categories where available on the CoC. This will be the New European Driving Cycle (NEDC) value or equivalent. Where two CO₂ are recorded on the CoC, the lower figure should be taken for registration purposes.

Question 36:**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 37:**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 and should be rounded up if value falls below 0.000.

Question 38:**CO (g/km or g/kWh)**

When completed: where the vehicle is ECWVTA tested but not to WLTP standard, the NEDC CO₂ value should be taken from the CoC and provided here.

Question 39:**HC + NO_x (g/km)**

When completed: optional – HC and NO_x 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 40:**trailer weight (kg)**

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

Description: maximum of 5 characters.

Question 41:**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 42:**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 43:**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 44:**power/weight ratio (kW/kg)**

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

Question 45:**Vehicle family identification number**

When completed: optional – maximum 25 characters alpha/numeric and all special characters e.g. FT-TA-WMI-yyy-nnnn

Question 46:**Specific CO₂ emissions (WLTP) (g/km)**

When completed: Where the vehicle has been ECWVTA tested and a WLTP CO₂ is available, this should be provided.

Question 47:**Deviation factor**

When completed: optional – maximum 5 characters to 3 decimal places. Min 0.000 and max 9.999 (e.g. 1.435). Although optional, if the information is available on the CoC it should be completed.

Question 48:**Verification factor**

When completed: optional – maximum 1 numeric character either 0 or 1. Although optional, if the information is available on the CoC it should be completed.

Question 49:**WLTP test mass (kg)**

When completed: mandatory – maximum 4 numeric characters between 300-5000 e.g. 1589

Question 50:
Electric energy consumption (Wh/km)

When completed: mandatory – maximum 4 numeric characters between 0 and 9999 (e.g. 101).

Question 51:
Code/group for innovative technology

When completed: optional – minimum 2 and maximum 40 alpha or numeric characters (e.g. e1 10 15). Although optional, if either Q52 or Q53 is present it must be completed.

Question 52:
Emissions reduction through innovative tech (WLTP) (g/km)

When completed: optional if Q51 is blank – although optional, if Q51 is present either or both Q52 or Q53 must be completed. Maximum 4 characters to 1 decimal place. Min 1.0 and max 99.9 (e.g. 1.1).

Question 53:
Emissions reduction through innovative tech (NEDC) (g/km)

When completed: optional if Q51 is blank – although optional, if Q51 is present either or both Q52 or Q53 must be completed. Maximum 4 characters to 1 decimal place. Min 1.0 and max 99.9 (e.g. 1.2).

Question 55:
RDE

When completed: Mandatory when Complete RDE trip and Urban RDE trip are present.

Must be a numeric value of either 1 numeric character to indicate whether it is RDE step 1 or step 2 compliant. Enter either 1 or 2.

Note: The CoC does not indicate whether a vehicle is RDE 1 or RDE 2 compliant by simply stating RDE 1 or 2. However, the Exhaust Emission Level (Euro Status - point 47) does indicate the Euro Status level the vehicle is tested against. For example:

Euro 6d TEMP = RDE 1

Euro 6d = RDE 2

If point 47 only states, for example, Euro 6 it may include a two letter code which can also indicate the RDE level. This can also be found at the end of the Euro Status Directive Number.

RDE 1 – indicated by the 2 alpha character code AG, BG, CG, DG, AH, BH, CH, AI, BI, CI.

RDE 2 – indicated by the 2 alpha character code AJ, AK, AL, AM, AN, AO, AP, AQ, AR.

Question 56:
Complete RDE trip = NOx (g/km)

When completed: **Mandatory** when RDE value (Q55) is completed.

Must be 5 characters to 3 decimal places (e.g. 0.519).

Question 57:
Urban RDE trip (g/km)

When completed: **Mandatory** when RDE value (Q55) is completed.

Question 58:
Automated Vehicle

When completed: currently not required.

Question 59:
List Price

When completed: mandatory for all M1, M1G and M1SP type approved vehicles. The list price should be recorded in pence.

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 (see appendix R for MCIA make/model code request form).

The Society of Motor Manufacturers and Traders Limited (SMMT)
71 Great Peter Street, London
SW1P 2BN

Tel: 020 7235 7000
Fax: 020 7235 7112
email: mvrissops@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
email: stats@mcia.co.uk
and

The Agricultural Engineers Association (AEA)
Samuelson House
62 Forder Way
Hampton, Peterborough
PE7 8JB

Tel: 01733 207606/207609
Fax: 01733 314767

email: economics@aea.uk.com

5. Multi-stage builds

5.1 Secure forms – where approved manufacturers/import concessionaires or independent traders wish to register multi-stage built/alterer 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. Where completed/final build ECWVTA CoC contains limited/missing information, this missing information should be taken from the previous stage CoC.

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.

5.2 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.

Note: where the VIN shown on the 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.

The description should reflect the build and the way the vehicle appears. The manufacturer code should reflect the manufacturer recorded on the base vehicle CoC. The make code should reflect a) the manufacturer's brand where the badging is retained by the bodybuilder or b) the bodybuilder where the manufacturer's badging is not retained. The model code should reflect the bodybuilder's model name.

5.3 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 manufacturer's 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 or IVA.

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

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.

6. Completion of V55 forms by motor dealers

6.1 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.

6.2 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 9 and 10.

6.3 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.

6.4 In addition to the information provided by the manufacturer, dealers must provide answers to questions.

1 to 4, 29, 54, 61, 62 and 63 (Q63 only applies if the vehicle is exempt from type approval)

Plus 8,9 and 10 if not pre-completed by the manufacturer (see section 5).

Question Q60 only needs to be completed if question Q59 is blank or the list price the day before first registration has changed.

6.5 Industry in which vehicle is to be used (section B)

When completed: For all vehicles as directed by the relevant vehicle manufacturer (see appendix J), not required for vehicles used in agriculture.

6.6 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 if applicable are clearly stamped so as not to obscure any pre-printed information.

6.7 Motor industry sales types (Sections C and D)

When completed: optional – (mandatory for SMMT members) (see appendix K)

6.8 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 and 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 16.

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 its construction and/or its 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/dvlaforms 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 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 – vehicle tax may normally be taken out for a period of 6 or 12 months. There is no facility for 6 month vehicle tax 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) vehicle tax scheme. Vehicle tax may be taken out for 6 or 12 months plus part of a month, i.e. 1, 2 or 3 weeks.

Note: there is no six month option for cars and some motorhomes with a CO2 figure on their final type approval.

2 Tax class

Private Light Goods

4 Registration fee

Tax payable

£ 206 0 0

'DEOM' vehicle tax 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. The number of additional weeks requested

should be entered after months, e.g.

3 Period of tax applied for

12

MONTHS

3

WEEKS

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/vehicle-tax-rate-tables

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

If applying for a DEOM first vehicle tax a supplementary rate of vehicle tax and where applicable, road user levy is payable for each additional week requested. Please refer to INF9 (see Appendix Q).

The total duty payable including the DEOM supplement should be entered in the box.

Question 29: Date from which vehicle tax is to run (date of registration)

When completed: always

- (a) Vehicle tax 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 commences.

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

Date from which tax is to run (date of registration)

Day	Month	Year
0 1	9	1 8

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

Date from which tax is to run (date of registration)

Day	Month	Year
1 7	8	1 8

Note: The date entered will also be taken as the date of registration and will be printed as such on the V5C.

- (b) Similarly DEOM vehicle tax 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 DEOM vehicle tax will be assessed from the immediately preceding start date, i.e. the 10th, 17th or 24th day of the month, (e.g. the date of registration is the 15th, duty is payable from the 10th and the vehicle tax will run for 6 or 12 months and 3 weeks).

However, applications for a DEOM vehicle tax received after the commencement date of the following DEOM tax period will not be considered and 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, the full supplement will be 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 Q. It is most important that all applications for registration are made in ample time.

Note: Particular care should be taken in answering the date from which tax is to run, as once a vehicle has been registered the date of first registration cannot be changed.

Question 60: Revised list price

When completed: If Q44 or Q58 is blank, or the list price the day before registration differs to the price entered for Q44 or Q58. The revised list price should be recorded in pounds and pence.

Question 54: 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.

Questions on reverse of the V55 form

Question 61: 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 U.K. address. PO boxes are only acceptable for applications registered in a company name with a full postal address.

Question 62: Date of birth

When completed: optional 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 63: 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 64, 65 and 66:

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

Declaration

Must be completed.

Making the application to the DVLA

6.9 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.

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

- the vehicle tax payable*
 - the registration fee*
 - Certificate of Insurance for vehicles registered with a Northern Ireland address
 - weight certificate (where appropriate)
 - Certificate of Entitlement to DLA, DLA404, PIP or WPA442
 - 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".

6.11 V55 forms should be kept flat at all times and never folded when sent to the DVLA. The appropriate method of payment (see 6.10) for the vehicle tax and registration fee and other supporting documents should be attached to the V55 form with a paper clip.

Pins and staples must not be used.

By law, all drivers must be covered by motor insurance when they use a motor vehicle on the road or in any other public place.

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

- 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 to the registered keeper.

- 6.13** 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.

7. Registration by dealers in their own names

- 7.1** 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.

- 7.2** Registration certificates show the number of previous keepers. 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.

- 7.3** 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.

8. Cancellation of registration

- 8.1** Cancellation of registration is not prescribed in law. Cancelling a registration (also known as de-registration) is a policy only applied when 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.

- The full application has not been received within 7 working days of the registration date.

- 8.2** An application for cancellation may only be made by the dealer who applied for the registration of the vehicle.

- 8.3** Where a dealer wishes to cancel a registration they must:

- 8.3.1** Agree to destroy the surrendered V5C upon confirmation that the DVLA has agreed to cancel the registration.

Note: All applications for cancellation must be made in writing, giving full reasons for the request. A signed declaration from the prospective purchaser giving their full name and address, the vehicle registration number and VIN 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. Applications for cancellation must be received at the DVLA within 7 working days of the registration date.

- 8.3.2** Applications should be emailed to: deregistrations@dvla.gov.uk
Alternatively, post your application to:
De-registration Team
DVLA, Swansea SA99 1ZZ
(See Appendix E)

- 8.3.3** Please ensure that all the above points are covered in your email or letter, to avoid delays in assessing the application.

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

- 8.4.1** Obtain a duplicate V55 form for the vehicle from the manufacturer or import concessionaire. (Refer to section 10 – Application for Duplicate Forms).
- 8.4.2** 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).
- 8.4.3** 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.

9. Spoilt forms

- 9.1** 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.

10. Application for duplicate forms

- 10.1** 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.
- 10.2** 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 8)
 - switching of V55s (see section 11)

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.

- 10.3** Duplicate forms issued by vehicle manufacturers or import concessionaires:
- 10.3.1** should be marked "DUP" in the box to the left of the 'Re-Reg' box at the top of the form;
- 10.3.2** 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.
- 10.4** 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 8)

11. 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)

- 11.1** 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:
- 11.1.1** 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.

- 11.1.2** 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 10).
 - The duplicate form should be sent to the DVLA with 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.

- 11.2** Please send your applications to:
DVLA
Vehicle Casework
Swansea SA99 1ZZ

12. Vehicles damaged before registration

- 12.1** The procedure to be adopted where a new and unregistered vehicle is subject to a 'total loss' insurance claim, will be determined according to the 'total loss' Category of damage. The vehicle manufacturer will need to make a judgement on the level of damage, and may wish to visit: <https://www.gov.uk/scrapped-and-written-off-vehicles/insurance-writeoffs> to help inform their judgement.
- 12.2** Category A and B vehicles are technically classed as waste and should not be registered.
- 12.2.2** The dealer must return the V55/1 to the manufacturer/import concessionaire.
- 12.2.3** Category A vehicles must be crushed without any parts being removed.
- 12.2.4** Category B vehicles may only be sold as salvage (for parts only).
- 12.2.5** Salvage parts from Category B damaged vehicles can be used in the build of another vehicle, and in these circumstances such a vehicle will require type approval in its newly constructed state (e.g. IVA) prior to registration.
- 12.3** Category S and N damaged vehicles cannot be registered as new vehicles.
- 12.3.1** The dealer must return the V55/1 to the manufacturer/import concessionaire.
- 12.3.2** The vehicle manufacturer/import concessionaire will issue the notice "(DDR/12/74/(b))" – illustrated at Appendix L.
- 12.3.3** 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.

12.3.4 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.
- Require the applicant to make a notification of a vehicle arrival (NOVA) to HM Revenue and Customs (see 16.1 for further information).

13. Vehicles intended for export (tax free sales)

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

- 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.gov.uk

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

Specialist Registration
DVLA
Swansea, SA6 7JL
Phone: 0300 300 1497

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

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

14.1 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".

14.2 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.

Note: You will need to photocopy the front of the form and send it to the relevant trade association's agent.

14.3 Before submitting the V55/1 form to the offshore island local taxation office, the dealer selling the vehicle should complete the form as follows:

14.3.1 Question 8: type of body/vehicle

In all cases.

14.3.2 Question 10: colour(s)

In all cases.

14.3.3 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 6 and 7 for further guidelines on completion of forms.

15. Advance allocation of registration numbers to motor dealers

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

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

15.2.1 Name, address and postcode of their business.

15.2.2 Name of the owner or manager.

15.2.3 The average anticipated number of new vehicle sales per registration series (six month period).

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

15.4 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 M).

16. Further information

16.1 HMRC

Vehicles which are not registered with the DVLA under the secure system (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 or within 14 days of the date of the change of intention to register the vehicle. 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 www.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 postcodes

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

Appendix B2 cont.

59 List price (in pence) 60 Revised list price £

Year of registration SPMK CTRM VC CRED **Official use only**

Please fill in using black ink and capital letters

61 Name and address of vehicle keeper (the address printed on your vehicle 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 The V5C could be delayed if you do not fill in the postcode.

Day Month Year

62 Date of birth Optional.

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

☎ Dealer phone number

☑ Dealer email address

63 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.

64 If the vehicle is a **rigid** goods vehicle weighing 12,000kg or over, will it be used to draw laden trailer(s) over 4,000kg?

Answer **Yes** or **No**

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

65 If the vehicle is an **articulated** goods vehicle weighing 12,000kg or over, indicate below whether the vehicle will be used to draw laden semi-trailers which have

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

66 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** **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.

DVLA handles your personal data in accordance with road vehicle law and data protection laws. The law allows us to release your data to the police and other enforcement bodies. We also provide data to other parties where the law allows it. For further information about how we process your data, your rights and who to contact, see our privacy notice at www.gov.uk/dvla/privacy-policy

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

If you do not agree to this vehicle's information being shared with motor trade bodies then tick this box to opt out.

Important guidance notes for filling in this form are in booklet V355

Warning When a vehicle is taxed in a particular tax class there are limitations on its use by law. Search www.gov.uk for V355/1 ('Notes about Taxation Classes'). A motor dealer signing on behalf of a customer should bring 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

Appendix B4

Available to download from www.gov.uk/dvlaforms



**Driver & Vehicle
Licensing
Agency**

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

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

Please do not write above this line

V55/5
12/19

1	Registration number		State country vehicle purchased from.																																											
2	Tax class		Is the vehicle left or right hand drive? Please tick relevant box LHD <input type="checkbox"/> RHD <input type="checkbox"/>																																											
3	Period of tax applied for	months <input type="text"/> weeks <input type="text"/>	S <input type="text"/>	Day Month Year																																										
4	Registration fee	Tax payable £ <input type="text"/>	30 Date from which tax is to run (date of registration)	<input type="text"/>																																										
5	Manufacturer	<input type="text"/>	31 Type of fuel	<input type="text"/>																																										
6	Make	<input type="text"/>	32 VIN/Chassis/Frame N° (in full)	<input type="text"/>																																										
7	Model	<input type="text"/>	33 Engine number	<input type="text"/>																																										
8	Type of body/vehicle	<input type="text"/>	34 Cylinder capacity (in cc)	<input type="text"/>																																										
9	Wheelplan	<input type="text"/>	35 Wheelbase (mm)	<input type="text"/>																																										
10	Colour(s)	<input type="text"/>	36 CO ₂ (g/km)	<input type="text"/>																																										
11	Type approval number/category (see 64 overleaf)	<input type="text"/>	37 Mass in service (kg)	<input type="text"/>																																										
12	Type	<input type="text"/>	38 Particulates (pm g/km or g/kWh)	<input type="text"/>																																										
13	Variant	<input type="text"/>	39 CO (g/km or g/kWh)	<input type="text"/>																																										
14	Version	<input type="text"/>	40 HC + NOx (g/km)	<input type="text"/>																																										
15	Length (mm)	<input type="text"/>	22 Width (mm)	<input type="text"/>																																										
16	HC (g/km or g/kWh)	<input type="text"/>	23 NOx (g/km or g/kWh)	<input type="text"/>																																										
17	Unladen weight (kg)	<input type="text"/>	24 Revenue weight (kg)	<input type="text"/>																																										
18	Number of seats (inc. driver)	<input type="text"/>	25 Number of standing places (where appropriate)	<input type="text"/>																																										
19	Max net power (kW)	<input type="text"/>	26 Max permissible mass (exe.m/c)	<input type="text"/>																																										
20	Technical permissible maximum towable mass of the trailer (a & b)	(a) braked (kg) <input type="text"/>	(b) unbraked (kg) <input type="text"/>	27 Year of manufacture <input type="text"/>																																										
21	Track width axle(s) 1/2/3 (mm) (min-max)	<input type="text"/>		46 Date of original registration <input type="text"/>																																										
28	Euro status	<input type="text"/>	29 Euro status directive no	<input type="text"/>																																										
48	Vehicle family identification number	<input type="text"/>	49 Specific CO ₂ emissions	<input type="text"/>																																										
50	Deviation factor	<input type="text"/>	51 Verification factor	<input type="text"/>																																										
			52 WLTP test mass	<input type="text"/>																																										
53	Code/group for innovative technology	<input type="text"/>	53 Electric energy consumption	<input type="text"/>																																										
55	Emissions reduction through innovative tech (NEDC)	<input type="text"/>	56 Emissions reduction through innovative tech (WLTP)	<input type="text"/>																																										
57	Partial postcode of purchaser	<input type="text"/>	Industry in which vehicle is to be used	B <input type="text"/>																																										
58	RDE	<input type="text"/>	59 Complete RDE trip: NOx (g/km)	<input type="text"/>																																										
			60 Urban RDE trip: NOx (g/km)	<input type="text"/>																																										
			61 AV	<input type="text"/>																																										
	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.		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">C</td> <td>Export code</td> <td>Private</td> <td>Captive/Private</td> <td>Business</td> <td>Fleet</td> <td>Manufac/Importer</td> </tr> <tr> <td>D</td> <td>Leasing/contract hire use</td> <td>T</td> <td>Y</td> <td>J</td> <td>K</td> <td></td> </tr> <tr> <td></td> <td>Daily rental</td> <td></td> <td></td> <td></td> <td>Z</td> <td></td> </tr> <tr> <td></td> <td>Demonstrator</td> <td></td> <td></td> <td>D</td> <td></td> <td>G</td> </tr> <tr> <td></td> <td>Motability</td> <td></td> <td></td> <td></td> <td>W</td> <td></td> </tr> <tr> <td></td> <td>Other</td> <td>P</td> <td>L</td> <td>B</td> <td>F</td> <td>C</td> </tr> </table>		C	Export code	Private	Captive/Private	Business	Fleet	Manufac/Importer	D	Leasing/contract hire use	T	Y	J	K			Daily rental				Z			Demonstrator			D		G		Motability				W			Other	P	L	B	F	C
C	Export code	Private	Captive/Private	Business	Fleet	Manufac/Importer																																								
D	Leasing/contract hire use	T	Y	J	K																																									
	Daily rental				Z																																									
	Demonstrator			D		G																																								
	Motability				W																																									
	Other	P	L	B	F	C																																								

There are more questions overleaf. The new keeper or authorised representative(s) **must** sign the declaration(s) overleaf. Page 1

Note: You can also download the guide to filling in the V55/5 (V355/5) from www.gov.uk/dvlaforms

Appendix B4 cont.

62 List price/ notional price £

CTRM	VC	CRED	IVA/SVA	Day	Month	Year	IVA/SVA	Vehicle class	SPMK	Official use only
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

63 Name and address of vehicle keeper (the address printed on your vehicle 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 number

Address

Post town

Postcode The V5C could be delayed if you do not fill in the postcode.

64 Date of birth Optional.

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

Dealer/vehicle keeper phone number

Dealer/vehicle keeper email address

65 Is the vehicle exempt from type approval? If so, please indicate the full reason for exemption

66 Mileage recorded on speedometer Miles (not kilometres)

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

67 If the vehicle is a rigid goods vehicle 12,000kg, or over, will it be used to draw laden trailer(s) over 4,000kg?

Answer Yes or No

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

68 If the vehicle is an articulated goods vehicle 12,000kg, or over, indicate below whether the vehicle will be used to draw laden semi-trailers which have:-

One axle Two axles Three or more axles

69 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.

DVLA handles your personal data in accordance with road vehicle law and data protection laws. The law allows us to release your data to the police and other enforcement bodies. We also provide data to other parties where the law allows it. For further information about how we process your data, your rights and who to contact, see our privacy notice at www.gov.uk/dvla/privacy-policy

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. **DVLA are empowered to disclose information to the police, local authorities or other third parties who can show reasonable cause.**

DVLA date stamp

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:

Model: _____

Revenue weight (in kg):

Type of body: _____

Mileage recorded on speedometer:

miles

Colour: _____

Type approval number:

You must send evidence (if appropriate) of the vehicle's type approval with this application.

Vehicle Identification Number (VIN), chassis number or frame number:

Engine number:

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

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 reasonable delivery mileage, 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: _____

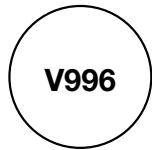
If you are acting for a company or partnership, state your position: _____

Date:





Application for de-registration



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)

Has the vehicle been used? (Please put a X in the box). Yes No

The DVLA requires the following information to assess the de-registration application:

Has the vehicle been registered in the name of a dealer? (Please put a X in the box). Yes No

Vehicle registration number (VRN):

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

Vehicle identification number (VIN): _____

Make and model of vehicle: _____

Declaration

Was the vehicle registered via RaV or on a V55? _____

If the de-registration of this vehicle is approved I declare that once I get the V5C, I will immediately destroy it.

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

If you are applying to keep or transfer the VRN you will need to send the V317 application within 7 working days of the registration date.

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

- have received confirmation that the DVLA has agreed to de-register the vehicle
- have taxed the vehicle and ensure the V5C is securely destroyed
- **fill in the 'Application to transfer or retain a vehicle registration number' (V317).**

Your signature:

Print name: _____

Position in the company: _____

Contact phone number: _____

Date: _____

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

Send the application immediately to:

De-registration Team
DVLA
Swansea
SA99 1ZZ

Dealer name: _____

Dealer address: _____

Reason for de-registration request: _____

(Continue on a separate sheet if necessary)



Cancellation of registration – Guidance notes

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

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

Conditions of cancellation

De-registration is not prescribed in law. Cancelling a registration (de-registration) is a policy only applied when:

- the sale falls through
- there is no dealer error
- the full application has been received within 7 working days of the registration date.

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
- full application has not been received within 7 working days of the registration date.

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 V5C when the DVLA agree to cancel the registration.

How to apply

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

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

De-registration Team
DVLA
Swansea
SA99 1ZZ

Emailing applications (with customer agreement)

- fill in the information over the page and email it to the above address.
- attach a signed letter from the prospective purchaser giving:
 - their full name and address
 - vehicle registration number, VIN
 - confirmation that the sale has not gone ahead and the reason for it.

Postal applications

Fill in the information over the page and send to:

De-registration Team
DVLA
Swansea
SA99 1ZZ

Please include a signed letter from the keeper giving:

- their full name and address
- vehicle registration number and VIN
- 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

The 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.

Buying a vehicle?

The tax is no longer transferable so you must tax it before you use it.

www.gov.uk/vehicletaxrules

Appendix F1

Vehicles type approved to M1 or N1 standards

Acceptable bodytypes for vehicles in the **Petrol car**, **Diesel car** and **Alternative fuel car** tax classes (codes: 48, 49 and 59).

01	2-door saloon	13	3-door hatchback
02	4-door saloon	14	5-door hatchback
03	Saloon	21	Sports
04	Convertible	24	Car derived van
05	Coupe	54	Light 4x4 utility
06	Estate	62	Tourer
07	Taxi	96	MPV
09	Tricycle		

Acceptable bodytypes for vehicles in the Light Goods Vehicle (LGV) and Euro 4/5 LGV tax classes (codes: 36 and 39).

06	Estate	32	Insulated Van
22	Panel Van	33	Glass Carrier
23	Box Van	34	Specially Fitted Van
24	Car Derived Van	35	Van
25	Light Van	38	Flat Lorry
26	Pick-up	39	Dropside Lorry
28	Van/side windows	40	Tipper
29	Light Goods	54	Light 4x4 Utility
31	Luton Van		

Appendix F2

Acceptable bodytypes for vehicles in the **Motorcycles** tax classes (codes: 17, 19 and 50).

2 Wheeled Motorcycles (tax class 17)

16	Scooter	19	Motorcycle Combination
18	Motorcycle	72	Moped

Electric Motorcycles (tax class 19)

08	Invalid vehicle	18	Motorcycle
09	Tricycle	19	Motorcycle Combination
10	Goods Tricycle	72	Moped
16	Scooter		

Tricycles (tax class 50)

09	Tricycle	83	Street Cleansing
10	Goods Tricycle		

Appendix F3

Acceptable bodytypes for vehicles in the **Bus** tax class (code 34).

Note: seating capacity for these vehicles must be 10 or more (including the driver seat).

56	S/D bus/coach (single deck)	59	H/D bus/coach (half deck)
57	D/D bus/coach (double deck)	60	Minibus
58	Standee bus		

Appendix F4

Goods Vehicles over 3500 kgs

Acceptable bodytypes for vehicles in the following tax classes:

HGV (code 01), **Combined Transport** (code 23), **Special Types** (code 57), **Small Islands** (code 16)

10	Goods tricycle	41	Low loader	73	Road surfacer
22	Panel van	42	Truck	74	Road testing
23	Box van	44	Tanker	75	Tractor
26	Pick-up	45	Solid bulk carrier	79	Road stripper
28	Van/side windows	46	Concrete mixer	80	Tar sprayer
30	Pantehnicon	47	Mobile plant	81	Line painter
31	Luton van	48	Car transporter	82	Roller
32	Insulated van	49	Refuse disposal	83	Street cleansing
33	Glass carrier	50	Goods	84	Gritting vehicle
34	Specially fitted van	51	Front dumper	85	Tower wagon
35	Van	52	Skip loader	93	Hydraulic excavator
36	Livestock carrier	53	Special mobile unit	94	Cesspool emptier
39	Dropside lorry	55	Airport support unit	99	Special purpose
40	Tipper	61	Curtain sided		

Trailer HGV (code 02)

22	Panel van	40	Tipper	50	Goods
23	Box van	41	Low loader	51	Front dumper
32	Insulated van	42	Truck	52	Skip loader
33	Glass carrier	44	Tanker	53	Special mobile unit
34	Specially fitted van	45	Solid bulk carrier	55	Airport support unit
35	Van	46	Concrete mixer	61	Curtain sided
36	Livestock carrier	47	Mobile plant	94	Cesspool emptier
38	Flat lorry	48	Car transporter	95	Skeletal goods
39	Dropside lorry	49	Refuse disposal	99	Special purpose

Appendix F4 (continued)

Goods vehicles over 3500 kgs

Private HGV (code 10)

22	Panel van	38	Flat lorry	51	Front dumper
23	Box van	39	Dropside lorry	52	Skip loader
26	Pick-up	40	Tipper	53	Special mobile unit
28	Van/side windows	42	Truck	55	Airport support unit
30	Pantehnicon	44	Tanker	61	Curtain Sided
31	Luton van	45	Solid bulk carrier	75	Tractor
32	Insulated van	46	Concrete mixer	77	Fire engine
33	Glass carrier	47	Mobile plant	94	Cesspool emptier
34	Specially fitted van	48	Car transporter	95	Skeletal goods
35	Van	49	Refuse disposal	96	MPV (Multi purpose vehicle)
36	Livestock carrier	50	Goods	99	Special purpose

Special vehicles (code 14) only applies to the following vehicles: Mobile Crane, Mobile Pump, Digging Machine, Works Truck, Road Roller, Showman's HGV, Showman's haulage

51	Front dumper	87	Lift truck	93	Hydraulic excavator
78	Bull dozer	89	Loading shovel	99	Special purpose
79	Road stripper	90	Rear digger	A1	Tel. material handler
82	Roller	91	Station tractor	A2	Mobile pump
86	Crane	92	Tractor excavator		

Recovery Vehicles (code 47)

43	Breakdown truck	48	Car transporter		
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Appendix F5

Acceptable bodytypes for vehicles in the **Private/Light Goods (PLG)** tax class (code 11).

01	2 door saloon	37	Float	68	Sprayer
02	4 door saloon	38	Flat lorry	69	Viner/picker
03	Saloon	39	Dropside lorry	70	Agri machine
04	Convertible	40	Tipper	71	Mowing machine
05	Coupe	41	Low loader	73	Road surfer
06	Estate	42	Truck	74	Road testing
07	Taxi	43	Breakdown truck	75	Tractor
08	Invalid vehicle	44	Tanker	76	Ambulance
09	Tricycle	45	Solid bulk carrier	77	Fire engine
10	Goods tricycle	46	Concrete mixer	78	Bull dozer
11	Hearse	47	Mobile plant	79	Road stripper
12	Limousine	48	Car Transporter	80	Tar sprayer
13	3 door hatchback	49	Refuse disposal	81	Line painter
14	5 door hatchback	50	Goods	82	Roller
20	PCV	51	Front dumper	83	Street cleansing
21	Sports	52	Skip loader	84	Gritting vehicle
22	Panel van	53	Special mobile unit	85	Tower wagon
23	Box van	54	Light 4x4 utility	86	Crane
24	Car derived van	55	Airport support unit	87	Lift truck
25	Light van	56	S/D bus/coach	88	Snow plough
26	Pick-up	57	D/D bus/coach	89	Loading shovel
27	Motor caravan	58	Standee bus	90	Rear digger
28	Van/side windows	59	H/D bus/coach	91	Station tractor
29	Light goods	60	Minibus	92	Tractor excavator
30	Pantehnicon	61	Curtain-sided	93	Hydraulic excavator
31	Luton van	62	Tourer	94	Cesspool emptier
32	Insulated van	63	Agri tractor	95	Skeletal goods
33	Glass carrier	64	Combine harvester	96	MPV
34	Specially fitted van	65	Root crop harvester	97	To be used for non-agricultural quadricycle (not shown on V5C)
35	Van	66	Forage harvester	99	Special purpose
36	Livestock Carrier	67	Windrower		

Appendix F6

Acceptable bodytypes for vehicles in the **special concessionary** tax classes.

Agricultural machine (code 40)

63	Agric tractor	68	Sprayer
64	Combine harvester	69	Viner/picker
65	Root crop harvester	70	Agric machine (also use for quadricycle)
66	Forage harvester	A1	Tel material handler
67	Windrower		

Mowing machine (code 44)

71	Mowing machine		
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Electric (code 79)

As PLG

Gritting machine (code 81)

84	Gritting vehicle		
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Snowplough (code 82)

88	Snowplough		
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Steam (code 37)

No restrictions

Appendix G

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
L	2-axle & artic	2-axle & artic semi-trailer with 2 or more axles
M	2-axle & artic	2 axle & artic semi-trailer with 3 or more axles
N	3-axle & artic	3 axle & artic semi-trailer with 2 or more axles
P	3-axle & artic	3 axle & artic semi-trailer with 3 or more axles
Y	non-standard	Non-standard Wheelplan

Note: 'axle' is used to describe a pair of wheels arranged on a common axis.

Appendix H

DVLA colour codes

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 I

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 Includes fuel cells that generate electricity	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 Unless generating electricity then use fuel descriptor Electric	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 J

Industry in which vehicle is to be used

Code	Abbreviated description	Full description
A	Agri	Agricultural/forestry/fishing
B	Mining	Mining and 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 K1

Sale type definitions – SMMT

CODE	DESCRIPTION	DETAILED SALES TYPE DEFINITION
P	Private: Other	1) Must be registered to a private individual at their address and they hold the V5C log book and not to a third party (for example a leasing company, car manufacturer or finance company) 2) Any member of the public should be able to purchase a vehicle classified as Private Other 3) The vehicle is owned by the customer and can be resold at any time without permission from a third party provided any outstanding finance is settled.4) This should not be a Personal/Private Contract Hire, Private Captive registration or registration to a dealership address
L	Captive/Private	1) Must be registered to a private individual at their address and they hold the V5C log book and not to a third party (for example a leasing company, car manufacturer or finance company) 2) Any employee or person with a defined link to an employee of a car manufacturer / affiliated company should be able to purchase a vehicle classified as Private Captive. Vehicles sold on these terms are not freely available to any member of the public 3) The vehicle is owned by the customer and can be resold at any time after a manufacturer specified minimum holding period without permission from a third party provided any outstanding finance is settled. 4) Once the vehicle has been purchased, there should be no change to payment arrangements if there is a change to a person's employment 5) This should not be a Personal/Private Contract Hire or company lease car or registration to a dealership address
T	Personal Contract Hire – Private: Other	1) Vehicle will be registered to a third party leasing company for the exclusive use of a private individual and not as a company car. The third party will hold the V5C 2) Any member of the public should be able to lease a vehicle classified as PCH 3) The vehicle is owned by the lease company and will be returned to them at the end of a fixed period. Customers may be given the option to purchase at the end of the fixed term. The customer does not have the right to sell the vehicle during the term of the lease
Y	Personal Contract Hire - Captive	1) Vehicle will be registered to a third party leasing company for the exclusive use of a private individual and not as a company car. The third party will hold the V5C 2) Any employee or person with a defined link to an employee of a car manufacturer / affiliated company should be able to lease a vehicle classified as Captive PCH 3) There should be no change to payment arrangements if there is a change to a person's employment –continued employment is not a condition of participation in the scheme 4) The vehicle is owned by the lease company and will be returned to them at the end of a fixed period. Customers may be given the option to purchase at the end of the fixed term. The customer does not have the right to sell the vehicle during the term of the lease
J	Business: Leasing /Contract Hire	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.
D	Dealer Vehicle	Vehicles registered by a Dealer in their name for business operation purposes, including as a customer demonstrator or courtesy car (amongst other uses as dealer vehicles).
B	Business: Other	Vehicle sold to/registered for a small business that operates between 1 and 24 vehicles. However this should NOT include business demonstrators / dealer vehicles that are used for demonstrators as part of general "dealer vehicles, which should now be coded as 'D'. (Note this would include lease/contract hire companies operating < 25 vehicles).
K	Fleet: Leasing /Contract Hire	Vehicles sold to and registered to a leasing/contract hire company operating 25 vehicles or more, for the purposes of leasing to another third party. (Where a lease/contract hire company uses a vehicle registered to them for their own internal business use, these should be coded as 'F' Fleet: Other i.e. corporate fleet).
Z	Fleet: Daily Rental	Vehicle sold to and registered to a company that will rent out the vehicle to its customers. (This includes traditional daily rental, flexi-rate over an extended period and car clubs).
W	Fleet: Motability	Vehicle registered under the Motability scheme to be operated against the Contract Hire plan.
F	Fleet: Other	Any "fleet" (company has registered >=25 vehicles) vehicle not applicable to Fleet: Rental, Fleet: Leasing / Contract Hire, Motability or Dealer Vehicles.
G	Manufacturer/ Importer: Demonstrator	Demonstrator vehicles registered to and owned by the Manufacturer / Importer.
C	Manufacturer /Importer: Other	1) Vehicles registered to a manufacturer or affiliated lease management company for the exclusive use of employees or relatives of employees for any of the following: a) Employee (or Management) lease car, b) Pool car, c) Job/Company car 2) The V5C / log book is held by the manufacturer or affiliated lease management company 3) Employment defines access to the scheme and payment arrangements for the vehicle would change if employment was to cease
1	Private: British Forces, Germany	Vehicles registered for Export for British Forces, Germany
2	Private: British Forces, Non-EU	Vehicles registered for Export for British Forces, Non-EU
4	Business: Diplomatic/ Consular	Vehicles registered for Diplomatic/Consular
6	Private: Foreign Servicemen	Vehicles registered for Foreign Servicemen
7	Private: Personal Export - Non-EU	Vehicles registered for Personal Export - Non-EU
8	Private: British Forces - EU	Vehicles registered for Export for British Forces, EU
9	Private: Personal Export - EU	Vehicles registered for Personal Export - EU

Where reference is made to Business or Fleet sizes "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 K2

Sale type definitions – MCIA

Sale type code	Sale type	Sale type description MCI
D	Business: demonstrator	Mopeds, motorcycles and tricycles registered to the brands manufacturer, importer or official dealer, as a demonstrator, press or a courtesy machine ie where the manufacturer, importer or official dealer retains full ownership.
F	Fleet: other	Mopeds, motorcycles and tricycles registered to a company that operates a fleet, external to the manufacturer or importer.
P	Private: other	Mopeds, motorcycles and tricycles registered to a private individual, including those sold to employees.

Appendix L

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 V55/5 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.



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 V55/1, V55/2, or V55/4 application forms.

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.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 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.
- DVLA will accept confirmation of receipt of V55/1 or V55/2 applications (secure mail/courier delivery) as confirmation of registration where an application has a V53 sticker. You can release the vehicle to your customer upon receipt of the application at DVLA but not before the date of first registration.
- Vehicles registered on V55/4 forms should not be released to a customer until vehicle tax has been taken out for that vehicle, or that the vehicle and tax details are showing on the DVLA Vehicle Enquiry System. Details can be checked on www.gov.uk/check-vehicle-tax

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 V53 Stickers, DVLA, 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.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.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
1/19

Appendix N

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 O

Reference guide for type approval certificates

Reference guide for type approval certificates			
Acceptable type approval			
Vehicle category		Certificate	
Motorcycles/ tricycles (including some quadricycles)	L	ECWVTA CoC	Always acceptable
		MSVA	Always acceptable. Formally known as Ministers Approval Certificate (MAC).
Passenger cars	M1	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 dated 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	IVA	Always acceptable
		ECWVTA CoC	Always acceptable
		NSSTA CoC	Always acceptable but sequential number must not exceed 75.
Light truck or van	N1	IVA	Always acceptable
		ECWVTA: complete vehicle	Always acceptable
		NSSTA CoC: complete vehicle	Always acceptable but sequential number must be below 500.
Heavy truck	N2 and N3	IVA	Always acceptable
		ECWVTA: complete vehicle	Always acceptable
		NSSTA: complete vehicle	Always acceptable but sequential number must not exceed 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
		NSSTA: complete vehicle	Always acceptable but sequential number must not exceed 250

Appendix P

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 Q

INF9 – DEOM table

Supplementary rates of vehicle tax

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

Remember: the supplement payable is always based on the annual cost of the vehicle tax (including applications for 6 month vehicle 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)
1 -	150	8.50	6.00	3.50
151 -	300	16.00	11.00	6.00
301 -	400	24.00	16.00	8.00
401 -	500	30.00	20.00	10.00
501 -	600	36.00	24.00	12.00
601 -	700	42.00	28.00	14.00
701 -	800	48.00	32.00	16.00
801 -	900	54.00	36.00	18.00
901 -	1000	60.00	40.00	20.00
1001 -	1100	66.00	44.00	22.00
1101 -	1200	72.00	48.00	24.00
1201 -	1300	78.00	52.00	26.00
1301 -	1400	84.00	56.00	28.00
1401 -	1500	90.00	60.00	30.00
1501 -	1600	96.00	64.00	32.00
1601 -	1700	102.00	68.00	34.00
1701 -	1800	108.00	72.00	36.00
1801 -	1900	114.00	76.00	38.00
1901 -	2000	120.00	80.00	40.00
2001 -	2100	126.00	84.00	42.00
2101 -	2200	132.00	88.00	44.00
2201 -	2300	138.00	92.00	46.00
2301 -	2400	144.00	96.00	48.00
2401 -	2500	150.00	100.00	50.00
2501 -	2600	156.00	104.00	52.00
2601 -	2700	162.00	108.00	54.00
2701 -	2800	168.00	112.00	56.00
2801 -	2900	174.00	116.00	58.00
2901 -	3000	180.00	120.00	60.00

* **Note** – a date to end of month first vehicle tax 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.

Supplementary rates of HGV road user levy

To be added to VED supplement above at first registration on or after 1 April 2014

Levy band	1 week (24th)	2 weeks (17th)	3 weeks (10th)
A	£3.83	£7.65	£7.65
B	£4.73	£9.45	£9.45
C	£10.80	£21.60	£21.60
D	£15.75	£31.50	£31.50
E	£28.80	£57.60	£57.60
F	£36.45	£72.90	£72.90
G	£45.00	£90.00	£90.00
B(T)	£6.08	£12.15	£12.15
C(T)	£13.95	£27.90	£27.90
D(T)	£20.25	£40.50	£40.50
E(T)	£37.35	£74.70	£74.70

Levy band	1 week (24th)	2 weeks (17th)	3 weeks (10th)
A	£5.10	£10.20	£10.20
B	£6.30	£12.60	£12.60
C	£14.40	£28.80	£28.80
D	£21.00	£42.00	£42.00
E	£38.40	£76.80	£76.80
F	£48.60	£97.20	£97.20
G	£60.00	£120.00	£120.00
B(T)	£8.10	£16.20	£16.20
C(T)	£18.60	£37.20	£37.20
D(T)	£27.00	£54.00	£54.00
E(T)	£49.80	£99.60	£99.60

Example: a Euro VI 2-axle rigid vehicle weighing 14,500 kgs (levy band B) that is, annual rate of £199.50 (VED rate £105 plus levy rate £94.50). If the vehicle is being registered on the 18th of the month there is the option to pay DEOM for 2 extra weeks. The supplementary amount is £6 for the VED plus £9.45 for the levy making the total payable for 12 months and 2 weeks £214.95.

A Euro 0-V 2-axle rigid vehicle weighing 14,500 kgs (levy band B) that is, annual rate of £231 (VED rate £105 plus levy rate £126). If the vehicle is being registered on the 18th of the month there is the option to pay DEOM for 2 extra weeks. The supplementary amount is £6 for the VED plus £12.60 for the levy making the total payable for 12 months and 2 weeks £249.60.

Appendix R

Make/Model Code Request Form – Category L1–5 v8

A manufacturer or importer should complete this form in all instances when a new make or model is to be introduced to the market or when an existing model changes any info present on the CoC, i.e. Type Approval number, engine capacity, power output etc. The codes are for use with the V55/1 and V55/2 forms or in online RaV Registrations.

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

Vehicle Description (i.e. the Brand etc. it will be registered under, taken from the CoC)

Make (CoC Ref - 0.1)	
Model or Commercial Model Name (CoC Ref - 0.2/0.2.3)	
Model Family	
Country of Origin (CoC Ref – 0.4)	
Type Approval No for this Model (CoC Ref - 1)	
Embargo date: (Optional) To limit dissemination of new model information, except to the DVLA	

Style Description (Please tick one box only)

Motorcycle (L3)				Moped (L1 or L2)		Tricycle (L5)	
Adventure Sport	<input type="checkbox"/>	Sport/Touring	<input type="checkbox"/>	Naked	<input type="checkbox"/>	Commercial Tricycle	<input type="checkbox"/>
Custom	<input type="checkbox"/>	Supersport	<input type="checkbox"/>	Scooter	<input type="checkbox"/>	Tricycle	<input type="checkbox"/>
Naked	<input type="checkbox"/>	Touring	<input type="checkbox"/>	Sport	<input type="checkbox"/>		
Scooter	<input type="checkbox"/>	Trail/Enduro	<input type="checkbox"/>				

Additional Information - Please include copies of the following with the request. The request cannot be processed until this information is received.

Certificate of Conformity (CoC)	Where the Vehicle is a Competition Machine, please include a full Technical Specification.
Clear Photographic Image of the Model for verification of vehicle style.	

Applicants Information

Name		Signature	
Company			
Date:			
Email Address:		Tel No.	

IMPORTANT :

It remains the responsibility of the manufacturer or importer to ensure that the vehicles are compliant with the DVLA, VCA, legislative, procedural etc. requirements for use of the secure scheme. Provision of these codes should not be seen as any form of approval to register vehicles. The MCIA accepts no responsibility for codes obtained for non-compliant vehicles.

It also remains the responsibility of the manufacturer or importer to comply with the Vehicle Certification Agency's (VCA) guidance, i.e. the Make and Model names in the Vehicle Description section above, must appear on the accompanying CoC and Type Approval document.

Failure to comply with the VCA guidance may result in a company audit and instant suspension from the Secure Scheme. Please contact the VCA for questions relating to Type Approval, CoC's and Model Names or the DVLA for registration requirements. Also please refer to the V355 guidance document.

Please return the required documents to: Market Intelligence Department, MCIA, 1 Rye Hill Office Park, Birmingham Road, Allesley, Coventry, CV5 9AB or Email: stats@mcia.co.uk

Codes Allocated (For official MCI use only)			
V55 Make Code	V55 Model Code	DVLA Make Code	DVLA Model Code
Codes Ready	Added to MCRIS	Notified to Manufacturer	Notified to DVLA



Driver & Vehicle
Licensing
Agency

Vehicle Services

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
- 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) and HGV road user levy, where applicable. This will be one payment made for vehicles first registered and taxed either at the DVLA or under the Register a Vehicle (RaV) service.

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

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Vehicle Services

The first vehicle tax and registration of motor vehicles

Guidance notes for the completion of the V55 forms

DVLA
Longview Road
Morrison
Swansea
SA6 7JL

www.gov.uk/dvla