

GUIDANCE NOTES

APPLICATION FOR INDIVIDUAL VEHICLE APPROVAL (IVA)

Passenger cars having no more than 8 seats in addition to the driver's – M1

Goods vehicles having a gross vehicle weight not more than 3500kgs – N1 (from 29 October 2011)

The Road Vehicles (Approval) Regulations 2009

1. OWNER AND PRESENTER CONTACT DETAILS

PRESENTER <i>(If different to owner)</i>	OWNER
<p>Please include the full name and address including postcode. For limited companies, partnerships or sole proprietor, the registered name should be given. If a trading name is used, it should be given. If applying under a company please supply a contact name and number.</p>	<p>Please include the full name and address including postcode. You will also need to fill in this section if you have an amateur-built vehicle or a personal import.</p>

2. APPOINTMENT AND PAYMENT DETAILS

2a. Which test station would you prefer (see attached Annex A)?

Please provide a second choice of test station, as an appointment at your first choice test station may not be available. Vehicles in classes N, P, and R that fail a test can be tested again at any IVA test station. Other classes of vehicle must be tested at the same IVA test station that carried out the original test.

2b. When would you like the test?

Please give your preferred test day and time. The test station will give an appointment, as near as possible to the day and time you prefer. Testing outside 'normal' hours may be available at certain test stations i.e. before 8am or after 5pm Monday to Thursday, before 8am or after 4.30pm on Fridays or at any time at weekends or bank holidays. You will have to pay an extra fee for testing outside normal working hours. If you require this service please ask your preferred station if it is available.

2c. Payment Method.

Please make your cheque or postal order payable to 'VOSA'. You can check the fees on our website www.direct.gov.uk or www.transportoffice.gov.uk or via our **ENQUIRY LINE - 0300 123 9000** or by email to enquiries@vosa.gov.uk

Please do not send notes, coins or Giro transfers in the post.

If you want to pay by credit card, tick the appropriate box but do **not** write your card details on the application. We will contact you by telephone to complete the transaction.

For pre-funded accounts the signatory on the application must be a delegate who is pre-authorized to use

3. VEHICLE DETAILS

3a. Vehicle Identification Number (VIN) or chassis number.

This is the identification number displayed on the manufacturer's plate and which is stamped on the vehicle chassis or monocoque body.

You may find the vehicle identification and chassis number on the manufacturer's information plate under the bonnet, around the door opening, or where previously registered in another country, on a previous registration document. If we consider the number to be unsuitable, we will refer you to your local DVLA office, who will give you a new number. Please make sure you write the number in **full**.

If it is an amateur-built vehicle, please provide the kit-car chassis number, **not** the chassis number of any donor vehicle that may have been used.

The VIN must consist of 17 digits unless the vehicle is a mass produced vehicle in which case the original manufacturers' number can be less than 17 digits but not less than 8 digits.

If the vehicle has been registered in New Zealand and has more than one 'stamped' VIN, the number on the documentation used to support the application would normally be the one used to identify the vehicle.

3b. Position of stamped VIN.

On all vehicles other than North American vehicles, the VIN should be stamped into the chassis frame or body. Please state where this number is stamped into the vehicle e.g. under bonnet L/H side (viewed from the driver's seat) or front chassis leg L/H side.

3d. What is the date of manufacture?

This is the date the vehicle was completed such that it could be subject to a full inspection of all relevant criteria. You should be able to get the date your vehicle was made from the manufacturer's information plate or from the manufacturer.

In the case of an imported vehicle, where the date of manufacture is unavailable, the date of first registration (where the vehicle has been registered in another country) can be entered.

3k. What is the number and arrangement of cylinders?

(This question is for categories A, C, & L ONLY)

This information can be obtained from the manufacturer of the vehicle or engine or from their published data.

3m. Where is the engine number located?

Please indicate where the engine number is located i.e. L/H side of block (when viewed from driver's seat).

3n. Is the vehicle Turbocharged/Non Turbocharged?

Turbocharged includes engines fitted with a supercharger.

3o. Is the gear box Manual/Automatic?

"Automatic" includes automatic gear boxes that can be used in manual mode.

3q. How many designated seating positions does the vehicle have including the driver's?

A designated seating position is a seat used for normal use when the vehicle is travelling on the road. In the case of e.g. a Motor Caravan, this would not include seats used only when the vehicle is stationary.

In respect of most production vehicles, seating positions can be determined by the number of seat belt anchorages. Where a vehicle is fitted with a bench seat, the number is determined by dividing the cushion width (in mm) by 400mm.

3s. What is the maximum design road speed of the vehicle?

DO NOT take this figure from the speedometer as it is unlikely to be the true figure. You should try to obtain it from the vehicle handbook or by contacting the manufacturer or viewing manufacturers information on the internet. Where manufacturer's data relating to maximum speed is not available, a calculated speed may be acceptable.

3t. What is the engine maximum power and the engine speed at which it is obtained?

This is the engine's maximum power in kilowatts and the engine speed in revolutions per minute (rpm) at which the engine produces maximum power.

You should try to obtain this information from the manufacturer's plate, the vehicle handbook or by contacting the manufacturer or viewing manufacturers' information on the internet.

3u. What are the design weights of the vehicle?

This question is only for categories A, C, L, S; GOODS vehicles and converted vehicles that have been allocated weights higher than those allocated by the original manufacturer e.g. Limousines.

The design weights should be obtained from the manufacturer's plate where available, or the converters plate if the vehicle has been subject to a conversion. If the weights are not available on a plate they should be obtained from manufacturer's published information.

Design weight is the maximum weight that the vehicle is built to carry when fully loaded. The **gross weight** refers to the weight of the whole vehicle. The **axle weight** is the maximum weight an axle can carry. The **train weight**, for a vehicle fitted with a towing attachment, is the maximum weight of the vehicle and trailer when loaded. **Towable Mass** is the maximum weight of the trailer that can be towed by the vehicle.

3v. Immobiliser/Alarm

You must show us evidence from the vehicle manufacturer or an authorised Technical Service (test laboratory), or an original certificate of installation from an approved installer for an immobiliser that meets the European Directive requirements at the time of test. If the vehicle also has an alarm fitted, we will also need evidence that it meets the necessary standards. If presenting a certificate of installation it will need to be a certificate from an accredited installer, either Vehicle Security Installation Board (VSIB telephone 0870 5502006 or visit www.vsib.co.uk) or Mobile Electronic Security Federation (MESF selected installers only, telephone 01376 561040 or visit www.mesf.org.uk).

4. VEHICLE CLASS**P – Personal Import**

A vehicle imported by a person who has lived in the country of export for 12 months or more and has owned and used the vehicle for 6 months or more.

We will accept the HM Revenue & Customs clearance form C+E 388 as full proof of personal import (this is only available if the vehicle has been imported from outside the European Community (EC)). If you are not eligible to obtain this form you will need to send us individual proof of the following;

- **6 months ownership** – for example a previous registration document.
- **6 months use of the vehicle** – for example an insurance certificate covering a 6 month period.
- **12 months residency** – for example utility bills covering the last 12 months from the country of export.

You must send us **photocopies** of these documents and you are required to endorse the copies “certified copies”. These copies must be signed by the vehicle owner (**originals of these documents may be requested at a later date**).

Note 1: The owner of the vehicle must complete and sign the declaration on the application form.

Note 2: Photocopies will be retained by VOSA.

A – Amateur-built

A vehicle, the majority of which was constructed, assembled or if previously registered in the UK, structurally modified by you or by someone on your behalf who is not in the business of building motor vehicles, and which is for **your** personal use. Where appropriate you must provide the kit-car chassis number, **not** the donor vehicle chassis number. **Please complete the Amateur Built Declaration which can be downloaded from www.direct.gov.uk or www.transportoffice.gov.uk** or posted/e-mailed on request by telephoning our Enquiry Line on 0300 123 9000.

Evidence of the date of manufacture of the engine will be required at the time of test to determine the emissions limits for the vehicle. The donor vehicle registration document (V5) may be acceptable evidence, where it indicates the engine to be the original engine fitted to the donor vehicle.

S – Rebuilt Vehicle

A vehicle which;

- has been rebuilt using a replacement chassis or combined chassis-body of the same design as the original. The chassis or combined chassis-body needs to be new or from a vehicle that has already been registered in the United Kingdom (UK). Please provide previous registration mark of the vehicle being rebuilt and also details of where the chassis or body has come from (for example, a receipt).
- your local DVLA office has given a vehicle chassis or identification number;
- does not meet class ‘A’ or ‘C’.

(Evidence of the date of manufacture of the engine will be required at the time of test to determine the emissions limits for the vehicle).

C – A vehicle built by a person in the business of building vehicles using parts of a vehicle registered in the UK

The engine and at least one other major part must come from the same donor vehicle. Where the engine used was not the **original** engine fitted to the donor vehicle, the registration document (V5) alone will not be sufficient evidence that the engine was from the donor vehicle. You must provide the following information;

- donor registration number
- engine number
- list of major parts used from the donor vehicle specified above.

(Evidence of the date of manufacture of the engine will be required at the time of test to determine the emissions limits for the vehicle).

L – Vehicle manufactured in very low volume

A vehicle is manufactured in very low volume if the total number of vehicles of the family of types* to which the vehicle in question belongs which are manufactured in the world during any period of 12 months falling within the period of 36 months immediately preceding the month in which the vehicle was manufactured does not exceed 300. Evidence will be required to demonstrate that this criteria has been met.

R – A vehicle not meeting any other category

To demonstrate compliance for this category it will be necessary to provide evidence of compliance with the “Relevant” EC Directives or evidence of a recognised standard from a non European country that is considered comparable. These are listed in the IVA Inspection Manual available from

www.transportoffice.gov.uk

“Relevant Directives” relating to a goods vehicle of category N1 are those relating to noise, emissions, fuel tanks, brakes, anti-theft and where the Gross Vehicle Weight (GVW) is less than 1500kg protective steering (evidence for protective steering is not required if the vehicle complies with the frontal impact Directive), seat belt anchorages, CO² and fuel consumption (vehicles approved to diesel heavy emissions are exempt from this subject), side impact (where seat reference point is 700mm or less from the ground).

“Relevant Directives” relating to a passenger vehicle of category M1 are those relating to noise, emissions, fuel tanks, brakes, anti-theft, protective steering (evidence for this item is not required if the vehicle complies with the frontal impact Directive), seat belt anchorages, CO² and fuel consumption (vehicle approved to diesel heavy emissions are exempt from this subject), side impact (where seat reference point is 700mm or less from the ground), frontal impact (not required for vehicles over 2500kgs GVW).

Demonstrating compliance can be achieved by one or more of the following methods;

- ◆ **Directive Compliance.** Showing that European Approval Standards are met, for example, by a Type Approval number on the VIN plate or documentary evidence from the manufacturer. A letter from the manufacturer, listing the European Community (EC) Directives that the vehicle met at the time the vehicle was made. You must send a copy of this with the application; however, **YOU MUST SHOW US THE ORIGINAL AT THE TIME OF TEST.**
- ◆ **Comparable Standards.** Showing that comparable non-European standards are met e.g. using a Japanese deregistration/export document, or a manufacturer’s certificate of completion, which will cover certain European Community (EC) Directive areas (**see table below for further requirements**). The model specification and classification number must be displayed on the document (you should send a copy with the application and show the original at the time of the test). If the model specification and classification numbers are not shown on the Japanese deregistration document or manufacturer’s certificate of completion, we cannot accept it.
- ◆ **Comparison Test.** A comparison check (but not in respect of emissions) with a known type approved vehicle.
- ◆ **Directive Test.** Physically having a test conducted to the appropriate Directive standard.
- ◆ **Model Report.** The use of a Model Report compiled from data obtained from an authorised Technical Service (test laboratory).

For further information on demonstrating compliance refer to the IVA Information Guide available from; www.transportoffice.gov.uk or www.direct.gov.uk

Vehicle having Japanese export document	Information needed
Passenger or goods vehicles See note below for 4x4 vehicles with a separate chassis and forward control vehicles.	Japanese deregistration document and evidence of <ul style="list-style-type: none"> ◆ Emission Directive (if the vehicle has <u>not</u> been registered in Japan for at least 6 months). ◆ CO² & Fuel Consumption Directive. ◆ Anti-theft Directive (may have VSIB or MESF Type Approved unit fitted as an alternative). ◆ In respect of a goods vehicle, axle, train and GVW design weights from the manufacturer. The information on the Japanese deregistration document is not acceptable for design weights.
Note: Passenger 4x4 vehicles with a separate chassis and forward control vehicles manufactured prior to 1 st January 2000.	In addition to the requirements listed above, evidence of compliance to the protective steering Directive will be required.

E – European Approved

A vehicle that has been found by another country in the European Community to meet the same requirements as the UK Individual Vehicle Approval (IVA) scheme.

You must send us a declaration and evidence of the technical standards to which the vehicle was tested by the Approval Authority. This category also includes vehicles that display an approval number on the VIN plate that was applied at the time the vehicle was manufactured that can be supported by manufacturer’s confirmation of compliance.

T – Armoured Vehicle

A vehicle intended for the protection of conveyed passengers and/or goods and which meets the armour-plating anti-bullet requirements.

Special Purpose Vehicles

Special Purpose Vehicle means a vehicle intended to perform a function that requires special body arrangements and or equipment. These vehicles are those that meet the definition of an Armoured Vehicle, Hearse, Motor Ambulance or Caravan or a Wheelchair Accessible Vehicle.

If your vehicle is a 'Special Purpose Vehicle' it will not be subject to IVA until 29th April 2012 in the case of a Passenger Vehicle and 29th October 2014 in the case of a Goods Vehicle.

5. CLASS 'R' ONLY

5b. Is the vehicle a 'forward control' vehicle?

A passenger vehicle meeting the following definition may need a Model Report for protective steering. 'Forward control' means that more than half of the engine length (engine length including fan, generator and air cleaner if fitted to the engine, but not radiator, silencer, clutch or transmission) is behind the most forward point of the windscreen.

5c. Has the vehicle had a 'One-off' Test?

A 'one-off' test is a test on an individual vehicle where the information provided will include documentation from a Technical Service that will not be used for any other vehicle applications.

5e. Is the vehicle to be tested against an existing Model Report?

A Model Report is a document created as a result of a vehicle being submitted to an authorised Technical Service and being fully documented such that the report can be used to establish compliance on future vehicles of the same specification. You may be able to obtain the use of an existing Model Report, some of which are listed on our website. (These are owned by members of the public or private companies).

If presenting a vehicle using a Model Report you should be prepared to remove or dismantle trim and other parts so that the examiner can gain access to critical parts.

If you want your vehicle to be tested against an existing Model Report, we may choose to carry out a 'compliance check'. This is a check we carry out on a sample of vehicles to make sure that:

- They are built to the same specification as the original vehicle described in the Model Report (the original vehicle having been tested and found to meet the relevant requirements); and that
- They actually meet the requirements and are built to the specification described in the Model Report.

The compliance check is part of the 'approval' process. If we decide to carry out the check on your vehicle, we will tell you when you bring the vehicle for test. You will have to leave the vehicle at the test station. We will then transport it to an Independent Test Laboratory, who will carry out a full check of the vehicle against the relevant Model Report. You may claim a refund of the cost of your return journey to your home or place of work. We will not charge for transporting the vehicle to or from the laboratory or for the compliance check. The process is likely to take around two weeks. We will tell you when the check has been completed, when the vehicle will be returned to the test station and the result of the check.

The result of this compliance check can affect the future use of the Model Report in question.

5f. Is the vehicle a 4x4 with a separate chassis?

A passenger vehicle meeting the following definition may need a model report for protective steering. For example, a 4x4 that has a separate chassis is a motor vehicle that has a frame chassis (that is, separate from the body) and to which the engine and front and rear suspension are attached and on which the engine power can be transmitted to all wheels.

6. CONVERTED VEHICLES ONLY

6. Is your vehicle now a passenger vehicle, with no more than 8 passenger seats that has been: c. converted from a goods vehicle that has a design weight of 1500kgs or more? d. manufactured on or after 1st October 2003?

If 'YES' to both 'c' and 'd', does the vehicle also have a seat reference point (of the lowest front seat) of more than 700mm above the ground?

A passenger car would normally have a reference point below 700mm. For guidance only, it can be assessed with the front seat (if adjustable) in its lowest, most rearward position and by placing a rectangular block measuring 136mm long and 53mm high onto the back of the seat cushion against the back rest. The forward upper edge is the height of the reference point. If the measurement is close to the critical point (that is, above 700mm), you should get advice from us, the manufacturer or a Technical Service (test laboratory).

VOSA TEST LOCATIONS	
ABERDEEN	Cloverhill Road, Bridge of Don Industrial Estate, Aberdeen, AB23 8FE
AVONMOUTH	Unit 10 I.O. Centre, Moreend Farm Avenue, Cabot Park, Avonmouth, BS11 0QL
BEVERLEY	Oldbeck Road, Off Grovehill Road, Beverley, North Humberside, HU17 0JW
BIRMINGHAM	Garretts Green Industrial Estate, Birmingham, B33 0SS
CARDIFF (LLANTRISANT)	School Road, Miskin, Pontyclun, Mid Glamorgan, CF72 8YR
CARLISLE	Brunthill Road, Kingstown Industrial Estate, Carlisle, CA3 0EH
CHELMSFORD	Widford Industrial Estate, Chelmsford, Essex, CM1 3DR
DERBY	Off Raynes Way, Alvaston, Derby, DE21 7AY
EXETER	Grace Road, Marsh Barton Trading Estate, Exeter, Devon, EX2 8PU
GILLINGHAM	Ambley Road, Gillingham, Kent, ME8 0SJ
GLASGOW (BISHOPBRIGGS)	Crosshill Road, Bishopbriggs, Glasgow, G64 2QA
LEIGHTON BUZZARD	Stanbridge Road, Leighton Buzzard, Bedfordshire, LU7 4QG
LONDON NORTH (EDMONTON)	Towpath Road (off Harbet Road), Lea Valley Trading Estate, Edmonton, N18 3JR
LONDON SOUTH (MITCHAM)	Redhouse Road, Croydon, Surrey, CR0 3AQ
LONDON WEST (YEADING)	Cygnets Way, Willow Tree Lane, Yeading, Hayes, Middlesex, UB4 9BS
NORTH MANCHESTER (CHADDERTON)	Broad Gate, Broadway Business Park, Chadderton, Oldham, OL9 9XA
NEWCASTLE UPON TYNE	Sandy Lane, Gosforth, Newcastle-upon-Tyne, NE3 5HB
NORWICH	Jupiter Road, Hellesden, Norwich, NR6 6SS
NOTTINGHAM	Main Road, Watnall, Nottingham, NG16 1JF
SHREWSBURY	Ennerdale Road, Harlescott, Shrewsbury, SY1 3LF
SOUTHAMPTON (NORTHAM)	Unit R, Centurion Industrial Estate, Bitterne Road West, Southampton, SO18 1UB
TAUNTON	Taunton Trading Estate, Norton Fitzwarren, Taunton, Somerset, TA2 6RX