

# The First Licensing and Registration of Motor Vehicles

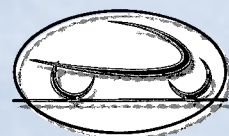
## Guidance Notes for the Completion of the V55 forms

A Public/Private  
Partnership  
*between*

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



**AEA**



THE  
MOTOR CYCLE  
INDUSTRY  
ASSOCIATION





# Procedure for the first Licensing and Registration of Motor Vehicles

## Index

Section	Subject	Page
1.	Introduction and Summary.....	3
2.	The Application Form (V55) for First Licensing and Registration.....	3
3.	Security of Forms.....	5
4.	Pre-completion of V55 Forms by Manufacturers or Importers.....	5
5.	Vehicle Alterations.....	9
6.	Completion of V55 Forms by Motor Dealers.....	10
7.	Registration by Dealers in their Own Names.....	13
8.	Cancellation of Registration.....	13
9.	Spoilt Forms.....	14
10.	Application for Duplicate Forms.....	14
11.	Switching of Vehicle Registration Forms.....	14
12.	Vehicles damaged before Registration.....	15
13.	Taking a New Vehicle Abroad.....	15
14.	Vehicles intended for Export (Tax Free Sales).....	15
15.	Registration in Northern Ireland, Isle of Man and the Channel Isles.....	15
16.	Advance Allocation of Registration Marks to Motor Dealers.....	16
17.	Temporary First Licensing.....	16

## Appendices

<b>A</b>	<b>Addresses of DVLA Local Offices</b>	
<b>A1</b>	DVLA local office Addresses.....	Page 17
<b>A2</b>	DVLA local offices which deal with: • Registration of Direct Export Vehicles.....	Page 18
	• Registration of Personal Export Vehicles.....	Page 18
	• Temporary First Licence Applications via the Post Office®.....	Page 18
<b>B</b>	<b>DVLA Specimen V55s</b>	
<b>B1</b>	V55/1.....	Page 19
<b>B2</b>	V55/2.....	Page 21
<b>B3</b>	V55/4.....	Page 23
<b>B4</b>	V55/5.....	Page 25
<b>B5</b>	V355/4 – “How to complete V55/4”(Extract of DVLA’s booklet).....	Page 27
<b>B6</b>	V355/5 – “How to complete V55/5”(Extract of DVLA’s booklet).....	Page 30
<b>C</b>	Specimen Layout for a Certificate of Newness.....	Page 33
<b>D</b>	V267 – Declaration of Newness.....	Page 34
<b>E</b>	<b>Other Specimen forms</b>	
<b>E1</b>	Terms for the use of the V55/1 form.....	Page 35
<b>E2</b>	SMMT Specimen order form for V55/1.....	Page 36
<b>E3</b>	MCIA Specimen order form for V55/1.....	Page 37
<b>E4</b>	MCIA Make/Model Code Request Form.....	Page 38
<b>E5</b>	INF148 – Identity Checking.....	Page 39
<b>F</b>	<b>Body/Vehicle Type Descriptions and Codes</b>	
<b>F1</b>	Cars and Light 4x4 Utilities.....	Page 41
<b>F2</b>	Motorcycles, Mopeds, Scooters and Tricycles.....	Page 42
<b>F3</b>	Light Commercial Vehicles < 3,500kg.....	Page 43
<b>F4</b>	Rigid Vehicles > 3,500kg.....	Page 44
<b>F5</b>	Articulated Vehicles.....	Page 45
<b>F6</b>	Taxis, Buses and Coaches.....	Page 46
<b>F7</b>	Agricultural, Road Maintenance and Construction.....	Page 47
<b>G</b>	Acceptable Body Codes for Graduated VED tax classes.....	Page 48
<b>H</b>	DVLA Wheelplan Codes.....	Page 49
<b>I</b>	DVLA Colour Codes.....	Page 50
<b>J</b>	DVLA Fuel Codes.....	Page 51
<b>K</b>	Industry in which vehicle is to be used.....	Page 52
<b>L</b>	Sale Type Definitions.....	Page 53
<b>M</b>	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.....	Page 54
<b>N</b>	Conditions of advance allocation of Registration Marks to dealers.....	Page 55
<b>O</b>	Basic description of EC Type Approval Categories for Vehicles.....	Page 56

## 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 licensing and registering vehicles in England, Scotland and Wales, where a paper V55 form is used. There are separate guidelines for the registration of vehicles using the Automated First Registration and Licensing (AFRL) scheme. The same policy and procedures apply equally to the automated and manual systems. The licensing authorities in Northern Ireland, the Isle of Man and the Channel Islands do accept pre-completed V55/1 forms (see section 15) for new vehicles, but procedures vary and manufacturers, import concessionaires and dealers should check with the local licensing authorities.
- 1.2 The Vehicle Register is maintained by DVLA and is based on the information provided on the V55 form (there are four versions of the V55 form) or from the AFRL system. The V55/1 and V55/2 forms should be pre-completed by the vehicle manufacturer, import concessionaire or independent trader with vehicle particulars required for first registration. The form is subsequently 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 form is then passed to the DVLA local office for further checking, coding and the issue of a vehicle licence. Sheet 1 of the form is sent to the DVLA at Swansea, who produce and issue the Registration Certificate (V5C). Sheet 2 is used by the three motor industry trade associations named in paragraph 1.1 to produce vehicle registration statistics.
- 1.3 Should the customer wish to purchase the vehicle and not require the vehicle to be registered by the dealer, the customer will need to make his or her own arrangements for registration by completing form V55/4 (if the vehicle is new) or form V55/5 (if the vehicle has been used).
- 1.4 The importance of this system to both the DVLA and the motor industry cannot be over-emphasised. Two large and complex computer systems have been created solely to process vehicle registration documentation. Both these systems rely on the care and accuracy applied by the vehicle manufacturers, import concessionaires 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.
- 1.5 Applications for first licensing and registration of vehicles are dealt with at DVLA local offices, the addresses of which are listed in Appendix A1.

## 2. The Application Form (V55) for First Licensing and Registration

- 2.1 The form for first licensing and registration of a motor vehicle consists of a set of two sheets with carbon paper interleaved. There are currently four versions of this form available:
  - V55/1** – supplied in continuous stationery, for pre-completion by the vehicle manufacturer and import concessionaire (see appendix B1). The V55/1 form can only be used to register new, unused and European Community Whole Vehicle Type Approval (ECWVTA) vehicles. If exempt – see section 2.4.3 for details.
  - V55/2** – supplied in individual form sets, for the registration of new, unused and ECWVTA vehicles (if exempt - see section 2.4.3 for details) where a form V55/1 has not been pre-completed by a manufacturer or import concessionaire – only used by independent traders who import from abroad (see appendix B2);
  - V55/4** – (used where a V55/1 & 2 is not applicable and has not been pre-completed) supplied in individual form sets, for the registration of new vehicles e.g. personally imported vehicles, kit cars, prototypes (see appendix B3); Guidance notes on “How to complete the V55/4” is shown in appendix B5.”
  - V55/5** – supplied in individual form sets, for the first registration in UK of used vehicles (see appendix B4). Guidance notes on “How to complete the V55/5” is shown in appendix B6.  
*N.B. The V55/1 and V55/2 forms must only be used for the registration of new, unused and ECWVTA vehicles.*
- 2.2 All V55 forms are produced on stationery consisting of 2 sheets.
- 2.3 Form V55/1 is intended for pre-completion using a computer line printer or continuous feed typewriter and is supplied with sprocket-holed margins on both sides. The right-hand margin (1.27cm wide) must be removed when the forms are separated into sets by the vehicle manufacturer or import concessionaire pre-completing them.
- 2.4 The completion of forms V55/1 or V55/2 carry certain implications as outlined below:
  - **The vehicle is new, unused and unregistered;** the forms are issued for the registration and licensing 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.
  - **Compliance with the Type Approval (TA) requirements, basic details of which are found overleaf:**

## Type Approval

### 2.4.1 European Community Whole Vehicle Type Approval (ECWVTA)

ECWVTA has been introduced to ensure that motor vehicles are constructed by the manufacturer to meet certain design and construction requirements. To register and license a vehicle for use on the road, the vehicle keeper will need to show proof that ECWVTA has been met unless it qualifies for exemption, or has obtained Enhanced Single Vehicle Approval (ESVA), Single Vehicle Approval (SVA), Motorcycle Single Vehicle Approval (MSVA) or National Type Approval (NTA).

Since 1 January 1998 ECWVTA became mandatory for cars. Most new cars sold in the European Union (EU) will conform to ECWVTA. EC Directive 92/53 requires that a Certificate of Conformity (CoC) accompanies applications for registration and these CoC's must be checked for compliance.

Since 17 June 2003 the regulations have been extended to include motorcycles, tricycles and quadricycles (quads), and vehicles are required to provide evidence of compliance (again this will be in the form of a CoC), unless it qualifies for an exemption or has obtained MSVA.

If a vehicle was nationally type approved in another EU state and was previously registered elsewhere within the Community it may be acceptable in Britain under a procedure called Mutual Recognition. Further information is available from:-

The Vehicle Certification Agency (VCA)  
1 Eastgate Office Centre, Eastgate Road  
Bristol BS5 6XX  
Tel: 0117 9524106  
Fax: 0117 9524104  
e-mail: enquiries@vca.gov.uk

### 2.4.2 Type Approval for Goods Vehicles

The Motor Vehicles (Type Approval for Goods Vehicles) (Great Britain) Regulations 1982 provide for the Type Approval of goods vehicles, including light vans and the tractive units of articulated vehicles (but not trailers) manufactured on or after 1 October 1982 and first licensed on or after 1 April 1983. It also applies to vehicles constructed for the carriage of goods and up to 8 passengers which are not included in the 1976 Regulations, and which are not motor caravans and motor ambulances.

Goods vehicles of all weights type approved in an EU or EEA State can be dealt with under the Mutual Recognition Procedures described above. In certain circumstances, goods vehicles up to 5,500kg gross can use the Single Vehicle Approval (SVA) scheme. Information on the SVA schemes can be seen on the Department for Transport internet site [www.dft.gov.uk](http://www.dft.gov.uk) or on leaflet SVA4.

**(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). Applicants need to ensure that the relevant Type Approval (whether it is ECWVTA or NTA) number is correctly transferred to the form. It is also the responsibility of the applicant to ensure that this data is correct.**

2.4.3 For vehicles which are not subject to TA or which are specifically exempted by the TA Regulations this should be clearly stated on the application form at question 43. Only the word "EXEMPT" or a Type Approval number if known, should be entered at question 10. Other terms such as N/A or Not Applicable must not be used.

Because the completion of the V55/1 or V55/2 is in itself sufficient to confirm that the above requirements have been met, manufacturers and import concessionaires should exercise great care in the handling and distribution of these forms. They must be stored carefully and accounted for at all times. (see Section 3 – Security of Forms).

2.5 An application made by an independent importer using a V55/2, must be supported by evidence of Type Approval. This may take the form of a valid entry in response to question 10. Only those traders approved by DVLA, Customs and Excise and the Vehicle Certification Agency may be supplied with these forms.

2.6 Members of the SMMT, and AEA are required to order supplies of V55/1 using the pro-forma supplied for this purpose (see appendix E1). Members of MCIA are required to order supplies of V55/1 using the pro-forma shown in appendix E3.

#### For SMMT members

MVRIS  
The Society of Motor Manufacturers  
and Traders Ltd  
Forbes House  
Halkin Street  
London  
SW1X 7DS  
Fax: 020 7235 7112  
e-mail: ads@smmt.co.uk

#### For MCIA members

Motor Cycle Industry Association  
Starley House  
Eaton Road, Coventry  
CV1 2FH  
Fax: 024 76 250 840  
Tel: 024 76 250 833  
e-mail: stats@mcia.co.uk

#### For AEA members

Economics Department  
AEA, Samuelson House  
Paxton Road  
Orton Centre, Peterborough  
PE2 5LT  
Fax: 01733 370664  
e-mail: economics@aea.uk.com

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

The Requisition Section  
Stores  
D Basement  
DVLA  
Swansea  
SA6 7JL  
Fax: 01792 783525

- 2.7 Prototype vehicles** should not be registered on form V55/1 as Type Approval has not been obtained. Manufacturers must complete form V55/4. A Prototype vehicle is defined (in Regulation 3(2)(g) of the Motor Vehicles (Type Approval) (Great Britain) Regulations 1984 (as amended)) as a motor vehicle of a new or improved type or a vehicle which is fitted with equipment of a new or improved type, and which has been constructed for the purpose of test or trials. The vehicle should not be intended for general use on the road and in the case of a vehicle first registered after 21 August 1984 should remain in the ownership and use of either the manufacturer of the vehicle or the supplier of the equipment fitted to the vehicle (refer to question 10 page 7).

Once testing is complete the manufacturer must ensure that the vehicle is either broken up, exported, or, if a decision is made to sell the vehicle, evidence must be produced that the vehicle meets Type Approval requirements (further advice can be obtained from VOSA). In all cases the Registration Certificate (V5C) must be returned to DVLA with the relevant information (notification of export, scrapping, Type Approval or a letter of compliance from VOSA).

- 2.8** Supplies of V55/4 & V55/5 forms may also be obtained from the above DVLA address or at DVLA local offices.
- 2.9** Form V55/4 should be completed by manufacturers whose vehicles are not type approved, or manufacturers, dealers or individuals who are not on the secure form scheme, for the licensing and registration of new vehicles such as imports, kit cars (but not kit conversions) and Prototypes. The application must be supported by evidence of Type Approval (unless the vehicle is specifically exempted) and evidence of newness, together with relevant documentation – see para 2.4.
- Form V55/5 must be completed for the licensing 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 2.4.

### 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 approved by DVLA.
- The documents are auditable and records are kept of where the forms are sent. 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 at DVLA with a covering letter. (A log of serial numbers should be retained for two 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 dealer 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 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 Great Britain or Northern Ireland; and also for the Isle of Man and the Channel Islands according to the requirements of the licensing authorities there (see section 15).
- 4.2** Where continuous forms are used, manufacturers and import concessionaires are asked to ensure that the following action is taken:
- 4.2.1** A short trial run should be carried out to test print quality and alignment before the main printing run commences.
  - 4.2.2** Line printer paper thickness sensing devices should be checked and where used, power-stacking units correctly aligned.
  - 4.2.3** The test sample should be checked to ensure that a clear definition is obtained on all copies.
  - 4.2.4** Considerable care should be taken to ensure that all boxes are correctly aligned on the copies.
  - 4.2.5** Modifications to printing programs must be checked before their introduction to ensure that no changes in alignment have occurred.  
**The DVLA's preferred font for print quality is "OCR B".**

**Please note: Any forms received with 'poor' print quality may delay the issue of the Registration Certificate (V5C).**

4.3 Where particulars are entered on forms using an impact printer or typewriter it is important to ensure the data recorded is clearly reproduced on sheet 2. If particulars cannot be pre-printed or typewritten use a black ballpoint pen ensuring the data is reproduced clearly on both pages. Felt tip pens, fountain pens, pencils or coloured ballpoint pens must not be used.

4.4 The manufacturer or import concessionaire must enter the following information on each form:

4.4.1 The relevant sorting code in the 'S' box at the top of the form to the left of the form number. If the vehicle is an agricultural tractor, industrial tractor, combine harvester, self-propelled agricultural machine, digging machine or agricultural material handler and four-wheel automotive vehicles e.g. quads and light ATV's 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 the two and three wheel automotive vehicles. (Failure to insert the sorting code may delay processing at the DVLA local office and might cause sheet 2 to become mislaid).

4.4.2 Manufacturers import concessionaires and independant traders who hold V55/1 or V55/2 forms must answer questions 5–25 and 27–39 (where appropriate). Most of the information required can be found in the Certificate of Conformity (for an ECWVTA vehicle).

4.4.3 If an item of information is not applicable please leave blank. **Do not** enter N/A or Zero. (Except question 10. See 2.4.3)

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 concessionaires 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**

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:**  
Make (DVLA/MVRIS/MCRIS External)

**When completed:** Mandatory.  
**Description:** maximum of 20 characters.  
**Code:** fixed length of 2 characters.

The DVLA Make Code must always be entered in the code box marked '9' 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, e.g.

5 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.

**Question 6:**  
Model (DVLA/MVRIS/MCRIS External)

**When completed:** Mandatory.  
**Description:** maximum of 25 characters.  
**Code:** maximum of 3 characters.

The DVLA Model Code must always be inserted in the code box marked '11'. (See 4.5.2)

The SMMT MVRIS or MCI MCRIS external code must always be inserted in the small special code box immediately after the word 'Model' and before the box in which the model description has to be inserted, e.g.

6 Model	MVRIS Code	Description	DVLA Code
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**Question 7:**  
Type of Body/Vehicle (see appendix F & G)

**When completed:** In all cases – except when a vehicle is incomplete when it leaves the manufacturer or import concessionaire. Where there are alternative bodies a description of each must be entered (please refer to section 5); the code inserted should relate to the body most frequently used. Please refer to appendix G for a list of acceptable body codes for M1 and N1 categories.

**Description:** maximum of 20 characters.  
**Code:** fixed length of 2 characters.

**Question 8:**  
Wheelplan (see appendix H)

**When completed:** Mandatory.  
(See also section 5 – Vehicle Alterations)  
**Description:** maximum of 20 characters.  
**Code:** fixed length of 1 character.

**Question 9:**  
Colour(s)  
(see appendix I)

**When completed:** In all cases – except when a vehicle is incomplete when it leaves the manufacturer or import concessionaire. 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 Registration Certificate (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).

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

#### Question 10:

Type Approval Number/Category (CoC point 0.6) – two boxes to be completed 18 & 19

**When completed:** Box 18 is mandatory for all vehicles that require Type Approval (see below for goods vehicles over 3,500kg\*). Box 19 is mandatory for L1, M1 and N1 categories but optional for the PLG taxation class.

The Type Approval number consists of a maximum of 21 characters (no minimum) and is made up of alpha/numeric and \* characters. This number should be entered in box 18. The category of a vehicle consists of 2 alpha/numeric characters (e.g. L1, M1, N1) and should be entered in box 19. A list of TA categories is provided at Appendix O. When no Type Approval number is applicable please enter the word "EXEMPT" or leave this field blank. If the vehicle is being registered as a Prototype a V55/4 form should be used and the word "Prototype" should be entered. Other terms such as N/A or not applicable must not be used.

\*For vehicles with a revenue weight >3,500kg a Goods Vehicle Type Approval Certificate is required. In all cases 2 copies of either the actual NTA Certificate, Certificate of Conformity (VG1/2, VG1/3) or Ministers Approval Certificate (VG2/2, VG2/3) must be forwarded to the DVLA local office.

One certificate will be returned to the applicant and the other will be sent to the Goods Vehicle Centre so that a plating certificate may be issued.

#### Question 11:

Variant (CoC point 0.2)

**When completed:** Mandatory – variant should always be completed when the information is available.

#### Question 12:

Version (CoC point 0.2)

**When completed:** Mandatory – version should always be completed when the information is available.

#### Question 13:

Length mm (CoC point 6.1)

**When completed:** Optional (if length is provided Width must also be entered in question 19). The length consists of 4 numeric characters. Although optional, if the information is available it should be completed.

#### Question 14:

HC g/km or g/kWh (CoC point 46.1)

**When completed:** Optional.

Must be 5 numeric characters including a decimal point (e.g. 0.519). Although optional, if the information is available it should always be completed with 3 decimal places (e.g. 1.000).

#### Question 15:

Unladen Weight (kg)

**When completed:** When the rate of duty 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 16:

Number of Seats (incl. driver) (CoC point 42.1)

**When completed:** Mandatory. Maximum number of seats. This box must be completed for all vehicles (except Agricultural) and include the driver.

#### Question 17:

Max Net Power (kW) (CoC point 26)

**When completed:** Mandatory if available. Minimum of 1, maximum of 3 numeric characters. No decimal places (if available).

#### Question 18:

Technical Permissible Maximum Towable Mass of the Trailer (a&b) (CoC point 17)

**When completed:** Optional although these code boxes should be completed where the information is available. Both a&b consists of up to a maximum of 5 numeric characters.

#### Question 19:

Width (mm) (CoC point 7.1)

**When completed:** Optional (if width is provided Length must also be entered in field 13).

The width consists of 4 numeric characters. Although optional, if the information is available it should be completed.

#### Question 20:

NOx g/km or g/kWh (CoC point 46.1)

**When Completed:** Optional.

NOx must be 5 characters including a decimal point (e.g. 0.519). Although optional, if the information is available it should always be completed with 3 decimal places (e.g. 1.000).

#### Question 21:

Revenue Weight (kg)

The revenue weight is required for vehicles over 3,500kg. It is not mandatory for vehicles licensing in the PLG or Light Goods Vehicle class for example.

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

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

revenue weight. If this is less than that on the Type Approval Certificate, this change would warrant either a new Type Approval Certificate or a VTG 52A – Notifiable Alterations (available from Testing Stations or the Goods Vehicle Centre) reflecting the lower weight. The V55 should be amended accordingly and the licence should relate to the final plated weight.

**Question 22:**  
Number of Standing Places (where appropriate)

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

**Question 23:**  
Max Permissible Mass (except motorcycle)  
(CoC point 14.1)

**When completed:** Mandatory.  
Numeric 2 to 5 characters.

**Question 24:**  
Power/Weight Ratio (kW/kg) (CoC point 26.1)

**When completed:** Mandatory for motorcycles/tricycles only. Maximum 3 characters including 2 characters after the decimal places e.g. 0.01 or 1.50.

**Question 25:**  
Euro Status Directive Number (CoC point 46)  
*for the V55/5 forms please refer to appendix B6.*

**When completed:** Always for M1 category vehicles. For N1 vehicles – if it is present on the Certificate of Conformity it should be entered, otherwise leave blank.

The Euro Status Directive Number consists of a maximum of 30 characters (no minimum) and is made up of alpha/numeric and other characters.  
(When completed there must be an answer to at least one of the following questions – 14, 20, 31, 33, 34, 35.)

**Question 27:**  
Type of Fuel (CoC point 25)  
See appendix 5

**When completed:** Mandatory.  
**Description:** maximum of 11 characters.  
**Code:** fixed length of 1 character (box 10).

**Question 28:**  
VIN/Chassis/Frame Number (in full)

**When completed:** Mandatory.  
The full 17 character VIN plus the check digit (at the end of the VIN) should be entered for all vehicles which have a full 17 character VIN. The full number where available is required for effective recalls.  
If the VIN/Chassis/Frame Number is not fully completed or has been altered the DVLA local office cannot accept the application.

**Question 29:**  
Engine Number

**When completed:** Mandatory.  
**Description:** maximum of 20 alpha or numeric characters.

**Question 30:**  
Cylinder Capacity (in cc) (CoC point 24)

**When completed:** Always, except where propulsion code is A, Z or 3 (see appendix J).  
Maximum of 5 numeric characters.  
*N.B. do not include the letters “cc” or leading zeros in the answer box.*

**Question 31:**  
CO<sub>2</sub> (g/km) (CoC point 46.2 – combined figure)

**When completed:** Mandatory for M1 Type Approval category vehicles. Optional for other categories.

**Question 32:**  
Mass in Service (kg) (CoC point 12.1)

**When completed:** Mandatory (when available).  
Mass consists of 4 or 5 numeric characters.  
4 characters for passenger cars and 5 for future initiatives for vans.

**Question 33:**  
Particulates (pm) (g/km or g/kWh) (CoC point 46.1)

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

**Question 34:**  
CO (g/km or g/kWh) (CoC point 46.1)

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

**Question 35:**  
HC + NO<sub>x</sub> (g/km) (CoC point 46.1)

**When completed:** Optional.  
HC and NO<sub>x</sub> must be 5 characters including a decimal point (e.g. 0.519). Although optional, if the information is available it should always be completed with 3 decimal places (e.g. 1.000).

**Question 36:**  
Trailer Weight (kg)

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

**Description:** Maximum of 5 characters.

**Question 37:**  
Stationary Sound Level (db(A)) (CoC point 45)

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

**Question 38:**  
Engine Speed Sound Level (min -1) (CoC point 45)

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

**Question 39:**  
Drive-by Sound Level (db(A)) (CoC point 45)

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

#### 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.
- 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 EIGHT 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 through the following Trade Associations. (An example of the proformas supplied are shown in Appendix E4.)

MVRIS

The Society of Motor Manufacturers and Traders

Forbes House

Halkin Street

London

SW1X 7DS

Tel: 020 7235 7000

Fax: 020 7235 7112

e-mail: mvrweb@smmt.co.uk

and

The Motor Cycle Industry Association (MCIA)

Starley House

Eaton Road

Coventry

CV1 2FH

Tel: 024 76 250 833

Fax: 024 76 250 840

e-mail: stats@mcia.co.uk

and

The Agricultural Engineers Association (AEA)

Samuelson House

Paxton Road

Orton Centre

Peterborough

PE2 5LT

Tel: 01733 371381

Fax: 01733 370664

e-mail: economics@aea.uk.com

## 5. Vehicle Alterations

- 5.1 When a partly completed vehicle is finished by a body builder the person applying for registration of the vehicle must complete questions 7, 8 and 9 with both the description and code.
- 5.2 When a vehicle is transferred unregistered from one body builder to another, the form must be forwarded immediately to the latter separately from the vehicle.
- 5.3 Distributors must not, in any circumstances, withhold forms from dealers who have taken delivery of vehicles. The forms should be sent separately from the vehicle, either in advance or concurrently.
- 5.4 A chassis that leaves the manufacturer or import concessionaire without a body should not have the body type coded unless the manufacturer/import concessionaire is certain of which body will be added. If an inaccurate body description has been entered on the form by the manufacturer/import concessionaire and is no longer valid (e.g. because the vehicle has been altered or repainted), it must be amended as neatly as possible and initialled. Any alterations which affect Type Approval should be cleared by VCA or the manufacturer/import concessionaire. A signed, written explanation of the circumstances regarding the alteration must also accompany the application. However, if the manufacturer is not in a position to confirm if the vehicles Type Approval status is effected, the retailer should not use the V55/1 to register the vehicle. The retailer should complete a V55/4, (placing the V55/1 as a supporting document) together with all other necessary supporting documents, e.g. Certificate of Newness, and separate evidence of Type Approval.

**Note: The Vehicle Identity Number (VIN) must never be altered. Applications received with the VIN altered will not be accepted.**

## 6. Completion of V55 Forms by Motor Dealers

(Dealers must provide answers to questions 1– 4, 26, 40, 41, 42 and 43.) In addition, questions 7, 8 and 9, if not pre-completed by the manufacturer. (See section 5)

- 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. The dealer should also ensure that any particulars are entered on forms using an impact printer or typewriter, or if this is not possible, a black ballpoint pen ensuring that the data is reproduced clearly on both pages. Care should be taken not to spoil the undercopy or insert material between the top and bottom copy that might provide information being copied through. (It is recommended that V55 documents are filed securely in VIN/chassis number order.)
- 6.4 Industry in which vehicle is to be used (section B)**  
**When completed:** For all vehicles (see appendix K), excluding those used in agriculture.
- 6.5 Selling Dealer – Dealer Code, Name and Address**  
 The Selling Dealer’s name and address must be entered (and clearly printed or typed) in the Selling Dealer (Name, Address and Postcode) box and any Dealer Code Number allocated by the vehicle manufacturer or import concessionaire must be entered in the box to the left of the Selling Dealer box.  
 Where stamps are used to insert the Selling Dealer (Name, Address and the Postcode) and Dealer code, please ensure that Sheets 1 and 2 are clearly stamped so as not to obscure any pre-printed information.
- 6.6 Motor Industry Sales Types (Sections C and D)**  
**When completed:** Optional (mandatory for SMMT members) (see appendix L)

### Notes on Questions on the Forms:

#### Question 1: Registration Mark

**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 marks or by the DVLA local office through which the vehicle is registered.

#### Question 2: Taxation 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 local office should be consulted. The booklet V355/1, available from DVLA local offices, gives further information about taxation classes.

#### Question 3: Period of Licence Applied For

**When completed:** Always.

A licence may normally be taken out for a period of 6 or 12 months. There is no facility for a 6 month licence if the 12 month rate of duty does not exceed £50.00 or the vehicle is exempt from duty.

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

##### A “DEOM” licence will be effective from either:

- (a) the 10th of the month (covering the 3-week period prior to the 6 or 12 month period), or
- (b) the 17th of the month (covering the 2-week period prior to the 6 or 12 month period), or
- (c) 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 license vehicles in all taxation classes except those where no duty is payable. The above dates **do** apply for the month of February. The number of additional weeks requested should be entered after Months, e.g.

3 Period of Licence applied for  MONTHS  WEEKS

#### Question 4: Registration Fee

**When completed:** When appropriate.

Please refer to the Vehicle First Registration Fee leaflet – INF54/1, which lists exemptions.

##### Duty Payable

**When completed:** Always.

For normal first licensing applications refer to the Rates of Duty Leaflet – V149 (available for download from [www.direct.gov.uk/motoring](http://www.direct.gov.uk/motoring) and at DVLA local offices and Motor Vehicle Licensing Post Office® branches). Where the amount of duty payable is known, this should be entered in answer to question 4, e.g.

4 Registration Fee  Duty payable £    6

(e.g. For the disabled taxation class please enter “NIL”)

Leave the Registration Fee box blank - the DVLA local office will complete it. The registration fee is payable in all cases except where the vehicle meets with an exemption e.g. Disabled class.

For “Date to End of Month” (DEOM) first licences a supplementary rate of duty is payable for each additional week requested. This can be calculated from the supplementary Rates of Vehicle Excise Duty tables (V105ST), (available from DVLA local offices) which should be used in conjunction with the V149. The TOTAL duty payable should be entered as one amount, calculated by adding the “standard” rate of duty for 6 or 12 months to the supplement payable against the ANNUAL rate on the tables for 1, 2, or 3 weeks e.g.

2 Taxation Class	Private Light Goods		
3 Period of Licence applied for	12 MONTHS	3 WEEKS	
4 Registration Fee		Duty payable £	181 0 0 6

If in doubt as to the correct amount of duty for the DEOM licence, consult your DVLA local office.

If applying for a DEOM first licence the TOTAL duty payable (i.e. the 6 or 12 months duty plus the supplement) should be entered in the box.

**Question 26:**

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

**When completed:** Always.

Dealers should ensure that applications are made in time for a licence to be issued before releasing the vehicle. Vehicles must NOT be released to customers without displaying a valid tax disc.

- A. A normal 6 or 12 month licence will become effective either from the date a valid application is received at the DVLA local office or if specified, a later date. The later of the two dates is the effective date of first licensing and registration and duty is payable for the whole month in which the licence commences.
  - (i) If an early application is being made for a licence to start from the first day of the following month, this date must be entered in answer to question 20, e.g.

26 Date from which licence is to run (date of registration)	Day	Month	Year	7
	0 1	1	0 4	

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

26 Date from which licence is to run (date of registration)	Day	Month	Year	7
	1 7	1	0 4	

**Note:** The date entered in answer to question 26 will also be taken as the date of Registration and will be printed as such on the Registration Certificate (V5C).

- B. Similarly a “Date to End of Month” (DEOM) licence will also become effective from the date a valid application is received at the DVLA local office or a later date if specified, subject to certain conditions. The date of first licensing and registration can be any date in the month, as at present, but the duty due on a DEOM licence will be assessed from the immediately preceding start date, i.e. the 10th, 17th or 24th day of the month prior to the 6 or 12 month licence, (e.g. the date of registration is the 15th, duty is payable from the 10th and the licence will run for 6 or 12 months and 3 weeks).

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

It is most important, therefore, that applications for DEOM licences are made in ample time for the requested commencement date to be provided.

Further information about DEOM First Licensing is contained in leaflet INF9, available at DVLA local offices.

- C. Temporary First Licences are available from selected Post Office® branches who will forward the application to the nearest DVLA local office (see section 17). The licence is effective from the date a valid application is accepted by the Post Office®. The date of receipt by the Post Office® will take precedence over any entry made in answer to question 26 (see section 17.2).

Applications in advance of the requested date of registration must be made to the DVLA local office in the normal way.

**Note:** Particular care should be taken in answering question 26, as once a vehicle has been registered the date of first registration cannot be changed.

The dealer must only release vehicles displaying a tax disc. In addition dealers with an advance allocation of registration marks must ensure that they comply with the conditions of the scheme (see section 16.4).

**Question 40:**

Partial Postcode of Keeper

**When completed:** Mandatory for Trade Association purposes. This information is used by the motor industry trade associations for statistical purposes.

### Question 41: Name and Address of Vehicle Keeper

**When completed:** Mandatory.

The full name and address must be recorded.

Please remember –

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

### Question 42: Date of Birth

**When completed:** Mandatory at first registration when an individual is named including motability vehicles. This information is held at DVLA but does not appear on the Vehicle Registration Certificate.

### Question 43: 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 2.4. The full reason for any exemption should be declared.

**N.B. Questions 41, 42 and 43 are on the reverse of the V55 form.**

### Making the application to the DVLA local office

- 6.7** Dealers are asked to check all documentation before despatch to the DVLA local office and to avoid stockpiling registration applications. Documents should be sent to the DVLA local office on the day they are completed. (Weekly deliveries place an excessive workload on DVLA local offices and can result in a delay in registration.) Accurate, well-prepared information will ensure that registrations are handled quickly and efficiently.
- 6.8** Completed forms should either be taken or sent by first class mail to the DVLA local office in whose catchment area the dealer belongs, together with:
- (i) the duty payable\*
  - (ii) the registration fee\*
  - (iii) Certificate of Insurance
  - (iv) weight certificate (where appropriate)
  - (v) form DLA404, WPA442 or MHS330 (Disabled Taxation Class)
  - (vi) Reduced Pollution Certificate (where appropriate)
  - (vii) Certificate of Initial Fitness (where appropriate)
  - (viii) completed form V900 – Small Islands Goods Vehicle (where appropriate)
  - (ix) proof of identity when completing V55/4 or V55/5 (see leaflet INF148 – Appendix E5)

- (x) evidence of Type Approval (where appropriate)
- \*Payment of duty may be made by cheque (including Giro cheque) or postal order, either of which should be made payable to “DVLA, Swansea”.

### Dealer Batches

- 6.9** The maximum number of first registration applications that are dealt with over the counter is 5 but if conditions permit this limit may be exceeded. There is also a “leave and collect” service for licensing applications, which enables dealers to leave their applications for attention without having to queue. The applications should be available for collection on the following day (or when applications are made before noon in less busy periods they may be collected later the same day). If dealers prefer, licences will be posted to them by first class mail.
- 6.10** Some delays at the end of the month are inevitable because of the demands at DVLA local offices at that time, so dealers are advised to try and avoid making large numbers of applications over the counter or “saving-up” their applications for these busy periods. The “Date to End of Month” (DEOM) scheme should be used wherever possible in order to evenly spread the DVLA local offices workload (see notes on question 3).
- 6.11** V55 forms should be kept flat at all times and never folded when sent to DVLA local offices. The cheque for the duty payable and registration fee, insurance certificate and other supporting documents should be attached to the V55 form with a paper clip.  
**Pins and staples must not be used.**
- 6.12** DVLA local offices will examine V55 forms submitted to them to ensure that:
- (i) sheet 1 of the form has been completed properly and clearly;
  - (ii) all relevant questions have been answered;
  - (iii) the vehicle is being licensed in the appropriate taxation class;
  - (iv) the registration date requested is acceptable/valid;
  - (v) the relevant declarations have been made;
  - (vi) a Certificate of Newness or Declaration of Newness has been provided where a form V55/4 is used to register a new vehicle.
- If a registration mark has not already been assigned to the vehicle, this will be done.
- The duty payable will be calculated and the duty remittance and supporting documents will be examined to ensure that they are in order. If the application is accepted, the vehicle licence will be issued and sheet 1 of the V55 form forwarded to the DVLA at Swansea, who will subsequently issue the Registration Certificate (V5C) to the registered keeper.
- 6.13** If the DVLA local office finds an error which cannot be corrected at the DVLA local office, the form, remittance and all supporting documents will be handed back or posted back to the applicant for correction and resubmission.

## V55 Undercopies

- 6.14** DVLA local offices will detach Sheet 1 from Sheet 2. Sheet 1 will be sent to the DVLA at Swansea and Sheet 2 will be sent by first class mail or special delivery service, as follows:

V55 forms pre-completed with the sorting code "TA" in the 'S' box will be sent on a weekly basis to:

Systematics International Ltd  
7 Woodbrook Crescent  
Radford Way  
Billericay  
Essex  
CM12 0EQ  
Tel: 01277 633777  
Fax: 01277 633753

V55 forms pre-completed with the sorting code "MC" in the 'S' box will be sent on a daily basis to:

Avid Data Solutions Ltd  
Unit 7 Wollaston Crescent  
Wollaston Industrial Estate  
Basildon  
Essex  
SS13 1QD

All V55 forms relating to 4-wheeled vehicles will be sent daily to Capita from DVLA local offices in GB:

SMMT Project  
Capita Business Service Ltd  
UK Shuttle  
Unit 3  
Parsonage Road  
Swindon  
SN3 4RN

The local offices in Northern Ireland and the relevant authorities in the Isle of Man, Jersey and Guernsey are supplied with pre-paid and pre-addressed envelopes from the SMMT for the delivery of the forms. The address is:

Capita Business Services Ltd  
Delta 200  
First Floor  
Delta Business Park  
Great Western Way  
Swindon  
SN5 7XP

- 6.15** Forms dispatched to Capita Business Services Ltd, Avid Data Solutions Ltd and Systematics International Ltd, will be counted and accompanied by a serial-numbered slip. The slip will be dated, identify the dispatching DVLA local office (by number) and show the number of enclosures. Nil-returned serial-numbered slips will be sent to Capita Business Services Ltd, where appropriate. However Systematics International Ltd and Avid Data Solutions Ltd, do not require nil returns.

- 6.17** All documents sent to Capita should be placed in the plastic bags provided by SMMT (max. 250 documents per bag) and collected by courier. Documents destined for Systematics International Ltd and Avid Data Solutions Ltd must be packed carefully and securely and sent daily using the supplied pre-paid envelope.

## 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. Instructions have been issued to DVLA local offices not to accept registrations of vehicles by dealers in their own name "pre-registrations" unless the vehicle is for the dealer's own use (e.g. for demonstration purposes).
- 7.2** Registration Certificates show the number of previous keepers and the name of the last previous keeper. Consequently, the purchaser of an apparently new vehicle registered in the first place by a dealer in his/her own name will find himself/herself recorded as the second registered keeper of the vehicle.
- 7.3** Dealers should be aware that if they do register a vehicle in their own name, whether by mistake or otherwise, cancellation will NOT be allowed at a later date. This also applies where a dealer registers a vehicle, on behalf of a customer, in the dealer's name using the dealer's insurance certificate in support of the application because the customer's insurance certificate is not available.

## 8. Cancellation of Registration

- 8.1** The cancellation of a registration is an extra-statutory concession that will only be allowed where a dealer has registered a vehicle in an independent customer's name and then, through no fault of his/her own, the sale has fallen through and, but for cancellation, the dealer would be left with an apparently second-hand vehicle on his/her hands. The registration fee is not refundable when a vehicle is de-registered. When the vehicle is subsequently re-registered under a new mark, 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 mark assigned to it.
- 8.2** An application for cancellation may only be made by the dealer who applied for the registration of the vehicle. A registration cannot usually be cancelled until the licence disc and Registration Certificate (V5C) have been surrendered. These will have been issued to the person in whose name the vehicle is registered.

However, regardless of whether or not the Registration Certificate (V5C) has been received, the dealer must contact the DVLA local office to whom the original application was made to make his/her intention clear that he/she will wish to cancel the registration on receipt of the Registration Certificate (V5C).

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

**8.3.1** Surrender the licence disc and Registration Certificate (V5C) to the DVLA local office at which the vehicle was registered and obtain a written agreement to cancel the registration. The DVLA local office will forward the application to DVLA, Swansea.

***N.B. All applications for cancellation must be made in writing (and include a signed declaration, from the prospective purchaser confirming that the sale has not gone ahead) giving full reasons for the request. Application for, or notifications of the intention to apply for, cancellation should normally be received at the DVLA local office within 7 working days of the registration date.***

**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 paragraph 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 authorisation issued by the DVLA local office to the dealer.

***N.B. An application to re-register a vehicle must not be made until after written agreement has been received from the DVLA local office 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.

## **10. Application for Duplicate Forms**

**10.1** The registration of vehicles will be delayed if, because 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.

- (i) loss of, or damage to, the original
- (ii) cancellation of a registration made on the original (see section 8)
- (iii) switching of V55s (see section 11)

***N.B. 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 local office 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 local office), it should be clearly marked by ringing 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 local office. (See section 8 “Cancellation of Registration”)

## **11. Switching of Vehicle Registration Forms**

***(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 local office:

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

*N.B. 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 local office; 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 local office:
- (i) 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).
  - (ii) The duplicate form should be sent to the DVLA local office together with the licence disc and a detailed letter of explanation. This letter must include an undertaking to forward the “incorrect” Registration Certificate (V5C) as soon as it has been obtained from the registered keeper.

## 12. Vehicles Damaged before Registration

- 12.1** The following procedure must be adopted where a new and unregistered vehicle is subject to a “total loss” insurance claim.
- 12.1.1** The dealer must return the V55/1 to the manufacturer/import concessionaire.
- 12.1.2** The vehicle manufacturer/import concessionaire will issue the notice “(DDR/12/74/(b))” – illustrated at Appendix M.
- 12.1.3** The notice urges the insurance company, and any person or company to whom it sells the damaged vehicle, to pass the notice on to any subsequent buyers, so that it can be attached to the V55/5 applying for first registration of the repaired vehicle for use on the road. Such a vehicle cannot be registered as new.
- 12.1.4** The DVLA local office will:
- (i) Require the notice to accompany any V55/5 form used to register the repaired vehicle, plus evidence of compliance with TA, where applicable.
  - (ii) Make any notification that may be required to Revenue and Customs and the Police.

## 13. Taking a New Vehicle Abroad

- 13.1** If the keeper expects to take the vehicle on a temporary visit abroad within two or three weeks of first registration, this should be explained to the DVLA local office at the time of registration.

A temporary registration certificate (for international circulation purposes) will be issued by the DVLA local office to cover the use of the vehicle abroad in the absence of the computer produced Registration Certificate (V5C).

## 14. Vehicles intended for Export (Tax Free Sales)

- 14.1** Completed forms for:
- 14.1.1 Direct Export** vehicles should be taken or sent to one of the 5 DVLA local offices (listed at appendix A2) which deal with registration of such vehicles.
- 14.1.2 Personal Exports and New Means of Transport vehicles** should be taken or sent to one of the 15 DVLA local offices (listed at appendix A2) which deal with registration of such vehicles.
- 14.1.3** Refer to appendix L for the relevant coding to go in boxes C and D of the V55/1 form.
- 14.2** A claim for exemption from vehicle excise duty must accompany the form V55 and be made on form VX304 by the vehicle’s supplier. The VX304 is available from any of the DVLA local offices involved in the scheme.

## 15. Registration in Northern Ireland, the Isle of Man and the Channel Islands

- 15.1** Manufacturers and import concessionaires pre-completing V55/1 forms also issue such forms in relation to vehicles intended for sale in Northern Ireland, 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/Northern Ireland use and cannot be considered as new at first registration in Great Britain”.
- 15.2** Dealers registering new vehicles in one of the offshore islands may need to complete the local first registration form and, when registering the vehicle, will also submit the V55/1 form to the offshore island Local Taxation Office who will accept it as evidence of newness and despatch Sheet 2 to either Systematics, Avid Data or Capita (see 6.14).
- 15.3** Before submitting the V55/1 form to the offshore island Local Taxation Office, the dealer selling the vehicle should complete the form as follows:
- 15.3.1 Question 7: Type of Body/Vehicle**  
In all cases.
- 15.3.2 Question 9: Colour(s)**  
In all cases.
- 15.3.3 Selling Dealer Box**  
The selling dealer should enter his/her 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.
- N.B. Also refer to Section 6 for further guidelines*

## 16. Advance Allocation of Registration Marks to Dealers

- 16.1 DVLA local offices allocate blocks of marks to dealers as an administrative arrangement.
- 16.2 Dealers who wish to obtain an advance allocation of registration marks should write to their nearest DVLA local office giving the following information:
- 16.2.1 Name, address and postcode of their business.
- 16.2.2 Name of the owner or manager.
- 16.2.3 The average anticipated number of new vehicle sales per month.
- 16.3 The DVLA local office will then arrange with the dealer for an advance allocation of marks.
- 16.4 Dealers should scrupulously observe the conditions under which this facility is allowed. Failure to do so will lead to the withdrawal of the concession – the main conditions are listed on leaflet V342/1 (see appendix N). This leaflet is also available at DVLA local offices.

## 17. Temporary First Licensing

- 17.1 DVLA local offices that deal with Temporary First Licence applications are listed in appendix A2. The scheme allows dealers to license and register their vehicles on a temporary basis at the designated Post Office® branches pending normal processing by the DVLA local office.
- The scheme is only available to dealers who hold an “Advance Allocation of Registration Marks” – V53 stickers.
- 17.2 It is important for dealers to know that the Temporary First Licensing scheme is an “across the counter” service which does NOT provide the facility for dealers to apply to the Post Office® in advance of the required licensing date. A basic condition of the scheme is that the date on which a valid application is accepted at a Post Office®, and the temporary licence disc issued, **is the effective date of licensing and registration.**
- The date of receipt by the Post Office® will take precedence over any entry made by the dealer in response to question 26 on the V55 form.
- If a dealer wishes to license and register in readiness for use on any advance date, the application will need to be made to the DVLA local office in advance in the normal way.
- 17.3 Temporary First Licensing applications must be confined to new vehicles in the Private/Light Goods (PLG), Bicycle, Tricycle and Graduated VED taxation classes and must be made on the V55/1 or V55/2 form. Under these arrangements the designated Post Office® branches will check that the application is in order and issue a temporary licence (valid for 14 days from date of receipt of application). They will then pass the application for normal processing (including the issue of a replacement 6 or 12 month licence) to the DVLA local office that issued the registration mark.

- 17.4 The dealer should present to the designated Post Office® branch the following:
- (i) V55/1 or V55/2 ensuring that the V53 sticker (advance allocated mark) is attached.
  - (ii) A valid Certificate of Insurance or a temporary cover note which provides cover for the named keeper of the vehicle.
  - (iii) A cheque made payable to “DVLA, Swansea” for the appropriate amount of Vehicle Excise Duty and registration fee. There will also be a separate small fee made payable to “Post Office Ltd” for the issue of the Temporary First Licence.
- It is important that these payments are made separately, otherwise the application will be rejected.**
- (iv) A first class stamped envelope, addressed to the DVLA local office (which supplied the registration mark) should be clearly marked with a “T” in the top left hand corner. This will ensure that the application will be given priority at the DVLA local office.
- The Post Office® clerk will make an initial check on the validity of the application and will issue a temporary licence valid for 14 days from the date of receipt of the application at the Post Office® branch. This date will also be the date of registration.
- The application will then be sent on to the DVLA local office in the envelope supplied by the dealer.
- 17.5 On receipt of the application from the Post Office® branch, the DVLA local office will check it thoroughly before sending a full licence to the dealer. This licence will run from the first day of the month in which the application was accepted by the Post Office® branch, however the effective date of registration and licensing will be the date the Post Office® branch accepted the application (i.e. the start date of the temporary licence).
- 17.6 A note on the reverse of the temporary licence urges motorists to contact their dealer if they do not receive the full licence within 14 days. The dealer should then contact the appropriate DVLA local office.
- 17.7 This scheme has been set up to meet the demand for getting vehicles onto the road urgently. There should therefore be no need for de-registration in these cases. Any such applications will normally be rejected.
- 17.8 The Temporary First Licensing scheme is not compatible with Date to End of Month licensing, applications for which must be made to the DVLA local office in the normal way.

## Appendix A1 – Driver and Vehicle Licensing Agency Local Offices

Local Offices are normally open 9.00am to 5.00pm from Monday to Friday and 9.30am to 5.00pm on the second Wednesday of each month.

To find the nearest local office serving your postcode area please call 08702 430444. You will be asked to provide your postcode.

To contact a DVLA local office please call 0870 850 0007. Please note that all calls are handled initially by the Local Office Call Centre based in Swansea. The call centre opening hours are Monday to Friday 8.00am to 5.00pm.

### England

#### Beverley

Crosskill House, Mill Lane,  
Beverley HU17 9JB

#### Birmingham

2nd Floor, Edward House, Edward  
Street, Birmingham B1 2RF

#### Bournemouth

Ground Floor, Bourne Gate,  
25 Bourne Valley Road,  
Poole BH12 1DX

#### Brighton

4th Floor, Mocatta House, Trafalgar  
Place, Brighton BN1 4UE

#### Bristol

Northleigh House, Lime Kiln Close,  
Stoke Gifford, Bristol BS34 8SR

#### Carlisle

Ground Floor, 3 Merchants Drive,  
Parkhouse, Carlisle CA3 0JW

#### Chelmsford

2nd Floor, Parkway House,  
49 Baddow Road,  
Chelmsford CM2 0XJ

#### Chester

Norroy House, Nuns Road, Chester  
CH1 2ND

#### Exeter

Hanover House, Manaton Close,  
Matford Business Park,  
Exeter EX2 8EF

#### Ipswich

Podium Level, St Clare House,  
Greyfriars, Ipswich IP1 1UT

#### Leeds

1st Floor, 42 Eastgate, Leeds LS2 7DQ

#### Lincoln

Firth Court, Firth Road,  
Lincoln LN5 7WD

#### Luton

2 Dunstable Road, Luton LU1 1EB

#### Maidstone

Coronet House, 11 Queen Anne Road,  
Maidstone ME14 1XB

#### Manchester

Trafford House, Chester Road, Stretford,  
Manchester M32 0SL

#### Newcastle-Upon-Tyne

Eagle Star House, Regent Farm Road,  
Newcastle-Upon-Tyne NE3 3QF

#### Northampton

Ground Floor, Riverside House,  
Riverside Way, Bedford Road,  
Northampton NN1 1PE

#### Norwich

11 Prince of Wales Road,  
Norwich NR1 1UP

#### Nottingham

5 Nottingham Business Park,  
Unit D,  
Orchard Place,  
Off Woodhouse Way,  
Nottingham  
NG8 6PX

#### Oxford

Ground Floor, 3 Cambridge Terrace,  
Oxford OX1 1RW

#### Peterborough

88 Lincoln Road,  
Peterborough PE1 2ST

#### Portsmouth

5th Floor, The Connect Centre,  
Kingston Crescent, North End,  
Portsmouth PO2 8AH

#### Preston

Unit A, Fulwood Park,  
Caxton Road, Fulwood,  
Preston PR2 9NZ

#### Reading

77/81 Basingstoke Road,  
Reading RG2 0ER

#### Sheffield

Cedar House, Hallamshire Court,  
63 Napier Street, Sheffield S11 8HA

#### Shrewsbury

Whitehall, Monkmoor Road,  
Shrewsbury SY2 5DR

#### Sidcup

12/18 Station Road, Sidcup DA15 7EQ

#### Stanmore

Government Building, Canon Park,  
Honeypot Lane, Stanmore HA7 1BD

#### Stockton on Tees

St Marks House, St Marks Court,  
Thornaby, Stockton on Tees TS17 6QR

#### Truro

Pydar House, Pydar Street,  
Truro TR1 2TG

#### Wimbledon

Ground Floor, Connect House,  
133–137 Alexandra Road, Wimbledon  
SW19 7JY

#### Worcester

Clerkenleap Barn, Broomhall,  
Kempsey, Worcester WR5 3HR

### Scotland

#### Aberdeen

Greyfriars House, Gallowgate,  
Aberdeen AB10 1WG

#### Dundee

Caledonian House, Greenmarket,  
Dundee DD1 4QP

#### Edinburgh

DfT, Saughton House,  
Broomhouse Drive,  
Edinburgh EH11 3XE

#### Glasgow

46 West Campbell Street,  
Glasgow G2 6TT

#### Inverness

Longman House, 28 Longman Road,  
Inverness IV1 1SF

### Wales

#### Bangor

Penrhos Road, Penrhosgarnedd,  
Bangor LL57 2JF

#### Cardiff

Archway House, 77 Ty Glas Avenue,  
Llanishen, Cardiff CF14 5DX

#### Swansea

Swansea Local Office,  
1, Sandringham Park, Swansea Vale,  
Llansamlet, Swansea SA6 8AJ

**Minicom: Both our Enquiry Units take calls from Minicom systems if you have hearing difficulties.**

**Vehicles Minicom: 01792 766426**

**Drivers Minicom: 01792 766366**

**You cannot use these numbers with ordinary phones.**

## Appendix A2

### DVLA local offices which deal with Registration of Direct Export Vehicles

- Birmingham
- Chelmsford
- Luton
- Northampton
- Wimbledon

### DVLA local offices which deal with Registration of Personal Export Vehicles

- Beverley
- Birmingham
- Bristol
- Chelmsford
- Glasgow
- Leeds
- Lincoln
- Luton
- Maidstone
- Manchester
- Northampton
- Norwich
- Oxford
- Stockton on Tees
- Wimbledon

### DVLA local offices which deal with Temporary First Licence Application via Post Office®

- Aberdeen
- Bangor
- Beverley
- Bournemouth
- Brighton
- Bristol
- Cardiff
- Carlisle
- Edinburgh
- Exeter
- Glasgow
- Inverness
- Lincoln
- Luton
- Maidstone
- Manchester
- Newcastle
- Norwich
- Nottingham
- Peterborough
- Portsmouth
- Preston
- Reading
- Shrewsbury
- Stockon on Tees
- Swansea
- Worcester

For contact details please see Appendix A1



# Appendix B1 cont.

**41 Please complete in black ink and capital letters or typewritten** Name and Address of Vehicle Keeper (the address which appears on your Registration Certificate will be Post Office preferred format and may not be identical to the address on the 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\* \_\_\_\_\_ 48

Forenames (in full) \_\_\_\_\_ 49

Surname \_\_\_\_\_

DVLA Fleet No \_\_\_\_\_ 50

Address \_\_\_\_\_

Post Town \_\_\_\_\_ 51

Postcode \_\_\_\_\_ 52

\_\_\_\_\_ 53 The registration document could be delayed if you do not complete the postcode.

Day Month Year \_\_\_\_\_ 54

**42** Date of Birth \_\_\_\_\_ 54 Must be entered when an individual is named above (question 41)

**43** 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.**

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

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

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

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

**One axle**

**Two axles**

**Three or more axles**

**46** 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 completed in all cases.

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

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

**I enclose** the duty payable (where appropriate);  
completed form V900 – Declaration of entitlement to license at the basic goods rate of vehicle excise duty (Small Island Goods Vehicles) (where appropriate);  
a valid certificate of insurance (not the policy or schedule) or security in respect of liabilities to third parties which provides insurance cover for the named keeper of the vehicle;  
suitable evidence of revenue/unladen weight (where appropriate);  
a form DLA404, WPA442 or MHS330 (Disabled tax class only);  
Reduced Pollution Certificate (where appropriate);  
Certificate of Initial Fitness (where appropriate) (in Northern Ireland, PSV, LPV or First Time Bus Test Certificate);  
completed form INF25d – Declaration of Off Road Vehicle (where appropriate).

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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

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

**Warning** When a vehicle is licensed in a particular taxation class there are limitations on the use to which it can be put without breaking the law. Booklet V355/1 "Notes about Taxation Classes", obtainable from DVLA Local Offices, sets out these limitations.  
A motor dealer signing on behalf of a customer should draw this warning to their attention.

LO Stamp  
Page 2



# Appendix B2 cont.

41 Name and Address of Vehicle Keeper (the address on your Registration Certificate will be Post Office preferred format and may not be identical to the address on the 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\* 50

Forenames (in full) 51

Surname 51

DVLA Fleet No 52

Address 53

Post Town 54

Postcode 55 The registration document could be delayed if you do not complete the postcode.

Day      Month      Year

42 Date of Birth 56 Must be entered when an individual is named above (question 41)

43 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.**

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

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

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

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

**One axle**

**Two axles**

**Three or more axles**

46 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 completed in all cases.

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

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

- I enclose**
- the duty payable (where appropriate);
  - completed form V900 – Declaration of entitlement to license at the basic goods rate of vehicle excise duty (Small Island Goods Vehicles) (where appropriate);
  - a valid certificate of insurance (not the policy or schedule) or security in respect of liabilities to third parties which provides insurance cover for the named keeper of the vehicle;
  - suitable evidence of revenue/unladen weight (where appropriate);
  - a form DLA404, WPA442 or MHS330 (Disabled tax class only);
  - Reduced Pollution Certificate (where appropriate);
  - Certificate of Initial Fitness (where appropriate) (in Northern Ireland PSV, LPV or First Time Bus Test Certificate);
  - completed form INF25d – Declaration of Off Road Vehicle (where appropriate).

Official Use Only	
<input type="checkbox"/>	Duty
<input type="checkbox"/>	Insurance
<input type="checkbox"/>	Revenue/Unladen*
<input type="checkbox"/>	DLA404/WPA442/MHS330*
<input type="checkbox"/>	Reduced Pollution
<input type="checkbox"/>	Initial Fitness
*Delete as appropriate	

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

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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

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

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

LO Stamp



### Application for a first licence for a new motor vehicle and declaration for registration

Please do not write above this line

See leaflet V355/4 for notes on completion, as incomplete forms will be rejected.  
 Note: The person completing this form declares that the vehicle is new at first registration

V55/4  
1/04

1	Registration Mark		2		3	Official Use Only Licence Serial Number	4		5	6	26	Date from which Licence is to run (date of registration)	Day	Month	Year	7	8	Official Use Only	9	27	Type of Fuel	10		11	28	VIN/Chassis/Frame N° (in full)	12		13	29	Engine Number	14		15	30	Cylinder Capacity (in cc)	16		17	31	CO <sub>2</sub> g/km	20		21	32	Mass in Service (kg)	22		23	33	Particulates (pm) g/km or g/kWh	24		25	34	CO g/km or g/kWh	27		26	35	HC + NOx g/km	30		27	36	Trailer Weight (kg)	33		28	37	Stationary Sound Level (dB(A))	36		29	38	Engine Speed Sound Level (min-1)	39		30	39	Drive-by Sound Level (dB(A))	41		31	25	Euro Status Directive No	43		32	40	Year of Registration	45	
---	-------------------	--	---	--	---	--	---	--	---	---	----	--	-----	-------	------	---	---	-------------------	---	----	--------------	----	--	----	----	--------------------------------	----	--	----	----	---------------	----	--	----	----	---------------------------	----	--	----	----	----------------------	----	--	----	----	----------------------	----	--	----	----	---------------------------------	----	--	----	----	------------------	----	--	----	----	---------------	----	--	----	----	---------------------	----	--	----	----	--------------------------------	----	--	----	----	----------------------------------	----	--	----	----	------------------------------	----	--	----	----	--------------------------	----	--	----	----	----------------------	----	--

Official Use Only										
CTRM	VC	CRED	Day	Month	Year	Vehicle Class	SPMK	SVA	SVA	
							X			

41 Partial Postcode of Purchaser

Industry in which vehicle is to be used

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

Local Office to affix form V53 to this box, however if this vehicle is to be registered under a mark from your advance allocation, then the form V53 which bears the mark, **must** be affixed to this box.

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

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

# Appendix B3 cont.

42 Name and Address of Vehicle Keeper (the address on your Registration Certificate will be Post Office preferred format and may not be identical to the address on the 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\* 52

Forenames (in full) 53

Surname 54

DVLA Fleet No 55

Address 56

Post Town 57

Postcode 58

The registration document could be delayed if you do not complete the postcode.

43 Date of Birth 58 Must be entered when an individual is named above (question 42)

44 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.**

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

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

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

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

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

47 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 completed in all cases.

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

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

- I enclose**  valid documentation confirming the vehicle keeper's name and address details or completed V959 form;
- the duty payable (where appropriate);
- completed form V900 – Declaration of entitlement to license at the basic goods rate of vehicle excise duty (Small Islands Goods Vehicles) (where appropriate);
- a valid certificate of insurance (not the policy or schedule) or security in respect of liabilities to third parties which provides insurance cover for the named keeper of the vehicle;
- suitable evidence of revenue/unladen weight (where appropriate);
- a form DLA404, WPA442 or MHS330 (Disabled tax class only);
- Reduced Pollution Certificate (where appropriate);
- Certificate of Initial Fitness (where appropriate) (in Northern Ireland, PSV, LPV or First Time Bus Test Certificate);
- completed form INF25d – Declaration of Off Road Vehicle (where appropriate);
- European Whole Vehicle Type Approval (ECWVTA) Certificate of Conformity; Single Vehicle Approval (SVA) Certificate, Motorcycle Single Vehicle Approval (MSVA) Certificate or Mutual Approval Certificate (where appropriate);
- Appropriate Customs form;
- Certificate of Newness/Declaration of Newness (where appropriate);
- Evidence from manufacturer as to the newness of components (ie Kit car/receipts) if appropriate.

Official Use Only
<input type="checkbox"/> IDC
<input type="checkbox"/> Duty
<input type="checkbox"/> Insurance
<input type="checkbox"/> Revenue/Unladen*
<input type="checkbox"/> DLA404/WPA442/MHS330*
<input type="checkbox"/> Reduced Pollution
<input type="checkbox"/> Initial Fitness
<input type="checkbox"/> Type Approval
<input type="checkbox"/> Customs
<input type="checkbox"/> C of N/D of N
<input type="checkbox"/> Receipts
* Delete as appropriate

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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

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

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

Local Office Stamp



**Application for a first licence for a used motor vehicle and declaration for registration**

Please do not write above this line

V55/5  
1/04

Please complete in black ink and capital letters

1 Registration Mark  2  3  4  5

2 Taxation Class

3 Period of Licence applied for MONTHS  WEEKS

4 Registration Fee  Duty payable £  6

5 Make  9

6 Model  11

7 Type of Body/Vehicle  13

8 Wheelplan  15

9 Colour(s)  17

10 Type Approval Number/Category (see 46 overleaf)  18  19

11 Variant  21

12 Version  23

13 Length mm  25  19 Width mm  26

14 HC g/km or g/kWh  28  20 NOx g/km or g/kWh  29

15 Unladen Weight (kg)  31  21 Revenue Weight (kg)  32

16 Number of Seats (inc. driver)  34  22 Number of Standing Places (where appropriate)  35

17 Max Net Power (kW)  37  23 Max Permissible Mass (excl. m/c)  38

18 Technical Permissible Maximum Towable Mass of the Trailer (a & b)

(a) braked (kg)  42  24 Power/Weight Ratio (kW/kg)  40

(b) unbraked (kg)  45  25 Date of original registration  43

26 Date of Registration in UK  46

27 Euro Status Directive No  47

28 Date from which Licence is to run (date of registration) Day  Month  Year  7  8

29 Type of Fuel  10

30 VIN/Chassis/Frame N° (in full)  12

31 Engine Number  14

32 Cylinder Capacity (in cc)  16

33 CO<sub>2</sub> g/km  20

34 Mass in Service (kg)  22

35 Particulates (pm) g/km or g/kWh  24

36 CO g/km or g/kWh  27

37 HC + NOx g/km  30

38 Trailer Weight (kg)  33

39 Stationary Sound Level (dB(A))  36

40 Engine Speed Sound Level (min-1)  39

41 Drive-by Sound Level (dB(A))  41

42 Year of Manufacture  44

**Official Use Only**

CTRM  48  VC  49  CRED  50  SVA  51  SVA  52  SPMK  53

43 Partial Postcode of Purchaser  Industry in which vehicle is to be used **B**

Original Dealer Code	Original Dealer (Name, Address and Postcode)	Selling Dealer Code	Selling Dealer or Agent (Name, Address and Postcode)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

110  111

**C**

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

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

# Appendix B4 cont.

44 Name and Address of Vehicle Keeper (the address which appears on your Registration Certificate will be Post Office preferred format and may not be identical to the address on the application form).

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

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

Title or Business/Company Name\* 54

Forenames (in full) 55

Surname 56

DVLA Fleet No 57

Address 58

Post Town 59

Postcode 60

45 Date of Birth 

Day	Month	Year

60 Must be entered when an individual is named above (question 44)

46 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.**

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

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

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

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

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

49 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**

50 Mileage recorded on Speedometer 

--	--	--	--	--	--	--	--

 Miles (not Kilometres) *You are not required by Law to provide mileage information but doing so might help combat mileage fraud.*

**Declaration** To be completed in all cases.

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

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

- I enclose**
- valid documentation confirming the vehicle keeper's name and address details or completed V959 form;
  - the duty payable (where appropriate);
  - completed form V900 – Declaration of entitlement to license at the basic goods rate of vehicle excise duty (Small Islands Goods Vehicles) (where appropriate);
  - a valid certificate of insurance (not the policy or schedule) or security in respect of liabilities to third parties which provides insurance cover for the named keeper of the vehicle;
  - suitable evidence of revenue/unladen weight (where appropriate);
  - a form DLA404, WPA442 or MHS330 (Disabled tax class only);
  - Reduced Pollution Certificate (where appropriate);
  - Certificate of Initial Fitness (where appropriate) (in Northern Ireland, PSV, LPV or First Time Bus Test Certificate);
  - completed form INF85D – Declaration of Off Road Vehicle (where appropriate);
  - European Whole Vehicle Type Approval (ECWVTA) Certificate of Conformity; Single Vehicle Approval (SVA) Certificate, Motorcycle Single Vehicle Approval (MSVA) Certificate or Mutual Approval Certificate (where appropriate);
  - Customs form (where appropriate);
  - a valid MOT Certificate (where appropriate).

Official Use Only	
<input type="checkbox"/>	IDC
<input type="checkbox"/>	Duty
<input type="checkbox"/>	Insurance
<input type="checkbox"/>	Revenue/Unladen*
<input type="checkbox"/>	DLA404/WPA442/MHS330*
<input type="checkbox"/>	Reduced Pollution
<input type="checkbox"/>	Initial Fitness
<input type="checkbox"/>	Type Approval
<input type="checkbox"/>	Customs
<input type="checkbox"/>	Non DVLA Reg.Doc.
<input type="checkbox"/>	Dating evidence from Manufacturer
<input type="checkbox"/>	MOT
* Delete as appropriate	

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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

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

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

LO Stamp

## Extract of DVLA's booklet V355/4 – How to complete V55/4

## Completion of Questions

All relevant fields must be completed in BLOCK CAPITALS using BLACK INK.

Top right hand box must be completed if the vehicle is imported into Great Britain.

- |   |   |
|---|---|
| 1. Registration Mark  | Please leave this box blank – the DVLA local office will allocate an appropriate registration mark.   |
| 2. Taxation Class   | Because of the variety of classes for vehicles, please leave this blank – the DVLA local office will complete.  |
| 3. Period of Licence  | Indicate 6 or 12 months.  |
| 4. Registration Fee & Duty Payable                                  | The First Registration Fee will be payable unless the vehicle is licensed in the Disabled tax class. Staff at the DVLA local office will be able to provide you with the details of the current registration fee, list of exemptions (INF54/1) and rate of duty (V149).   |
| 5. Make   | e.g. FORD, VAUXHALL, PEUGEOT, etc.  |
| 6. Model (including full vehicle Specification)                     | e.g. 406 GLDT, Fiesta Azura Auto, Corsa GLS 12V, Golf CL, etc.  |
| 7. Type of Body/Vehicle   | e.g. Saloon, Estate, Hatchback, Sports, Convertible, Coupe, Motorcycle, Tricycle, Moped, etc.   |
| 8. Wheelplan  | For standard cars this is '2 AXLE RIGID', for motorcycles this is '2 wheel' etc. For further advice please contact the DVLA local office.   |
| 9. Colour(s)  | Up to two main colours or multi-coloured.   |
| 10. Type Approval Number/Category Details                           | To be taken from the CoC (field 0.6). If the vehicle is exempt because of its use, please write the word 'EXEMPT', (words such as N/A or Not Applicable must not be used). If however, a Type Approval number is available please enter. <b>If you are unsure what to enter, please ask for advice at the DVLA local office.</b> If Single Vehicle Approval (SVA)/ Enhanced Single Vehicle Approval (ESVA) or Motorcycle Single Vehicle Approval (MSVA) is presented, the DVLA local office will record the information in the 'Official Use Only' boxes on the form. |
| 11. Variant   | To be taken from the CoC (field 0.2). Not required when SVA/ESVA/MSVA is presented, however, if the information is available it should be completed.  |
| 12. Version   | To be taken from the CoC (field 0.2). Not required when SVA/ESVA/MSVA is presented, however, if the information is available it should be completed.  |
| 13. Length (mm)   | To be taken from the CoC (field 6.1). Not required when SVA/ESVA/MSVA is presented, however, if the information is available it should be completed.  |
| 14. HC (g/km or g/kWh)  | To be taken from the CoC (field 46.1) or maybe available on the SVA/ESVA/MSVA Certificate.  |
| 15. Unladen Weight (kg)   | Weight is <b>not required</b> for vehicles under 3,500kg (e.g. <b>passenger cars</b> ) unless the vehicle is a tricycle.  |
| 16. Number of Seats (including driver)                              | To be taken from the CoC (field 42.1) (all vehicles except Agricultural).   |
| 17. Max Net Power (kW)  | To be taken from the CoC (field 26) or available from the manufacturer (all vehicles except Agricultural).  |
| 18. Technical Permissible Maximum Towable Mass of the Trailer (a&b) | To be taken from the CoC (field 17) or available from the manufacturer.   |
| 19. Width (mm)  | To be taken from the CoC (field 7.1). Not required when SVA/ESVA/MSVA is presented, however, if the information is available it should be completed.  |

## Appendix B5 cont.

### Extract of DVLA's booklet V355/4 – How to complete V55/4

- |  |  |
|--|--|
| 20. NO <sub>x</sub> (g/km or g/kWh)  | To be taken from the CoC (field 46.1). Not required when SVA/ESVA/MSVA is presented, however, if the information is available it should be completed.  |
| 21. Revenue Weight (kg)  | Weight is not required for cars, light vans or any vehicle under 3,500kg. For vehicles over 3,500kg please make an entry and attach a Weight Certificate.  |
| 22. Number of Standing Places (where appropriate)                                  | The number of standing places as specified by the manufacturer.  |
| 23. Max Permissible Mass (excludes motorcycles, tricycles & agricultural vehicles) | To be taken from the CoC (field 14.1) or available from the manufacturer.  |
| 24. Power/Weight Ratio (kW/kg) (motorcycles/tricycles only)                        | To be taken from the CoC (field 26.1) or the MSVA certificate. If not present, please contact the manufacturer.  |
| 25. Euro Status Directive Number   | To be taken from the CoC.<br>Generally shown with exhaust emissions e.g. 1999/102A/EC, 98/69/EC. Not required when SVA/ESVA is presented.  |
| 26. Date from which Licence will run   | This will normally be today's date or the first day of the next month.   |
| 27. Type of Fuel   | e.g. Petrol, Diesel, Electricity, etc.   |
| 28. VIN/Chassis/Frame Number   | Please quote the full VIN/chassis/frame number.  |
| 29. Engine Number  | Please quote the full engine number.   |
| 30. Cylinder Capacity (cc)   | Please quote the cylinder capacity (field 24) to be taken from the CoC.  |
| 31. CO <sub>2</sub> (g/km)   | To be taken from the CoC (field 46.2) or maybe the SVA/ESVA Certificate.   |
| 32. Mass in Service (kg)   | To be taken from the Certificate of Conformity (field 12.1) or available from the manufacturer.  |
| 33. Particulates (pm) (g/km or g/kWh)  | Only present for diesel engined vehicles. To be taken from the CoC (field 46.1). Not required when SVA/ESVA presented, however, if the information is available it should be completed.  |
| 34. CO (g/km or g/kWh)   | To be taken from the CoC (field 46.1).   |
| 35. HC+NO <sub>x</sub> (g/km)  | To be taken from the CoC (field 46.1).   |
| 36. Trailer Weight (kg)  | Weight is not required for vehicles under 3,500kgs. Only complete for 'draw-bar' trailers.   |
| 37. Stationary Sound Level (dB(A))   | To be taken from the CoC (field 45). Not required when SVA/ESVA/MSVA is presented, however, if the information is available it should be completed.  |
| 38. Engine Speed Sound Level (min-1)   | To be taken from the CoC (field 45). The engine speed is the speed at which the readings are taken e.g. 81 (stationary) at 3,000 (engine speed) min - 1/70. Not required when SVA/ESVA/MSVA is presented, however, if the information is available it should be completed. |
| 39. Drive-By-Sound Level (dB(A))   | To be taken from the CoC (field 45). Not required when SVA/ESVA/MSVA is presented, however, if the information is available it should be completed.  |

## Extract of DVLA's booklet V355/4 – How to complete V55/4

40. Year of Registration Please enter the year the vehicle is first registered (e.g. 2001).
41. Partial Postcode of Keeper Please enter the partial postcode of the keeper of the vehicle.

The remaining boxes on page 1 of the V55/4 are used for statistical purposes by the motor industry and need not be completed.

42. Name and Address Please complete your full name, address and full postcode.
43. Date of Birth Must be entered when an individual is named. This information will be held at DVLA but not appear on the Vehicle Registration Certificate.
44. Is the vehicle exempt from Type Approval? It is important to complete this declaration accurately.
- 45 – 47. Only for vehicles over 3,500kg (not for cars or light vans).

**Declaration** Please tick the appropriate boxes, sign and date the bottom of the application form.

Take or send the completed form to your DVLA local office, ensuring you include the appropriate payment for the vehicle excise licence and registration fee plus supporting documents (originals not photocopies).

### Confirming your Name and Address

Since 1 January 2004 you will need to produce documentation confirming your name and address. For further information please see leaflet INF148 at Appendix E5. The leaflet is also available for download from the website [www.direct.gov.uk/motoring](http://www.direct.gov.uk/motoring) and DVLA local offices.

## Appendix B6

### Extract of DVLA's booklet V355/5 – How to complete form V55/5

#### Completion of Questions

All relevant fields must be completed in **BLOCK CAPITALS** using **BLACK INK**

Top right hand box must be completed if the vehicle is imported into Great Britain.

1. **Registration Mark** Please leave this box blank – the DVLA local office will allocate an appropriate registration mark.
2. **Taxation Class** Because of the variety of classes for vehicles, please leave this blank – the DVLA local office will complete.
3. **Period of Licence** Indicate 6 or 12 months.
4. **Registration Fee & Duty Payable** The First Registration Fee will be payable unless the vehicle is licensed in the Disabled tax class. Staff at the DVLA local office will be able to provide you with the details of the current registration fee, list of exemptions (INF54/1) and rate of duty (V149).
5. **Make** e.g. FORD, VAUXHALL, PEUGEOT, etc.
6. **Model (including full vehicle specification)** e.g. Fiesta Azura Auto, 406 GLTD, Corsa GLS 12V, Golf CL, etc.
7. **Type of Body/Vehicle** e.g. Saloon, Estate, Hatchback, Sports, Convertible, Coupe, Motorcycle, Tricycle, Moped, etc.
8. **Wheelplan** For standard cars this is '2 AXLE RIGID', for motorcycles this is '2 wheel', etc. For further advice please contact the DVLA local office.
9. **Colour(s)** Up to two main colours or multi-coloured.
10. **Type Approval Number/Category Details** To be taken from the CoC (field 0.6). If the vehicle is exempt because of its use, please write the word 'EXEMPT', (words such as N/A or Not Applicable must not be used). If however, a Type Approval number is available please enter. **If you are unsure what to enter, please ask for advice at the DVLA local office.** If Single Vehicle Approval (SVA)/ Enhanced Single Vehicle Approval (ESVA) or Motorcycle Single Vehicle Approval (MSVA) is presented, the DVLA local office will record the information in the 'Official Use Only' boxes on the form.
11. **Variant** To be taken from the CoC (field 0.2). Not required when SVA/ESVA/MSVA is presented, however, if the information is available it should be completed.
12. **Version** To be taken from the CoC (field 0.2). Not required when SVA/ESVA/MSVA is presented, however, if the information is available it should be completed.
13. **Length (mm)** To be taken from the CoC (field 6.1). Not required when SVA/ESVA/MSVA is presented, however, if the information is available it should be completed.
14. **HC (g/km or g/kWh)** To be taken from the CoC (field 46.1) or maybe available on the SVA/ESVA/MSVA Certificate.
15. **Unladen Weight (kg)** Weight is **not required** for vehicles under 3,500kg (e.g. **passenger cars**) unless the vehicle is a tricycle.
16. **Number of Seats (including driver)** To be taken from the CoC (field 42.1) or the SVA/ESVA/MSVA Certificate (all vehicles except Agricultural).
17. **Max Net Power (kW)** To be taken from the CoC (field 26) or available from the manufacturer (all vehicles except Agricultural).

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

- |  |   |
|--|---|
| 18. Technical Permissible Maximum Towable Mass of the Trailer (a&b)                |   |
| 19. Width (mm)   | To be taken from the CoC (field 17) or available from the manufacturer.   |
| 20. NO <sub>x</sub> (g/km or g/kWh)  | To be taken from the CoC (field 7.1). Not required when SVA/ESVA/MSVA is presented, however, if the information is available it should be completed.                                    |
| 21. Revenue Weight (kg)  | To be taken from the CoC (field 46.1). Not required when SVA/ESVA/MSVA is presented, however, if the information is available it should be completed.                                   |
| 22. Number of Standing Places (where appropriate)                                  | Weight is not required for cars, light vans or any vehicle under 3,500kg. For vehicles over 3,500kg please make an entry and attach a Weight Certificate.                               |
| 23. Max Permissible Mass (excludes motorcycles, tricycles & agricultural vehicles) | The number of standing places as specified by the manufacturer.   |
| 24. Power/Weight Ratio (kW/kg) (motorcycles/tricycles only)                        | To be taken from the CoC (field 14.1) or available from the manufacturer.   |
| 25. Date of original registration  | To be taken from the CoC (field 26.1) or the MSVA Certificate. If not present, please contact the manufacturer.   |
| 26. Date of registration in UK   | Please enter the date the vehicle was first registered (irrespective of which country this took place).   |
| 27. Euro Status Directive Number   | Date the vehicle was first registered in the UK (it is irrespective of which country it was manufactured).  |
| 28. Date from which Licence will run   | To be taken from the CoC. Generally shown with exhaust emissions e.g. 1999/102A/EC,98/69/EC. Not required when SVA/ESVA is presented.   |
| 29. Type of Fuel   | This will normally be today's date or the first day of the next month.  |
| 30. VIN/Chassis/Frame Number   | e.g. Petrol, Diesel, Electricity, etc.  |
| 31. Engine Number  | Please quote the full VIN/chassis/frame number.   |
| 32. Cylinder Capacity (cc)   | Please quote the full engine number.  |
| 33. CO <sub>2</sub> (g/km)   | Please quote the cylinder capacity (field 24) to be taken from the CoC.   |
| 34. Mass in Service (kg)   | To be taken from the CoC (field 46.2) or maybe the SVA/ESVA Certificate.  |
| 35. Particulates (pm) (g/km or g/kWh)  | To be taken from the CoC (field 12.1) or available from the manufacturer.   |
| 36. CO (g/km or g/kWh)   | Only present for diesel engined vehicles. To be taken from the CoC (field 46.1). Not required when SVA/ESVA presented, however, if the information is available it should be completed. |
| 37. HC+NO <sub>x</sub> (g/km)  | To be taken from the CoC (field 46.1).  |
| 38. Trailer Weight (kg)  | To be taken from the CoC (field 46.1).  |
|  | Weight is not required for vehicles under 3,500kgs. Only complete for 'draw-bar' trailers.  |

## Appendix B6 cont.

### Extract of DVLA's booklet V355/5 – How to complete form V55/5

- |                                    |  |
|------------------------------------|--|
| 39. Stationary Sound Level (dB(A)) | To be taken from the CoC (field 45). Not required when SVA/ESVA/MSVA is presented, however, if the information is available it should be completed.  |
| 40. Engine Speed (min-1)           | To be taken from the CoC (field 45). The engine speed is the speed at which the readings are taken e.g. 81 (stationary) at 3,000 (engine speed) min – 1/70. Not required when SVA/ESVA/MSVA is presented, however, if the information is available it should be completed. |
| 41. Drive-By-Sound Level (dB(A))   | To be taken from the CoC (field 45) Not required when SVA/ESVA/MSVA is presented, however, if the information is available it should be completed.   |
| 42. Year of manufacture            | Please enter the year the vehicle was built.   |
| 43. Partial Postcode of Keeper     | Please enter the partial postcode of the keeper of the vehicle.  |

The remaining boxes on page 1 of the V55/5 are used for statistical purposes by the motor industry and need not be completed by an individual.

- |   |   |
|---|---|
| 44. Name and Address                          | Please complete your full name, address and full postcode.  |
| 45. Date of Birth                             | Must be entered when an individual is named. This information will be held at DVLA but will not appear on the Vehicle Registration Certificate.   |
| 46. Is the vehicle exempt from Type Approval? | It is important to complete this declaration accurately.  |
| 47 - 49.                                      | Only for vehicles over 3,500kg (not for cars or light vans).  |
| 50. Mileage Details                           | Please quote the current mileage displayed on the speedometer at the time of registration in Great Britain.<br><br>(You are not required by law to provide mileage information. If you do, the information will be given to mileage information organisations to help prevent mileage fraud and/or clocking.) |
| Declaration                                   | <b>Please tick the appropriate boxes, sign and date the bottom of the application form.</b>   |

Take or send the completed form to your DVLA local office, ensuring you include the appropriate payment for the vehicle excise licence and registration fee plus supporting documents listed on reverse of V55/5 (originals not photocopies).

#### Confirming your Name and Address

Since 1 January 2004 you will need to produce documentation confirming your name and address. For further information please see leaflet INF148 at Appendix E5. It is also available for download from the website [www.direct.gov.uk/motoring](http://www.direct.gov.uk/motoring) and DVLA local offices.

Specimen layout (for manufacturers) of a Certificate of Newness

Company Name And Address		CERTIFICATE OF NEWNESS		
A. Vehicle Particulars				
		DVLA CODES		
Make	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Type of Fuel	<input style="width: 100%;" type="text"/>
Model	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Vin/Chassis Frame No.	<input style="width: 100%;" type="text"/>
Type of Body/ Vehicle	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Engine Number	<input style="width: 100%;" type="text"/>
Wheelplan	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Cylinder Capacity (in CCs)	<input style="width: 100%;" type="text"/>
Colour(s)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Revenue weight	<input style="width: 100%;" type="text"/>
			Unladen Weight	<input style="width: 100%;" type="text"/>
Type approval	<input style="width: 100%;" type="text"/>			
B. Declaration				
The undersigned, being the duly authorised signatory for and on behalf of ( <u>insert name of vehicle manufacturer/ importer</u> )				
the manufacturer/importer (delete as appropriate) of the vehicle to which this Certificate relates, particulars of which are given in Part A, declares that				
(a) the said vehicle is new and unregistered, manufactured or imported by this company				
(b) this company has not issued any previous Certificate or Declaration of Newness (see note 1) or precompleted a form of Application for a Licence for a New Motor Vehicle and Declaration for Registration V55/1				
Authorised Signature _____			Date _____	
Note 1: If this form is a Duplicate it should be clearly marked with the word "DUPLICATE" in the box at the top right hand corner.				
Note 2: The vehicle registration certificate issued for this vehicle will bear the words "new at first registration"				
Note 3: Any false statement may render you liable to prosecution.				

V267 – Declaration of Newness  
– for use by an Independent Importer



Declaration of Vehicle Newness  
– for use by Independent Importer



Official Use Only	
VRM <input type="text"/>	VC <input type="text"/>

**A** Vehicle Particulars

Make
Model
Type Body/Vehicle
Colour
Type Approval N°
Evidence of the vehicle's Type Approval must accompany the application (where applicable)

VIN/Chassis/ Frame N°
Engine N°
Cylinder Capacity
Revenue Weight (in kg)
Mileage recorded on speedometer (must be in miles <b>not</b> kilometres)

**B** Name and Address of individual, partnership or legal entity (e.g. company) who imported the vehicle


**C** Declaration

I hereby declare that the vehicle, particulars of which are given in Part A, is a **new** vehicle which **has not been permanently registered** in any country prior to import into Great Britain.

**Note: Any false statement may render you liable to prosecution.**

Signature of Importer: \_\_\_\_\_

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

Date: \_\_\_\_\_



CUSTOMER SERVICE EXCELLENCE

4/05

An executive agency of the  
Department for  
**Transport**

### **Terms for the use of the V55/1 Form**

1. The V55/1 document must only be used for the FIRST REGISTRATION of NEW vehicles.
2. The manufacturer, import concessionaire and independent trader is expected to give full warranty cover for the vehicle they are prepared to certify as new.
3. By using these forms the user agrees to comply with Type Approval requirements. For vehicles which are not subject to Type Approval or specifically exempted by the regulations this should be clearly stated on the form.
4. The recipient of these forms agrees that they will be stored securely and controlled carefully, both when blank and after completion. Companies are accountable for the use and security of these forms.
5. The recipient must take strict precautions to ensure that forms which are no longer required are securely destroyed or returned to DVLA with a covering letter.

**V55/1 'Secure' Form**  
**First Registration & Licensing of a Motor Vehicle**

Please use black ink when completing this form:

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

Postcode: \_\_\_\_\_

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

Postcode: \_\_\_\_\_

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

- 9. **Please return this form to:** SUZANNE LEONARD  
MVRIS - SMMT LTD  
FORBES HOUSE  
HALKIN STREET  
LONDON  
SWIX 7DS  
  
Tel No: 020 7344 1612  
Fax No: 020 7344 1603 or 020 7235 7112

<b>V55-1 'Secure' Order Form</b> <b>First Registration and Licensing of a Powered Two Wheeler</b>	
<b>Company:</b>	
<b>Contact Name:</b>	
<b>Contact Telephone Number:</b>	
<b>Contact Email Address:</b>	
<b>Number of Forms Requested:</b>	
<b>To be used for vehicle marques:</b>	
<b>Name &amp; Address of Authorised Company (if different from above):</b>        	
<b>By signing this form I agree to be bound by the Terms for the use of the V55 - 1 form</b>	
<b>Requestor's Signature:</b> _____	<b>Date:</b> _____
<b>Please return this form to:</b>	Assistant Information Officer Motor Cycle Industry Association Starley House Eaton Road CV1 2FH Tel: 02476 250824 Fax: 02476 250840
<b>Official MCIA Office Use Only</b>	
Date Received: <input type="text"/>	Date sent to DVLA: _____

## MCI Make/Model Code Request Form

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 if variant of an existing model is changed, i.e. year of manufacture, colour, engine capacity etc. The manufacturer or importer will then be notified of the necessary codes for the pre-completion of the First Registration Licensing V55 or AFRL Form.

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

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

**Style Description (Please tick one box only)**

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #cccccc;">Motorcycle</th> <th style="width: 20px;"></th> </tr> <tr><td>Sport/Touring</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Touring</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Scooter</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Naked</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Supersport</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Trail/Enduro</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Custom</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Adventure Sport</td><td style="text-align: center;"><input type="checkbox"/></td></tr> </table>	Motorcycle		Sport/Touring	<input type="checkbox"/>	Touring	<input type="checkbox"/>	Scooter	<input type="checkbox"/>	Naked	<input type="checkbox"/>	Supersport	<input type="checkbox"/>	Trail/Enduro	<input type="checkbox"/>	Custom	<input type="checkbox"/>	Adventure Sport	<input type="checkbox"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #cccccc;">Moped</th> <th style="width: 20px;"></th> </tr> <tr><td>Scooter</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Naked</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Sport</td><td style="text-align: center;"><input type="checkbox"/></td></tr> </table>	Moped		Scooter	<input type="checkbox"/>	Naked	<input type="checkbox"/>	Sport	<input type="checkbox"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #cccccc;">Three Wheeler</th> <th style="width: 20px;"></th> </tr> <tr><td>Tricycle</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Goods Tricycle</td><td style="text-align: center;"><input type="checkbox"/></td></tr> </table>	Three Wheeler		Tricycle	<input type="checkbox"/>	Goods Tricycle	<input type="checkbox"/>
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Tricycle	<input type="checkbox"/>																																	
Goods Tricycle	<input type="checkbox"/>																																	

<b>Name</b>	
<b>Company</b>	
<b>Signature</b>	
<b>Date:</b>	
<b>Tel No.</b>	
<b>Fax No.</b>	
<b>Email Address:</b>	

**IMPORTANT WARNING:**

Please return this form and an image of the new model to  
 Laynie Osborn, Senior Stats Officer,  
 MCI, Starley House, Eaton Road, Coventry, CV1 2FH  
 Fax: 024 7625 0840 or Email: [losborn@mcia.co.uk](mailto:losborn@mcia.co.uk)

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



## Licensing and Registering Your Vehicle Using V55/4 or V55/5

INF148

### Confirming Your Name and Address

If you are registering your vehicle on form V55/4 or V55/5, after 1 January 2004, you will need to produce documentation confirming your name and address. The only exceptions are applications made with V765.

These checks have been introduced to ensure the keeper details provided at the time of registration are genuine, thereby preventing the fraudulent registration of vehicles.

### Documents Required

In order to license and register your vehicle you **must** provide, along with your application, your DVLA photocard driving licence. If you do not have one, you must produce one original document (not a copy) from both of the lists below.

#### Documentation confirming your name

- Current DVLA paper driving licence
- UK/EU or foreign passport
- Marriage certificate
- Decree nisi/absolute
- Birth certificate

#### Documentation confirming your address

- Utility Bill – gas, electricity, water, landline telephone\*
- Bank/Building Society statement\*
- Medical Card
- Council tax bill for current year

### Corporate/Fleet Company Applications

Applicants will have to provide two documents from the following list one of which must show current address:-

**The only evidence acceptable on its own will be a trade plate licence issued by DVLA (or trade plate licence number). This only applies when the application is submitted directly to a DVLA local office.**

- Companies House registration certificate (embossed)
- VAT registration certificate
- Company utility bill\*
- Company Council tax bill
- Bank/building society statement\*
- Certificate of company insurance
- Letter from Inland Revenue showing company details and tax reference number
- Company mortgage statement
- Property leasing agreement
- Solicitor's letter regarding conveyance of property
- Consumer credit licence

\*within the last 3 months and showing current address

Please produce the relevant identity documentation together with your V55/4 or V55/5 application, and the other documents required to license and register your vehicle, to your DVLA local office or Motor Dealer.

If you do not provide the document/s we ask for above, your application will be rejected.



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2/04

### **Postal Applications**

Send the completed V55/4 or V55/5 application form to your DVLA local office, ensuring you include your document/s confirming your name and address, and the other documents required to license and register your vehicle e.g. Insurance Certificate, MOT Certificate, appropriate payment for the Vehicle Excise Licence etc. For the address of the nearest local office serving your postcode area, please call **08702 430444**. It can also be found in The Phone Book under “Driving and Vehicles (Vehicle Registration and Licensing)” and in our leaflet V100.

### **Returning Your Identity Documents**

In most cases your identity documents will be returned with your Vehicle Excise Licence. If you would like us to send your identity documents by special delivery post, please provide a prepaid, self-addressed, special-delivery envelope. We cannot guarantee to return your identity documents by a specific date or event (for example, a holiday).

### **Non Receipt of Identity Documents**

Unless you contact us within three months of the date you sent your application, we will not be able to carry out the necessary follow-up investigation both at DVLA local office and with Royal Mail.

We will **not** be liable to any claim after the three-month period.

### **Further Information**

For further advice on completing application forms V55/4 or V55/5, please refer to booklet V355/4 or V355/5. Alternatively you may wish to contact your DVLA local office. For further information on Identity Checking please see the DVLA website at <http://www.dvla.gov.uk>

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

Code	DVLA Description
<b>Cars</b>	
01	2-Door Saloon
02	4-Door Saloon
03	Saloon (for information only, no longer used)
04	Convertible
05	Coupe
06	Estate
11	Hearse
12	Limousine
13	3-Door Hatchback
14	5-Door Hatchback
21	Sports
62	Tourer (for information only, no longer used)
96	MPV (Multi-Purpose Vehicle)
<b>Light 4X4 Utilities</b>	
22	Panel Van
26	Pick-Up
27	Motor Home/Caravan
32	Insulated Van
54	Light 4X4 Utility

## Appendix F2

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

<b>Code</b>	<b>DVLA Description</b>
<b>09</b>	<b>Tricycle</b>
<b>10</b>	<b>Goods Tricycle</b>
<b>18</b>	<b>Motorcycle</b>
<b>19</b>	<b>Motorcycle Combination</b>
<b>72</b>	<b>Moped</b>

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

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

## Appendix F4

### DVLA Body/Vehicle Type Descriptions and Codes – Rigid Vehicles > 3,500kg

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

## DVLA Body/Vehicle Type Descriptions and Codes – Articulated Vehicles

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

## Appendix F6

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

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

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

Code	DVLA Description
<b>Agricultural</b>	
36	Livestock Carrier
63	Agric. Tractor
64	Combine Harvester
65	Root Crop Harvester
66	Forage Harvester
67	Windrower
68	Sprayer
69	Viner/Picker
70	Agric. Machine
71	Mowing Machine
A1	Agric. Material Handler
<b>Road Maintenance and Construction</b>	
51	Front Dumper
73	Road Surfacer
74	Road Testing
78	Bulldozer
79	Road Stripper
80	Tar Sprayer
81	Line Painter
82	Roller
86	Mobile Crane
87	Lift Truck
89	Loading Shovel
90	Rear Digger
91	Station Tractor
92	Tractor Excavator
93	Hydraulic Excavator
A2	Mobile Pump

## Appendix G

### DVLA Acceptable Body Codes for Graduated VED tax classes

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

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

List of Body Types and codes for vehicles licensed in the Light Goods Vehicle taxation class

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

### 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
F	3-wheel & artic	3-Wheeled mechanical horse with articulated trailer
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
Q	non-standard	Freak Wheelplan

N.B. "Axle" is used to describe a pair of wheels arranged on a common axis.

## Appendix I

### DVLA Colour Codes

Colour Code	Description on Registration Certificate	Other colours incorporated
S	Beige	Buff
P	Black	
J	Blue	
B	Bronze	
A	Brown	
V	Cream	Ivory
G	Gold	
H	Green	
L	Grey	
T	Maroon	
K	Mauve	Purple, 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.*

## DVLA Fuel Codes

Propulsion Code	Description on Registration Certificate	Examples of Fuel Descriptor
1	Petrol	Petrol
2	Heavy Oil	Diesel, Gas Oil
3	Electric	Electric
4	Steam	Steam
5	Gas	Other than LPG, CNG
6	Gas Bi Fuel	Gas/Petrol, Gas/Diesel
7	Gas Bi Fuel	Gas/Petrol etc
		<i>Note: This code may include any secondary fuel type other than diesel.</i>
8	Hybrid Electric	Electric/Petrol
		<i>Note: This code may include any secondary fuel type other than Electric diesel.</i>
9	Gas Diesel	Gas Diesel
A	Fuel Cells	Fuel Cells
B	Electric Diesel	Electric Diesel
Z	Other	New fuel/technological developments

## Appendix K

### Industry in which vehicle is to be used

CODE	ABBREVIATED DESCRIPTION	FULL DESCRIPTION
A	AGRI	AGRICULTURAL/FORESTRY/FISHING
B	MINING	MINING & QUARRYING
C	FOOD	FOOD/DRINK/TOBACCO
D	COAL	COAL/PETROLEUM
E	CHEM	CHEMICALS
F	METAL	METALS
G	ENGIN	MECHANICAL/INSTRUMENTS/ELECTRICAL ENGINEERING
H	SHIP	SHIPPING/MARINE
I	MANUF	VEHICLE MANUFACTURING
J	CLOTH	CLOTHING/FOOTWEAR
K	BRICKS	BRICKS/CERAMICS/GLASS/CEMENT
L	TIMBER	TIMBER/FURNITURE
M	PAPER	PAPER/PRINTING/PUBLISHING
N	CONSTR	CONSTRUCTION
O	UTILIT	GAS/ELECTRICITY/WATER
P	TCOM	TRANSPORT-TELECOMMUNICATIONS AND POSTAL
Q	HAULAGE	TRANSPORT-LONG DISTANCE HAULAGE
R	DISTRIB	TRANSPORT-LOCAL DISTRIBUTION
S	BANKING	INSURANCE/BANKING/FINANCE/BUSINESS
T	EDUC	PROFESSIONAL/SCIENTIFIC/EDUCATION
U	DEFENCE	PUBLIC ADMIN/DEFENCE
V	HOTELS	HOTEL/RESTAURANTS
W	HEALTH	HEALTH/SOCIAL WORK
X	LEASE	EQUIPMENT LEASING/RENTAL AND CONTRACT HIRE
Y	PRIVATE	PRIVATE HOUSEHOLDS
Z	UNSPEC	OTHER (MISCELLANEOUS)

## Sale Type Definitions

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

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

## Appendix M

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

(DDR/12/74/(b))

Date: \_\_\_\_\_

#### Notice

(i) \_\_\_\_\_ give notice as follows:

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

Name(ii) \_\_\_\_\_

Address \_\_\_\_\_

#### Description of Vehicle:

Make \_\_\_\_\_

Model \_\_\_\_\_

Chassis/Vehicle Identification Number: \_\_\_\_\_

Engine Number: \_\_\_\_\_

Type Approval Number: \_\_\_\_\_

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

Year of Manufacture: \_\_\_\_\_

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

(i) \_\_\_\_\_ or by any of its distributors or dealers.

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

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

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

Signed \_\_\_\_\_

On behalf of (i) \_\_\_\_\_

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

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

## Conditions of advance allocation of Registration Marks to dealers



# The Advance Allocation of Registration Marks

V342/1

## Notes for Motor Dealers

These notes outline the conditions relating to the advance allocation of registration marks. Please read the notes carefully and adhere to the guidelines. The advance allocation of registration marks is an administrative arrangement designed to benefit both motor dealers and DVLA local offices and is a concession restricted to new vehicles only.

### How do I apply for an Allocation of Marks?

If this is your first application for an advance allocation of registration marks, write to your DVLA local office giving as much detail about your new vehicle sales as possible. You may find it helpful to contact your DVLA local office before making your first written application. All future applications for the advance allocation of further marks must be made using the tear-off section of form V342. Applications for further marks made over the telephone will not be accepted.

### How many marks can I apply for?

The number of marks you request must be limited to your estimated needs for one month only. DVLA local offices maintain dealer allocation records which are checked for previous allocations before any new registration marks are issued. If the DVLA local office consider that the number of marks you have requested is high when compared with previous allocations, and/or there appear to be several marks which have not been used for registration from a previous allocation, then unless you can give sound reasons, the number of marks allocated will be adjusted by the DVLA local office.

**N.B. Before you request more marks you should check that you have no numbers outstanding from your last but one allocation.**

### How do I license and register a vehicle using an advance allocation registration mark?

Apply to the DVLA local office that issued you with the advanced allocation mark. Registration marks that have been allocated to you by one DVLA local office cannot be used if you apply to another DVLA local office.

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

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

- A registration mark must not be allocated to a vehicle for licensing and registration purposes prior to receipt of the vehicle by the dealer from his supplier.

- A registration mark must only be allocated to a vehicle which is to be licensed immediately. Where a customer takes delivery of a vehicle and intends to license and register it himself, you must not under any circumstances allocate a number to the vehicle.
- The registration marks issued to you may contain breaks in their sequence.
- A vehicle displaying registration plates bearing one of these marks must not be used or kept on a public road before it is licensed.
- New vehicles being delivered on trade plates must not display a mark from an advance allocation until they are licensed.
- Registration marks from an advance allocation must not be transferred between motor dealers or outlets of the same company.
- Etching of registration marks should not take place until a sale has been completed.

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

Marks 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 issuing DVLA local office. If you are unable to do this you must provide an explanation of their whereabouts.

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

Notify the issuing DVLA local office immediately in writing. The mark will be made void and must not be used.

### Who do I contact if I want further information about the advance allocation marks?

Contact your DVLA local office. You may find their details on the website [www.direct.gov.uk/motoring](http://www.direct.gov.uk/motoring) or by calling 08702 430444 but you will need to provide your postcode. You may also be able to obtain the address from The Phone Book under 'Driving and Vehicles (Registration and Licensing)'.

The DVLA local office records of allocation are checked frequently by both management and visiting examiners. Under no circumstances will DVLA local office 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.**



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## Appendix O

### Basic description of EC Type Approval Categories for Vehicles

Category	Description
<b>L</b>	<b>Powered two and three-wheel vehicles (including some quadricycles)</b>
L1	Moped -Two wheel having a maximum speed of 45km/h, maximum internal combustion engine capacity of 50cm <sup>3</sup> 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 <sup>3</sup> 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 <sup>3</sup> 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 <sup>3</sup> 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 <sup>3</sup> 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 <sup>3</sup> , 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
<b>M</b>	<b>Motor vehicles with at least four wheels used for the carriage of passengers</b>
M1	Vehicles used for the carriage of passengers and comprising no more than eight seats in addition to the driver's seat, having a mass not exceeding 3.5 tonnes.
M2	Vehicles used for the carriage of passengers and comprising no more than eight seats in addition to the driver's seat, and having a maximum mass not exceeding 3.5 tonnes but not exceeding 5 tonnes.
M3	Vehicles used for the carriage of passengers and comprising no more than eight seats in addition to the driver's seat, and having a maximum mass exceeding 5 tonnes.

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



