

GUIDANCE NOTES (IVA 1P)
INDIVIDUAL VEHICLE APPROVAL (IVA)
Passenger Vehicles having more than 8 passenger seats – M2/M3 CATEGORY VEHICLES
 The Road Vehicles (Approval) Regulations 2009

SECTION A - GENERAL

1a. APPLICATION TYPE

An application for a statutory Individual Vehicle Approval is subject to the provisions of the Road Vehicles (Approval) Regulations 2009. This includes specific provisions appertaining to the application of the process by or on behalf of the approval authority and provisions, either required to be met by the applicant or available to the applicant e.g. the right of appeal.

The provisions of the Road Vehicles (Approval) Regulations 2009 do not apply to a Voluntary application, however an assessment of the vehicle's ability to comply with the technical schedules will be made and only where the vehicle complies fully with the technical requirements will a 'Confirmation of Compliance' be issued.

1b. APPLICANT CONTACT DETAILS

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 as a company please supply a contact name and number.

2. APPOINTMENT AND PAYMENT DETAILS

2a. Which Test Station would you prefer?

Please provide a second choice of Test Station as an appointment at your first choice Test Station may not be available.

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. These times would be 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 would have to pay an extra fee for testing outside normal working hours. If you require this service please ask your preferred Test Station if it is available.

2c. Payment method.

Please make your cheque or postal order payable to '**VOSA**'. You can check the fees on www.businesslink.gov.uk/inspectionfees or www.direct.gov.uk/iva, by telephoning our **Contact Centre** on **0300 123 9000** or by emailing 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-authorised to use the account. If you wish to add a delegate, e-mail the PFA team at customer.accounts@vosa.gov.uk

Refund Policy - Should you wish to **cancel** the IVA appointment you have been allocated, the following options below will apply regarding the fee paid at the time of application :

1. If you give **more than 3 working days notice** prior to the appointment date you have been given, then either :
 - You can request a later appointment or if not,
 - A fee of **£100** will be retained by VOSA and the remaining amount refunded to the payee.
2. If you give **not more than 3 working days notice** prior to the appointment date you have been given, then :
 - The whole fee will be forfeited.

Please Note : If you have another application pending at the Test Station, it may be possible to substitute it for the application being deferred.

3. VEHICLE DETAILS

3a. Vehicle Identification Number (VIN) / Chassis Number, or if Voluntary application, Registration Number .

You can find the *Vehicle Identification* or *Chassis Number* on the manufacturer's plate under the bonnet, on the chassis, around the door opening or, where registered in a previous country, on a previous registration document or, if available, on the Type Approval 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 the vehicle is registered with the **Driver and Vehicle Licensing Authority (DVLA)** and the application is for a Voluntary IVA, please enter the *Registration Number*. A 'registered' vehicle cannot be subject to a statutory IVA.

3b. Revised Vehicle Identification Number requested (multi stage approved vehicles only).

In agreement with the Approval Authority, the manufacturer responsible for the final stage of approval may replace the first and second parts of the original identification number with his own code where he is registered with WMI. The last eight digits must remain those of the first stage manufacturer and the original number must be retained on the vehicle.

3d. What is the category of vehicle?

The vehicle category is dependant on the number of seating positions and the 'maximum mass', i.e. the Design Gross Vehicle Weight.

- An M2 vehicle is a passenger vehicle having more than eight seats in addition to the driver's seat and having a maximum mass **not** exceeding 5,000kg.
- An M3 vehicle is a passenger vehicle having more than eight seats in addition to the driver's seat and having a maximum mass exceeding 5,000kg.

3e. What class is the vehicle?

For vehicles having a capacity **exceeding 22 passengers** in addition to the driver, there are three classes of vehicles :

Class I : Vehicles constructed with areas for standing passengers, to allow frequent passenger movement.

Class II : Vehicles constructed principally for the carriage of seated passengers and designed to allow the carriage of standing passengers in the gangway and/or in an area which does not exceed the space provided for two double seats.

Class III : Vehicles constructed exclusively for the carriage of seated passengers.

Class IIIS : A 'Class III' vehicle specifically designed for the carriage of school children.

A vehicle may be regarded as belonging in more than one Class. In such case, it may be approved for each Class to which it corresponds.

For vehicles having a capacity **not exceeding 22 passengers** in addition to the driver, there are two classes of vehicles :

Class A : Vehicles designed to carry standing passengers; a vehicle of this Class has seats and shall have provision for standing passengers.

Class B : Vehicles not designed to carry standing passengers; a vehicle of this Class has no provision for standing passengers.

3g. Body : Date of manufacture?

This is the date the vehicle was completed to the extent that it can be inspected to the full IVA inspection criteria.

You can get the date your vehicle was made from the manufacturer's information plate, the manufacturer or, if available, the Type Approval document.

3h. What type of transmission does it have?

'Automatic' includes any transmission where a 'drive mode' can be selected that automatically provides changes in gear selection as vehicle speed increases/decreases.

Gearboxes having an electronic control that provides individual gear selection only will be considered to be a 'Manual' transmission.

3i. Is a speed limiter fitted?

Evidence that a speed limiter is not required must be in the form of documentary evidence :

- from the manufacturer/converter that the vehicle is unable to reach the speed due to overall gearing of the drive train,
- from a speed limiter or tachograph calibration centre, or
- declaring exemption due to its use i.e. an Emergency Vehicle.

3. VEHICLE DETAILS cont...

3j. Number of passengers (maximum).

If the vehicle is approved to 2001/85/EC or ECE Reg. 107.02, and the approval covers a range of seating, please enter the minimum and maximum e.g. 36/50.

3l. Capacity of fuel tank(s).

This applies to fuel tanks used to store fuel to operate the engine.

3o. 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).

3p. Date of manufacture of engine.

This information can be obtained from the manufacturer of the engine or the engine data plate.

3q. Engine capacity.

Please provide the manufacturer's quoted engine capacity in cubic centimetres cm³ (i.e. 'cc').

3r. What is the engine maximum power **AND** the engine speed at which it is obtained?

This is the engine's maximum power in kilowatts (kW) and the engine speed in revolutions per minute (RPM) at which the engine produces maximum power. You should try to obtain this information from either the manufacturer's plate, the vehicle handbook, by contacting the manufacturer or viewing manufacturer's information on the internet.

4. BRAKES, TYRES AND SUSPENSION

4a. What type of brake system is fitted?

This relates to the basic mode of operation of the braking system. Where a brake system is primarily operated by air, although incorporating an electronic control system e.g. ABS or EBS, the system is considered to be a 'Full Air' system.

An 'Electric' brake system is one where the foundation brake is operated solely by electrical energy.

4b(i). What is the 'split' arrangement of the Service brake system?

This relates to the configuration of the Service brake system which is divided (split) into two separate systems capable of operating independently of each other, but having a common control (the brake pedal). This indicates which wheels are braked on each part of the system or how the system is 'split' e.g. on a two axle vehicle Front/Rear, Diagonal etc., or on a three axle vehicle 1+3 & 2 or 1+2 & 1+3 etc.

4b(ii). Is the manufacturer's designated secondary brake part of the service brake system?

The 'designated secondary brake' is the part of the brake system nominated by the manufacturer within his EC Brake Approval as the secondary brake. It may be achieved by the operation of part of the service brake or an independent brake (e.g. spring brakes).

If the vehicle has been subject to a Directive test at a Technical Service, the secondary brake will be the system used during the secondary brake tests.

4c. Is a transmission parking brake fitted?

This question relates to a parking brake that operates on the gearbox or propshaft of the vehicle. Do not include engine braking devices.

4e. Tyre/suspension fitment details.

Please specify the tyre size and type. The size and type can be obtained from the manufacturer's side wall markings e.g. 8.5R 17.5, or 10R 22.5, the type being 'Radial' or 'Crossply'.

The 'load index' and 'speed rating' are also displayed on the tyre side wall markings, a typical marking being e.g. '156/150L'. '156/150' being the code that is used to establish the tyre's carrying capacity and the speed rating (e.g. 'L') being the code indicating the speed up to which the tyre can carry the designated weight.

'Twin' or 'Single' indicates whether the tyres are fitted in twin or single formation, i.e. two on each side of the axle or one on each side of the axle.

Continued overleaf ►

5. EXTERNAL DIMENSIONS

5a. Overall length.

The maximum length of the vehicle excluding :

- wiper and washer devices,
- front or rear registration plates,
- lighting equipment,
- mirrors and other devices for indirect vision,
- access steps and hand-holds,
- lifting platforms, access ramps and similar equipment in *running order* (i.e. in the position they would be on a moving vehicle), not exceeding 300mm, provided that the loading capacity of the vehicle is not increased,
- coupling devices,
- trolley booms of electrically-propelled vehicles,
- external sun visors.

5b. Overall width.

The maximum width of the vehicle at its widest point excluding :

- tyre-pressure or tyre failure indicators,
- protruding flexible parts of wheelguards,
- lighting equipment,
- mirrors and other devices for indirect vision,
- access ramps in *running order* (i.e. in the position they would be on a moving vehicle), provided that they do not exceed 10mm from the side of the vehicle and the requirements of section 16 (Exterior Projections) are met,
- retractable steps,
- the deflected part of the tyre walls immediately above the point of contact with the ground,
- handles and hinges of external lockers,
- trim protruding not more than 10mm from the bodywork.

6. WEIGHT DETAILS

6b. Unladen weight.

If the vehicle has 3 axles (2 rear axles) the rear axles should be weighed together and the combined weight of the axles entered.

6c. Approximate amount of fuel in tank(s) when weighed.

This applies to tank(s) used to store fuel to operate the engine.

SECTION B - APPROVAL

7. VEHICLE COMPLIANCE

In support of this application, it is necessary to provide evidence of compliance with the 'Relevant Directives'.

'**Relevant Directives**' relating to a passenger vehicle of category M2/M3 are those relating to noise, emissions, rear under-run, fuel tanks, brakes, anti-theft if fitted, steering effort, EMC, heating system, flammability and Bus and Coach Directive 2001/85.

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 documentary evidence from the manufacturer. This may be demonstrated by a copy of a Certificate of Conformity for the vehicle, together with a manufacturer's declaration (see Annex A) as to which Directive items the vehicle's approval covers. Alternatively a letter from the manufacturer, listing the European Community (EC) Directives that the vehicle met at the time it was made. You must send a copy of this with the application and **YOU MUST SHOW US THE ORIGINAL AT THE TIME OF TEST.**
- **Comparison Test** - A comparison test at a designated Technical Service (Test Laboratory) with a known type approved vehicle.
- **Directive Test** - Physically having a test conducted at a designated Technical Service (Test Laboratory) to the appropriate Directive standard.
- **Model Report** - The use of a Model Report compiled from data obtained from a designated Technical Service (Test Laboratory).

7. VEHICLE COMPLIANCE cont...

Immobiliser/Alarm (if fitted).

You must show us documentary evidence from the vehicle manufacturer, an authorised technical service (a test laboratory), or an installer from an approved installer scheme that the immobiliser meets the European Directive standards at the time the vehicle is presented for test. If the vehicle also has an alarm fitted you will also need to provide evidence that it complies with the required standard. Evidence from an approved installer scheme must be **an original document** and can be either :

- a Thatcham Registered Installer (TRI) certificate of installation or installation report (telephone 01635 868855 or visit www.thatcham.org), or
- a Mobile Electronics Security Federation (MESF) certificate of installation (selected installers only, telephone 01376 561040 or visit www.mesf.org.uk).

7b. Does the vehicle have an ECWVTA or NSSTA Certificate of Conformity as an 'incomplete', 'complete' or 'completed' vehicle?

'ECWVTA' is a European Community Whole Vehicle Type Approval and 'NSSTA' is National Small Series Type Approval.

For definitions of 'incomplete', 'complete' and 'completed' please refer to the IVA Information Guide on www.businesslink.gov.uk/ivainformationguide.

7f (i). Is the vehicle to be assessed against an existing tilt report?

Evidence of compliance is not required for a Class B vehicle (vehicles not designed to carry standing passengers) or a 'Single Deck' vehicle that has been approved to UNECE Regulation 13.11.

If the vehicle is not the same specification in all relevant items listed in the nominated tilt report, it will be necessary to complete the "Tilt Specification Report", available from www.businesslink.gov.uk/ivaforms

7f (ii). Has the vehicle structure been strength tested?

This refers to the requirement of the vehicle to comply with the structural strength requirement of UNECE Regulation 66.

Evidence of compliance is only required for a Class II or Class III vehicle (see item 3d for definitions).

7f (vi). If 'YES' has the vehicle been tested to the requirements of UNECE Regulation 33?

Evidence of compliance is required where there are two or more sliding doors fitted and one is an emergency door.

7f (vii). Is the vehicle fitted with a retractable step?

If the vehicle is fitted with a retractable step, a test report demonstrating compliance must be available on request.

7h. Has the vehicle been fitted with any electronic equipment following approval?

This item relates to compliance with the requirements of EMC (Electro Magnetic Compatibility). Please advise us of any electronic equipment that has been fitted to the vehicle, following the issue of an approval to the base vehicle.

If equipment is fitted, it is required to meet Directive requirements as demonstrated by a manufacturer's approval marking, if it is in operation when the vehicle is travelling on the road.

7j. 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.

7l. Is the vehicle to be assessed against an existing Model Report?

A Model Report is a document created as a result of a vehicle being submitted to a Technical Service (an authorised Test Laboratory) 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 www.businesslink.gov.uk/ivamodelreports

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 technical requirements), and
- they actually meet the technical requirements and are built to the specification described in the Model Report.

7. VEHICLE COMPLIANCE cont...

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 the test. You will have to leave the vehicle at the Test Station. We will then transport it to a designated Technical Service, 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 intended return journey to your home or place of work. We will not charge for transporting the vehicle to or from the Technical Service 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.

ANNEX A

This application is required to be supported by evidence of compliance with certain EC Directives. Where this evidence is not available from the vehicle manufacturer, you will be responsible for providing the required information. Some of the options available to achieve this are listed in the 'Vehicle Compliance' section of these notes.

Section I of Annex A lists the mandatory items for which evidence of compliance is required.

Section II is optional, however evidence of compliance, if available, may be used instead of VOSA conducting a visual inspection to establish compliance.

Item 3A – Fuel Tank(s).

Evidence of compliance is required for any main tank fitted.

Item 3B – Rear Under-run.

As an alternative to providing Directive compliance, evidence can be demonstrated by submitting calculations that confirm the equipment and its securing arrangements comply with the Directive strength requirements.

Item 19 – Seat Belt Anchorages

Where compliance is based on a number of individual approvals/test reports (e.g. for a seat, floor tracking system etc), a **Compliance and Compatibility Declaration - IVA 19a*** (or a form containing the same data) completed by the flooring manufacturer or a Technical Service will be required.

At the time of inspection, a completed **Installation Declaration - IVA 19b*** will be required.

**All IVA forms are available from the Business Link website, go to www.businesslink.gov.uk/ivaforms*

Item 36 – Heating System.

Evidence of Directive compliance is required only if the vehicle is fitted with a Combustion Heater.

Item 52 – Buses & Coaches.

Where the vehicle does not have evidence of compliance with Directive 2001/85/EC or ECE Regulation 107.02 it will be necessary to provide documentary evidence of the Items 52A, B, J, N & Z and complete Item '7f'.

Item 52Z – Wheelchair Restraints.

Evidence of compliance is required in respect of wheelchair restraints for a forward facing wheelchair position, and in respect of the back support only for a rearward facing wheelchair position.

VOSA TEST LOCATIONS

BRISTOL	Merebank Road, Avonmouth, BS11 8AQ
DERBY	Belmore Way, Alvaston, Derby, DE21 7AY
GILLINGHAM	Ambley Road, Gillingham, Kent, ME8 0SJ
GLASGOW (BISHOPBRIGGS)	Crosshill Road, Bishopbriggs, Glasgow, G64 2QA
MANCHESTER (CHADDERTON)	Broadway Business Park, Broadgate, Chadderton, Oldham, OL9 9XA

The above VOSA Test Stations cannot be contacted directly. Please telephone our **Contact Centre** on **0300 123 9000** if you wish to be transferred through to your chosen Test Station for a specific enquiry.