



Register a Vehicle (RaV) Retailer procedure guide



Interactive document
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Introduction

The following procedures are for retailers using the DVLA Register a Vehicle (RaV) service.

To use the RaV service you will need to obtain authorisation from your manufacturer or importer. If you are a multi-franchise retailer, you will need to make a separate application to each of the manufacturers for which you hold a franchise. If you are an importer or independent retailer you may be contracted direct to DVLA.

As soon as you become a RaV retailer, DVLA will no longer accept V55 applications from you unless:

- you are new to RaV
- there are still some outstanding V53 stickers to be used
- the vehicle cannot be registered through RaV

The agency recognises that some retailers within Great Britain (GB) and Northern Ireland (NI) will sell to keepers from across the UK.

Applications to allocate a NI registration number will only be accepted if the customer has a NI address. If you are a GB retailer and you need to register a vehicle with a NI registration number you will need to apply using a V55.

Applications to allocate a GB registration number will only be accepted if the customer has a GB address. If you are a NI retailer and you need to register a vehicle with a GB registration number you will need to apply using a V55.

To receive pre-allocation of registration numbers, email: V53stickers@dvla.gov.uk
Please supply your company name, contact details and how much stock is required.

If you are contracted to DVLA through a manufacturer and experience technical issues in making individual registrations, please contact your manufacturer's helpdesk in the first instance. For advice on trouble shooting please see '**Section 2 - Points of contact**' and '**Section 6 – Contingency**'.

Register a Vehicle (RaV) service

Overview

The RaV service uses secure Application Programming Interfaces (API) to transfer vehicle registration and licensing details between the retailer, manufacturer and DVLA.

The service is available from Monday to Friday, 7am to 6pm and Saturday, 8am to 6pm. The service is not available on Sundays.

Vehicle Registration Numbers (VRN)

You will receive an advance allocation of VRNs through the RaV service. Once you register or reserve a VRN to a vehicle you will be able to top-up your VRNs to the agreed allocation limit. You will be able to view the pool of VRNs in order to complete your pre registration tasks for example tachographs, number plates etc.

Completing the name and address of keepers

1. The full name of the keeper must be recorded, initials must not be used.
2. Joint keepership must not be used.
3. P O Box addresses are only acceptable for companies (not individuals).
4. Date of birth of the keeper – should be recorded, but is not mandatory.
5. C/O (Care of) must only be used with leasing or finance companies. If you are using a DVLA Fleet code, the RaV Service will automatically populate the first line of the address field with the C/O details. **You must not add the C/O details yourself.**

Insurance

It is a legal requirement for all motor vehicles to be insured.

Sight of an insurance certificate is not required if a vehicle is being registered to a GB address, but cover must be in place. Without valid insurance or an exemption letter it is not possible to confirm a registration or allow the vehicle to be used on a public road.

Proof of valid insurance is still a requirement for vehicles being registered to a Northern Ireland address.

Failure to follow these instructions will result in the removal from the RaV service.

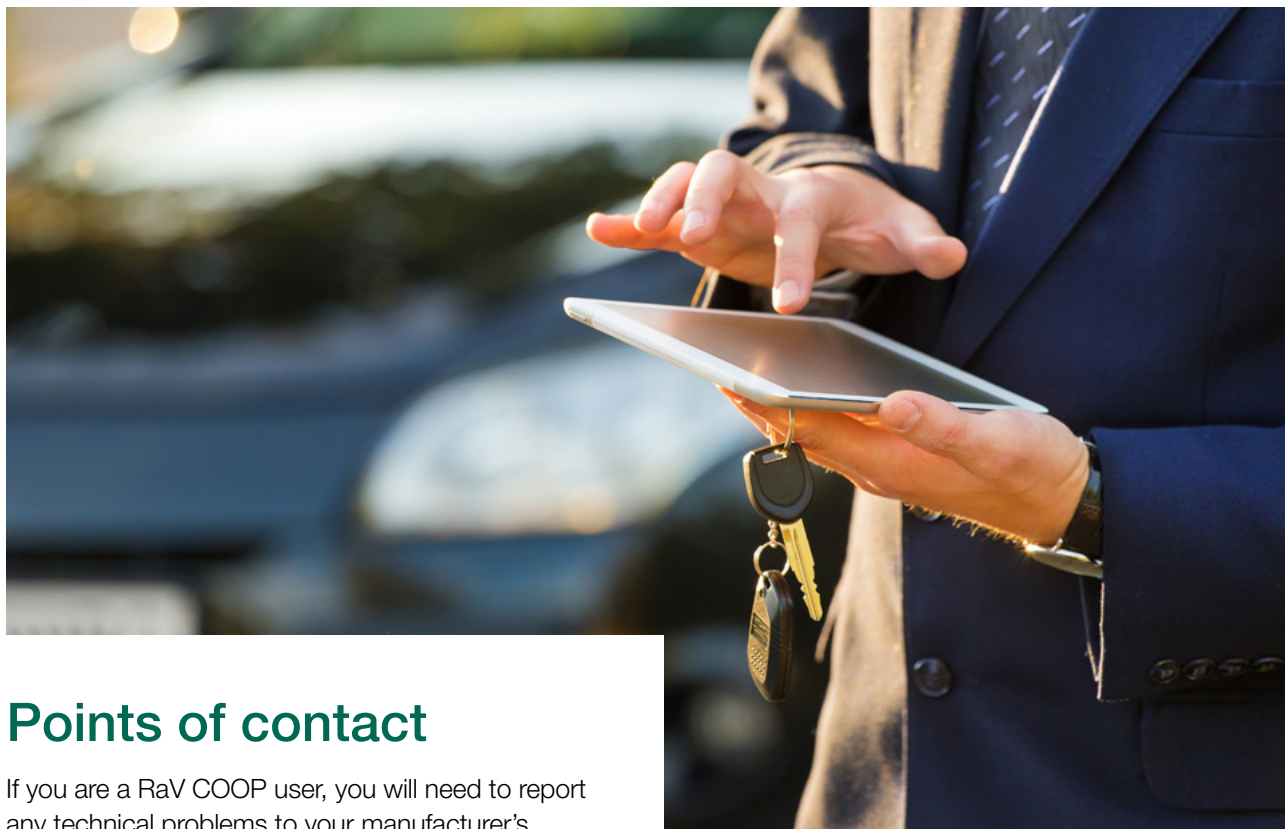
Confirmation of Registration Details (CRD)

There is no longer a DVLA requirement to issue a CRD. This function has been removed from the RaV Service. You must make sure that the name and address details are checked for accuracy (see section 8).

Accounting

Your manufacturer will collect duty from all retailers and make one single payment to DVLA. Manufacturers will invoice you separately.

If you are contracted direct to DVLA your weekly payment will be taken by Direct Debit by 12pm every Tuesday. The accounting period runs from Friday morning to Thursday evening.



Points of contact

If you are a RaV COOP user, you will need to report any technical problems to your manufacturer's helpdesk. Your manufacturer will direct you as appropriate.

RaV Web users must contact DVLA RaV helpdesk for any technical problems.

The DVLA RaV helpdesk is available from 8am to 5pm, Monday to Friday for advice on all RaV related registration queries and administrative procedures, such as the allocation of VRNs, use of forms.

Tel: 0300 123 1345 **email:** RaV@dvla.gov.uk

For non RaV service enquires please telephone 0300 790 6802

Change of details

If you have changed any of the following details:

Company name and address

Size of advance allocation required for VRNs

MVRIS/MCRIS code(s)

Contact details

Please report these details to your manufacturer and DVLA RaV team.

You should also make DVLA aware when you wish to retail a new brand or make.

Registration and licensing procedures

Allocating VRNs

Once you have selected the top-up of VRNs option on your RaV menu, the RaV service will automatically provide your advance allocation of VRNs. If you feel a VRN is offensive please contact the RaV helpdesk.

GB retailers can have up to 4 pools of VRNs, 8 pools of VRNs if based in NI.

The VRNs allocated to you will reflect the regional identifier requested.

On 1 February and 1 August annually, GB retailers will be allocated VRNs for the next applicable VRN series. The service will provide a facility to select between current and next series VRNs. You must ensure that all registrations during this period have been completed successfully. You will not be able to go back to complete a registration once the new series has started on 1 March and 1 September.



Personalised registration numbers

Certificate of Entitlement (V750) and Retention Document (V778)

The RaV service provides a facility to assign a personalised number that the customer has bought from DVLA to a new vehicle.

The customer must produce a V750/V778 which shows these details. You must check that the V750/V778 is valid.

Online retentions

If a customer uses the online service to 'Take a private number off a vehicle' (retain) they will be presented with a success page displaying the retention certificate number. This number can then be used to 'Assign a private number to a vehicle' on the RaV service.

They will also receive an email with the same information.

Fleet registrations

The RaV service allows you to register vehicles with a DVLA fleet number. DVLA allocates each fleet operator with a unique number that is associated with each vehicle record making up a fleet. The onus is on the fleet operator to provide you with a valid fleet number.

There are 4 ways to register a vehicle to a fleet.

1. Register a vehicle to a fleet company.
2. Register a vehicle to a private individual with the fleet company recorded as the care of keeper.
3. Register a vehicle to an organisation with the fleet company recorded as the care of keeper.
4. Register a vehicle to an individual as part of the Motability scheme.

The fleet examples table shows what you need to input when registering a vehicle to a fleet company.

Fleet example table

Register a vehicle to a fleet company only		Register a vehicle to a private individual with the fleet company recorded as the care of keeper	
Input Fleet number Fleet postcode	Output on V5C Fleet company name Fleet no Address line 1 Address line 2 Address line 3 Post town Fleet postcode	Input Fleet number Title code 5 First name(s) Last name Fleet postcode Note – title code only applies to Coop service.	Output on V5C First name(s) last name Fleet no C/O Fleet company Address line 2 Address line 3 Post town Fleet postcode
Register a vehicle to an organisation with the fleet company recorded as the care of keeper		Register a vehicle to an individual as part of the Motability scheme	
Input Fleet number Title code 5 Company/Organisation Name Fleet postcode Note – title code only applies to Coop service.	Output on V5C Company name Fleet no C/O fleet company Address line 2 Address line 3 Post town Fleet postcode	Input Fleet number 044441 Fleet postcode Title code 5 First name(s) Last name Address line 1 Address line 2 Address line 3 Post town Postcode Note – title code only applies to Coop service.	Output on V5C First name(s) last name 044441 Address line 1 Address line 2 Address line 3 Post town Postcode

By supplying a DVLA fleet number and fleet postcode the RaV service will validate the fleet number and postcode supplied match.

The fleet name and address will automatically be populated by the RaV service.



Collection of Vehicle Excise Duty and vehicle registration fee

The RaV service will calculate the amount of Vehicle Excise Duty (VED) payable. The service will also calculate the vehicle first registration fee due.

Payment of VED and the first registration fee is due on confirmation of a registration.

Advance registration

Applications for registration can be made up to 14 days in advance of the date of registration. This is to assist retailers where large volumes are being registered together. Once the vehicle has been successfully registered, VED and first registration fees will become payable. You should make sure that a vehicle is available and in the UK before registration.

A vehicle must not be used on the road until the date of first registration has been reached.

Automated Vehicles (AV)

The Automated & Electric Vehicles Act (AEVA) 2018 requires the Secretary of State to hold a list of vehicles able to safely and lawfully drive themselves in at least some circumstances for insurance purposes.

Manufacturers are required to check the eligibility of a vehicle's UK AV status against this list before providing that data to DVLA for first registration. The field is optional and so can be blank, or when completed must be 'Y' or 'N'.

The list will be hosted on CCAV's website on GOV.UK:

www.gov.uk/government/organisations/centre-for-connected-and-autonomous-vehicles



Mandatory type approval required for registration

Type approval certification is mandatory for the majority of vehicles at the point of registration and details of a vehicle's type approval are required to be provided as part of the registration process. You therefore need to be familiar with the rules regarding vehicle type approval and are advised to obtain assistance from your manufacturer or importer if necessary.

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

It is a legal requirement to provide a copy of the Certificate of Conformity (CoC) to a customer.

All vehicles registered for the first time must have one of the following approval certificates (unless an exemption applies):

- European Community Whole Vehicle Type Approval (ECWVTA) Certificate of Conformity (CoC) – a certificate for an incomplete vehicle is not acceptable for registration
- UK National Type Approval (NTA) for goods vehicles
- National Small Series Type Approval (NSSTA) Certificate of Conformity (CoC) – a certificate for an incomplete vehicle is not acceptable for registration
- Individual Vehicle Approval (IVA) – vehicles issued with this certificate cannot be registered on RaV unless they meet one of the conditions on pages 10 and 11. If the conditions are not met the application must be sent to DVLA using the form V55/4, which is available to download from www.gov.uk/government/publications/apply-for-first-vehicle-tax-and-registration-of-a-new-motor-vehicle-v554

Individual Vehicle Approval (IVA)/Motorcycle Single Vehicle Approval (MSVA)

End of derogation vehicles

M1, N1, L1-L5 type vehicles that were originally issued with an EC CoC, but is now invalid due to the vehicle's Euro standard has expired, must obtain an IVA to be eligible to be registered through RaV.

Conditions to register M1, N1 & L1-L5 IVA/MSVA vehicles through RaV:

1. The vehicle must be new and unregistered.
2. The vehicle was covered by ECWVTA when built and issued with an EC CoC which became invalid due to new legislation.

Note -

Euro Status Directive number – field must be filled in where available for example '714/2007*2017/1347AD'

Euro Status (Exhaust emission level) – field must be filled in with the level for example 'Euro 6' or 'Euro6 AG'

Type approval number IVA – field must be filled in with "IVA" followed by a space, followed by the date the IVA was issued for example, 12/03/19, followed by a space, followed by the IVA serial number (shown on the certificate) which takes the form "AB123456".

Example: "IVA 12/03/19 AB123456"

Type approval number MSVA – field should be filled in with "MSVA" followed by the date the MSVA was issued in format 12/03/19, followed by a space, followed by the MSVA serial number (shown on the certificate) which takes the form "AB123456".

Example: "MSVA12/03/19 AB123456"

Type approval category – field must be filled in, for example M1 or L1.

Auditing

Vehicle Certification Agency (VCA) will be aware of which manufacturers have end of derogation and these may be audited on a random or targeted basis.

Enhancement IVA

VCA offer 'Enhancement IVA', a scheme which controls minor modifications made to vehicles with ECWVTA.

This is limited to M1, N1 and N2 vehicles, which have been approved under VCA's 'Enhancement IVA' scheme. These are vehicles that were originally issued with an EC CoC, which is now invalid due to modifications made by someone other than the vehicle manufacturer, such as a converter.

Conditions to register M1, N1 & N2 enhancement IVA vehicles through RaV:

1. The vehicle must be new and unregistered.
2. The vehicle was covered by ECWVTA when built and issued with an EC Certificate of Conformity which became invalid due to modifications being made by someone other than the vehicle manufacturer, and has now been issued with an Enhancement IVA by VCA.

Note -

Type approval number field must be filled in with an 8 character code, which is the first part of the two-part Enhancement IVA number issued by VCA.

Example: 'A23F5679'

If you are using the RaV Web service, you must change the ECWVTA number populated by your manufacturer to the Enhancement IVA number through the View/Amend Vehicle Details before you register the vehicle.

If you are using the RaV CO-OP service, you must notify your manufacturer that the vehicle has been issued an Enhancement IVA so that the vehicle details are amended before you register the vehicle.

Multi-Stage Build Vehicles

Conditions to register all M and N Type approved Multi Stage Build vehicles through RaV:

1. The vehicle must be new and unregistered.
2. The base vehicle was covered by ECWVTA when built and issued with an EC CoC.

Note -

Euro Status Directive number must be filled in and taken from the base vehicle CoC.

Type approval category must be filled in using information from the IVA. For M1 (including SP, SA & G) and N1 vehicles the CO2 emissions should be taken from the IVA when available.

Type approval number field must be filled in with IVA followed by a space, followed by the date the IVA was issued in format 12/03/19, followed by a space, followed by the IVA serial number (shown on the certificate) which takes the form AB123456.

Example "IVA 01/09/18 AB123456"

Note -

Vehicles that have a CO2 emission figure on the CoC must be taxed in a band based on its CO2 emissions. If the CoC does not have a CO2 emissions figure recorded then the vehicle will be taxed in the PLG or PHGV tax class, depending on weight.

The mandatory type approval fields which must be completed are: Manufacturer Type Approval Code, Type Approval Number, Category, Type, Variant, Version, CO2, Mass in Service, Wheelbase, Track Width and Euro Status Directive Number.

Provision of Data to Driver and Vehicle Standards Agency (DVSA) and Driver and Vehicle Agency (DVA)

Buses, coaches and minibuses (more than 8 passenger seats).

For buses, coaches and minibuses issued with a European Community Whole Vehicle Type Approval (ECWVTA), or National Small Series Type Approval (NSSTA) you must give DVSA or DVA an electronic copy (PDF) of one of the following certificates supported by the following information:

Either:

- CoC for the 'complete' vehicle
- CoC for the 'completed' vehicle and where the data has items not completed, the 'Incomplete' certificate as well

Note -

Complete, Completed and Incomplete are different stages of approval as shown in the title of the certificate.

The following information is also needed:

- registration number
- unladen weight
- date of manufacture
- Disability Discrimination Act certificate issued (if appropriate)
- brake code
- seat configuration options (if applicable)

This applies to all passenger carrying vehicles having more than 8 passenger seats irrespective of whether the vehicle is used for private use or hire and reward.

For a vehicle to be subject to an annual test it is essential that a technical record exists to support the testing process. Failure to provide this data may result in a delay in getting a test appointment.

Electronic copies should be in PDF format preferably with each copy being saved to include the manufacturer's name followed by RA V and the registration number, for example, VolvoRAVAB13CDEF.

Data must be emailed to **Approvals@dvsa.gov.uk**

Please send PDF copies of approval certificates with the information listed above, and use the registration number in the file name. Do not send more than 10 files per email.

If you have any issues or questions please contact DVSA Approvals Section or Records Maintenance Section on 0300 123 9000.

Heavy Goods Vehicles registered in GB (vehicles having a Gross Vehicle Weight of more than 3,500kg) – for a technical record of the vehicle to be made to allow annual testing, enforcement and the issue of 'plating' documents it is necessary to provide the Driver and Vehicle Standards Agency (DVSA) a copy of one of the following certificates supported by the following information.

Either:

- CoC for the 'complete' vehicle
- CoC for the 'completed' vehicle and, where the data has items not completed, the 'incomplete' certificate
- Individual Approval Certificate (IAC)

Note -

'Complete', 'Completed' and 'Incomplete' are different stages of approval as shown in the title of the certificate.

The following information is also needed and a form is available from DVSA for this purpose:

- registration number
- Vehicle Identification Number (VIN)
- date of registration
- name and address (to send plating documents to)
- reduced revenue weight if lower than design weight

Applications with a Certificate of Conformity

- the function, that is, rigid, artic or drawbar
- brake system type for example air, air/hydraulic etc
- service brake system 'split' arrangement
- manufacturer's designated secondary brake
- if more than one driven axle, is it fitted with a 'third' differential?
- is a transmission brake fitted?

HGV data must be emailed to DVSA:

NTA@dvsa.gov.uk

Please send PDF copies of approval certificates and supporting documents. Use the registration number as the file name with no more than 10 files per email.

If you have any issues or questions please contact DVSA Approvals Section or Records Maintenance Section on 0300 123 9000.



Road Friendly Suspension (RFS)

If a HGV has RFS, it is recorded on the:

- HGV CoC – field 33 – if Drive axles are fitted with air suspension
- DVSA Plating Certificate – if R is entered in the function box it is RFS fitted

Tractors

T1, T2, T3 and some T4 type tractors must have a European Community Whole Vehicle Type Approval (ECWVTA) CoC.

- **Category T1** – wheeled tractors with a maximum design speed of not more than 40 km/h. The closest axle to the driver having a minimum track width of not less than 1150mm, with an unladen mass, in running order, of more than 600kg. Having a ground clearance of not more than 1000mm.
- **Category T2** – wheeled tractors with a maximum design speed of not more than 40 km/h, with a minimum track width of less than 1150mm, with an unladen weight mass, in running order, of more than 600kg and with a ground clearance of not more than 600mm. When the height of the centre of gravity of the tractor (measured in relation to the ground) divided by the average minimum track for each axle exceeds 0.90 the maximum design speed is restricted to 30 km/h.
- **Category T3** – wheeled tractors with a maximum design speed of not more than 40 km/h and with an unladen mass, in running order, of not more than 600kg.
- **Category T4** – special purpose wheeled tractors with a maximum design speed of not more than 40 km/h.

Vehicles exempt from type approval

The vehicles exempt from type approval include:

- prototypes which are not intended for general use on the roads
- agricultural – vehicle must meet the agricultural criteria and be designed and used solely for agricultural purposes, for example combine harvester, forage harvester, sugar beet harvester – tractors not included
- T4.1 and T4.2 tractors
- C category tractors, that is with tracks
- Pedestrian Controlled Vehicles, for example street cleaning machines
- vehicles specially designed and constructed for use on private premises such as factories and ports, known as works truck, for example fork lift truck, straddle carriers
- vehicles designed largely for use on building sites or quarries for moving excavating materials (dumper truck, digging machine, excavator)
- Mobile Machinery - engineering plant that is not based on a lorry chassis (for example, digging machine, loading shovel, asphalt paving machine and street sweepers)
- Mobile cranes which are oversized and not based on a lorry chassis
- Track laying vehicles
- Fire engines and vehicles designed specifically for use by a fire service
- any vehicle registered to an airport
- Road rollers
- Police vehicles - vehicles that have been modified specifically for police use in some way, for example sirens, flashing lights, stiffer suspension, tuned engine, and special equipment, etc
- vehicles which are not capable of exceeding 20 mph

The following are exempt from motorcycle type approval:

- vehicles with a maximum design speed not exceeding 6km/h
- cycles with pedal assistance and an auxiliary electric motor

Prototype vehicles

The word '**PROTOTYPE**' must be entered in the type approval number field so it appears on the registration certificate (V5C log book).

When testing of the vehicle is complete, you must make sure the vehicle is either broken up, shipped out of the country or brought up to Type Approval standard. In all cases the V5C must be returned to DVLA with the relevant information. Evidence of type approval or a letter of compliance will be needed if the vehicle is sold on.

Exempt vehicles

The word '**EXEMPT**' must be entered in the type approval number field so that it appears on the registration certificate (V5C log book).

The type approval field must be filled in with the word '**EXEMPT**' for any vehicle that falls outside the type approval requirements.

Contingency arrangements

If the system is unavailable you must contact your manufacturer's RaV helpdesk for advice.

Contingency arrangements will only be invoked with the manufacturer's permission.

If you're contracted to DVLA you must contact the RaV helpdesk before invoking contingency.

Note: if a retailer has system issues, manufacturers should get in touch with DVLA's RaV helpdesk as soon as possible.

1. Contact your manufacturer's helpdesk to tell them that the service is unavailable.

2. If the link between your manufacturer and DVLA is down for more than 4 hours you must get authorisation from your manufacturer before you can release the vehicle. If the system becomes unavailable in the afternoon the need to wait four hours may be waived if a customer needs the vehicle that day.

3. You must keep a record of vehicles released. It is vital that once the service is restored you know which vehicles need to be registered. **You must be able to produce these records for inspection for a period of 18 months.**





Adjustments to VED due from retailers

If your contract is with DVLA you must contact DVLA's Accounting and Revenue section on 01792 783161 as soon as you notice any errors with your invoice.

Manufacturer contracted retailers, must tell DVLA's Accounts and Revenue Unit if the VED invoiced by the RaV system requires amendment. You must in the first instance, contact the manufacturer with full details of any discrepancy identified. You cannot adjust the invoiced amount until you've had agreement from DVLA's Accounts and Revenue Unit.

Monitoring and control – audit requirements

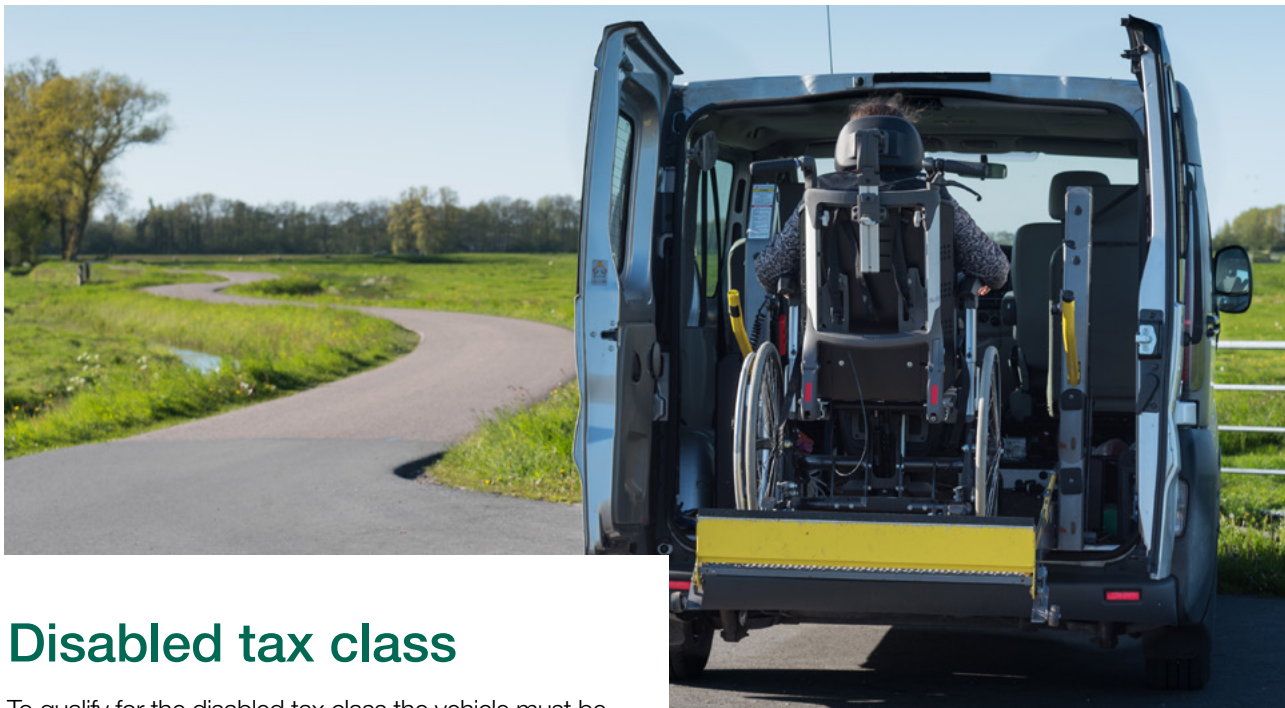
When using the RaV service, retailers have to confirm accuracy of registration details using an online declaration to confirm that the data input is verified and correct. This includes the accuracy of data input, checking the identity of the registered keeper and confirming entitlement of any tax exempt transactions. The retailer is no longer required to keep documentation to support validity of these elements.

If you are contracted to DVLA through a manufacturer, they are responsible for controlling and monitoring retailers using the RaV service. Your manufacturer is empowered to carry out random inspections and to report discrepancies to DVLA. The manufacturer will report to DVLA if a retailer is to be suspended or excluded from the RaV system.

DVLA audit unit may carry out random inspections of manufacturers' and retailers' premises.

DVLA reserves the right to remove any retailer from the RaV system for the loss of VED or vehicle registration fee or misuse.

A manufacturer's decision to terminate its RaV agreement with DVLA will result in the automatic removal of retailers from the RaV system.



Disabled tax class

To qualify for the disabled tax class the vehicle must be used by, or for the direct purposes of the person receiving the higher/enhanced mobility element of the disability entitlement. The vehicle must be registered in the disabled person's name or their nominated driver's name.

It must only be used for the disabled person's personal needs. It cannot be used by the nominated driver for their own personal use.

If the vehicle is used for any other purpose it should be taxed in the appropriate tax class.

The exemption can be claimed for one vehicle only.

The person shown on the disability certificate does not need to be shown as the registered keeper. The registered keeper does not need to be shown on the disability certificate.

Motability

A Motability vehicle must be registered in the customer's name as 'title code 5' followed by the customer's address.

Motability finance customers are not issued an exemption certificate but may present you with a Motability contract.

The Motability finance fleet number of 044441 must be entered into the dedicated DVLA fleet number field on the system. This applies to both GB and NI retailers.

5 Mr John Smith
10 Main Street
Swansea
SA1 1BD

Do not enter 'C/O Motability Finance Ltd' in the first line of the address field.

Acceptable certificates

The following certificates are acceptable: WPA 442, and MPB 1266, Enhanced Personal Independence Payment (PIP) and Armed Forces Independence Payment (AFIP), Child Disability Payment (CDP) or Adult Disability Payment (ADP). See pages 23-34.

Photocopies are not acceptable.

Department for Work and Pensions (DWP) issues the PIP and AFIP exemption certificates. The Service Personnel and Veterans Agency (SPVA) issues the WPA 442 and the MPB 1266 exemption certificates.

Certificate of Entitlement Personal Independence Payment (PIP)

The Certificate of Entitlement to PIP acts in the same way as the Certificate of Entitlement to DLA. If a registration number has been written on the PIP the customer must apply for a new certificate from DWP. Without a new certificate, they will be unable to tax their vehicle in the disabled tax class.

Examination of certificates

You must make sure that the certificate confirms that the customer is entitled to tax their vehicle in the disabled tax class and you must enter the registration number in the top right hand corner of the certificate.

Standard Personal Independence Payment (PIP)

If you are presented with a Standard PIP (see page 25) the customer is not eligible to tax in the disabled tax class but is entitled to a reduction of 50% of the vehicle tax, provided the customer has the standard mobility element of PIP.

As RaV is currently unable to calculate the 50% reduction in vehicle tax you have two options:

- 1) Pay the full VED rate and claim the 50% refund directly from DVLA.
To claim their 50% VED rate back customers must write to DVLA explaining the circumstances and include their Statement of Entitlement.
- 2) Customers that refuse or object to option 1 will have to have their vehicle registered using form V55.

This route will allow customers to pay the reduced rate of duty upfront. The Statement of Entitlement must accompany the V55 application where the 50% VED rate has been paid. Applications without a Statement of Entitlement will be rejected.

Child Disability Payment (CDP) and Adult Disability Payment (ADP)

These are the Scottish equivalent of PIP. Both awards include mobility components which entitle the recipient to a VED exemption or reduction. CDP when applied will always be at the higher rate resulting in the disabled tax class and nil duty, whereas ADP has both enhanced and standard rate elements.

The vehicle registration number should be annotated on the Certificate of Entitlement.

Number plates

To get your number plates made up you must become a registered number plate supplier (RNPS) even if you do not have the facility to make the plates up yourself.

To register as a supplier you can apply online at www.gov.uk/register-as-number-plate-supplier/dvla. Or you can phone DVLA on 0300 123 0797 or fill in form V940.

If you do not have the facility to make up your own number plates, once you become a RNPS you will be able to visit any other number plate supplier for them to make up your plates. Your name will appear on the bottom of the plastic plate as the 'Maker'.



Deregistration

You must make all RaV deregistration requests within 7 working days of the registration date (see form V996 for further information).

The cancellation of registration is an extra-statutory concession and will be withdrawn if abuse is identified. It may only take place when you register a vehicle in an independent customer's name and then, through no fault of your own, the sale falls through. This would effectively result in your being left with a second hand vehicle on your hands. In no circumstances will cancellation be allowed if:

- the vehicle has been registered in the retailer's name
- the vehicle has been registered in the name of an associated, parent or subsidiary company as the retailer, including associated leasing companies or car hire firms
- the vehicle has been used, for example, it has left the retailer's forecourt

A deregistration application may only be made by the retailer who registered the vehicle. An application for deregistration (form V996) can be downloaded from GOV.UK

DVLA must receive your application for deregistration within 7 working days of the registration date.

You must email your request to **deregistrations@dvla.gov.uk** or post it to:

Deregistration Team,
DVLA,
Swansea,
SA67JL

Once you get written agreement from DVLA, you (the dealer) will need to request that the manufacturer re-load the VIN into your RaV service or request a V55/1 application form. The VRN cannot be re-used so you will need to select another VRN. If the original registration was carried out using a personalised registration number you will not be able to re-register through the RaV service. Instead, you will need to request a V55/1 from the vehicle manufacturer for re-registration to take place.

If you are using a V55/1, please enter the letters 'DUP' in the duplicate box at the top of the form which is to the left of the 'Re-Reg' box (if the issuing manufacturer or import concessionaire has not already done this). The registration fee will need to be paid again.

Registering vehicles in the retailer's own name

- a) Do not register new vehicles in your own name, unless the vehicle is being registered for your own use.
- b) DVLA issues registration certificates (V5Cs) showing the number of previous keepers. Consequently, if you register a vehicle in your name the customer will be recorded as the second registered keeper.

Tax classes

The system can accept registrations with the following taxation classes.

Tax classes not listed must be registered through the V55 route.


Tax code	Literal on V5
01	HGV
02	Trailer HGV
10	Private HGV
11	Private/Light Goods
14	Special Vehicles
17	Bicycle
19	Electric Motorcycle
34	Bus
37	Steam Propelled Vehicle
39	Light Goods Vehicle
40	Agricultural Machine
44	Mowing Machine
47	Recovery Vehicle
48	Petrol Car
49	Diesel Car
50	Tricycle
55	General Haulage
57	Special Types Vehicles
59	Alternative Fuel Car
60	Crown Vehicle
65	Ambulance
66	Fire Engine
71	Fire Service

72	Lifeboat Haulage
73	Mine Rescue
75	Lighthouse Authority
76	Police
77	Limited Use
78	Disabled
79	Electric
81	Gritting Vehicle
82	Snow Plough
85	Disabled Passenger Vehicle
87	NHS Vehicle

For more detailed information about each of the tax classes, see leaflet V355/1 'Notes about tax classes' which is available at

www.gov.uk/government/publications/v3551-notes-about-tax-classes

Appendices



**Driver & Vehicle
Licensing
Agency**

Certificate of Entitlement

Please read the Guidance notes over the page
Online services available at dvlregistrations.dvla.gov.uk

Serial number

V750

Purchaser

Vehicle registration number Validation character

This vehicle registration number must be assigned to a vehicle **before**

Nominee

Certificate number

Date of agreement

1 Assigning this vehicle registration number

You can do this online at: www.gov.uk/put-registration-number-vehicle
If applying by paper the Purchaser named above **MUST fill in this section.**

I, the Purchaser named above, apply to assign this vehicle registration number to:

an unregistered vehicle or, Place an 'X' in the box that applies

a registered vehicle

Please fill in the vehicle registration number and validation character of the registered vehicle below. These details are shown in the vehicles details section of the Vehicle Registration Certificate (V5C).

Vehicle Registration Number Validation character

I understand that I have used my right to assign this vehicle registration number, and that any future application to transfer or retain this vehicle registration number will be subject to the Department for Transport's rules, as they exist at that time.

Purchaser (not Nominee) MUST sign in the box below:

Date _____

If you are signing for a partnership, limited company, or other legal entity, give your position in the firm: _____

If you want to add (if you do not have one) or change the Nominee details at the same time as assigning, you also need to fill in Section 2.

Official use only

Application type (tick box)

New	Used	C/T	Retention

EPOS receipt number _____

For sections 2, 3, 4 and 5 you can apply online at dvlregistrations.dvla.gov.uk or to apply using this Certificate, put an 'X' in the box to show what you are applying for.

2 Nominee details (read note C over the page)

Fill in this section if you want to add (if you do not have one), or change the Nominee details on this Certificate.

I, the Purchaser named opposite, apply to add or change the Nominee details.

First names

Surname

or **Company Name**

3 Purchaser's change of address details (read note D over the page)

Post town _____

Post code _____

Daytime phone number: _____

4 Give up the right to this registration number (Surrender)

I, the Purchaser named on the certificate, confirm that I wish to apply to give up (surrender) all rights to display this registration number. I understand that the assignment fee (£80) will be automatically refunded to the Purchaser, if this has already been paid. (Please see section E over the page for further details).

5 Certificate renewal

Please put an 'X' in the box for renewal.

You can apply to extend this certificate up to 28 days prior to its expiry.

6 Signature


Purchaser (not Nominee) MUST sign in the box below for Sections 2, 3, 4 and 5.

Date _____

If you are signing for a partnership, limited company, or other legal entity, give your position in the firm: _____

DVLA stamp	DVLA PR stamp
------------	---------------





**Driver & Vehicle
Licensing
Agency**

Retention Document

Please read the guidance notes over the page
Use **CAPITAL LETTERS** when you fill in this form.

Serial number

V778

Grantee

Vehicle registration number 2 Validation character 3

This vehicle registration number must be assigned to a vehicle **before**

Nominee

- Document reference number
- Date of issue of document
- Body type of the vehicle the registration number has come off

1 Assigning this vehicle registration number

You can do this online at: www.gov.uk/put-registration-number-vehicle
If applying by paper the Grantee **MUST** fill in this section. Please send the assignment application directly to DVLA, Swansea. Read note B over the page.
I, the Grantee, apply to assign this vehicle registration number on to:
An unregistered vehicle or, a registered vehicle Place an 'X' in the box that applies.
This vehicle registration number must be assigned to a vehicle before the date shown below.

Please fill in the vehicle registration number and validation character of the registered vehicle below. These details are shown in the vehicle details section of the Vehicle Registration Certificate (V5C).

Vehicle Registration Number 4 Validation character 5

I understand that I have used my right to assign this vehicle registration number, and that any future application to transfer or retain this vehicle registration number will be subject to the Department for Transport's rules, as they exist at that time.

Grantee (not Nominee) MUST sign in the box below:

Date _____

If you are signing for a partnership, limited company, or other legal entity, give your position in the firm: _____

If you want to add (if you do not have one) or change the Nominee details at the same time as assigning, you also need to fill in Section 2.

Official use only

Date of assignment 6 DVLA code 7 Section code 8 Output marker 9

Please put an 'X' in the box to show what you are applying for.

2 Nominee details (read note C over the page)
Fill in this section if you want to add (if you do not have one), or change the Nominee details on this Document.
I, the Grantee, apply to add or change the Nominee details on this Retention Document.

First names

Surname

or **Company Name**

3 Grantee's change of address details (read note D over the page)

Post town _____

Post code _____

Daytime phone number: _____

4 Give up the right to this registration number (Surrender)
I, the Grantee named on the certificate, confirm that I wish to apply to give up (surrender) all rights to display this registration number. I understand that the assignment fee (£80) will be automatically refunded to the Grantee, if this has already been paid. (Please see section E over the page for further details).

5 Certificate renewal
Please put an 'X' in the box for renewal.
You can apply to extend this certificate up to 28 days prior to its expiry.

6 Signature
Grantee (not Nominee) **MUST** sign in the box below for Sections 2, 3, 4 and 5.


Date _____

If you are signing for a partnership, limited company, or other legal entity, give your position in the firm: _____

DVLA use only	
Date received	Date processed

EPOS taxing information

T/C Period CC/CO₂ Value



1/21



(Name and address of client applicant)

**Social Security Scotland
PO Box 10300
Dundee
DD1 9FU
Freephone: 0800 182 2222
mygov.scot/benefits**

14 July 2021

Dear (name of client applicant),

Certificate of entitlement

We have sent you this certificate to show that you're eligible to apply for all of the following:

- a Blue Badge
- Vehicle Tax Exemption
- an accessible vehicle or equipment lease.

This is because we awarded you the higher rate of the mobility component of Child Disability Payment on 13 July 2021.

You'll be eligible until your Child Disability Payment review date on 13 January 2022. Payment will continue during the review until we make another decision on your award.

Your details

We have included your National Insurance number and address details on this certificate.

(National Insurance Number shown here)

These are needed by:

- local councils to process Blue Badge applications
- the Driver and Vehicle Licensing Agency to provide Vehicle Tax Exemption
- accessible vehicle or equipment providers to check your eligibility.

How to apply

To apply for a Blue Badge, you can either:

Dignity, fairness, respect.

OPS/BSG/Letter/001/VS./Dec-18

Page 1



- apply online at www.gov.uk/apply-blue-badge
- fill in a form at your local council office.

Some local councils may be unable to provide an in-person service due to COVID-19 restrictions.

To apply for Vehicle Tax Exemption on your own car or vehicle you can:

- take this certificate to a Vehicle Tax Service Post Office.

To find Post Offices that offer this service, go to www.gov.uk/financial-help-disabled/vehicles-and-transport.

To apply to lease an accessible vehicle:

- take this certificate to a participating dealership.

The dealership will check your eligibility with Social Security Scotland.

Find out more about these benefits and other benefits you may be entitled to by visiting mygov.scot/other-benefits-child-disability-payment.

Contact us

You can call us free on 0800 182 2222 if you want to get in touch. If you have any questions, we'll be able to help you quicker if you know your National Insurance number. Our opening times are Monday to Friday, 8am to 6pm.

If anything changes

If anything changes in your circumstances, you must let us know as soon as possible. You can call us free on 0800 182 2222. We're open Monday to Friday 8am to 6pm. We'll be able to access details of your application quicker if you know your National Insurance number.

You and your data

We will only share specific categories of your personal data with trusted partners where it is needed to help provide the service you require.

To find out more about how Social Security Scotland uses your data you can either:

- go to mygov.scot/social-security-data
- call us free on 0800 182 2222 and select the relevant benefit.

Yours sincerely,

(Name)

Dignity, fairness, respect.

OPS/BSG/Letter/001/VS./Dec-18

Page 2



Social Security Scotland
Tèarainteachd Shòisealta Alba

Deputy Director – Operations
Social Security Scotland

SAMPLE

Dignity, fairness, respect.

OPS/BSG/Letter/001/VS./Dec-18

Page 3



(Name and address of parent/guardian applicant)

Social Security Scotland
PO Box 10300
Dundee
DD1 9FU
Freephone: 0800 182 2222
mygov.scot/benefits

14 July 2021

Dear (Name of parent/guardian applicant)

Certificate of entitlement

We have sent you this certificate to show that (name of client) is eligible to apply for all of the following:

- a Blue Badge
- Vehicle Tax Exemption
- an accessible vehicle or equipment lease.

This is because we awarded (name of client) the higher rate of the mobility component of Child Disability Payment on 13 July 2021.

(name of client) will be eligible until their Child Disability Payment review date on 13 January 2022. Payment will continue during the review until we make another decision on their award.

Your details

We have included reference number and address details for (name of client) on this certificate.

(Reference number and address of client)

These are needed by:

- local councils to process Blue Badge applications
- the Driver and Vehicle Licensing Agency to provide Vehicle Tax Exemption
- accessible vehicle or equipment providers to check your eligibility.

Dignity, fairness, respect.

OPS/BSG/Letter/001/VS./Dec-18

Page 1



How to apply

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- fill in a form at your local council office.

Some local councils may be unable to provide an in-person service due to COVID-19 restrictions.

To apply for Vehicle Tax Exemption on your own car or vehicle you can:

- take this certificate to a Vehicle Tax Service Post Office.

To find Post Offices that offer this service, go to www.gov.uk/financial-help-disabled/vehicles-and-transport.

To apply to lease an accessible vehicle:

- take this certificate to a participating dealership.

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OPS/BSG/Letter/001/VS./Dec-18

Page 2



Social Security Scotland
Tèarainteachd Shòisealta Alba

Yours sincerely,

(Name)

Deputy Director – Operations

Social Security Scotland

SAMPLE

Dignity, fairness, respect.

OPS/BSG/Letter/001/VS./Dec-18

Page 3



(Name
and
address
of client
applicant)

Social Security Scotland
PO Box 10300
Dundee
DD1 9FU
Freephone: 0800 182 2222
mygov.scot/benefits

01 March 2022

Certificate of entitlement

Dear (name of client applicant),

We awarded you the enhanced rate of the mobility component of Adult Disability Payment on 23 February 2022.

This means that you may be entitled to apply for:

- Vehicle Tax Exemption
- an accessible vehicle or equipment lease.

A nominated driver can apply for these on your behalf if needed.

<The following paragraph will not display if the client is terminally ill or has an indefinite award>

Your Adult Disability Payment will be reviewed on 23 February 2024. Payment will continue during the review until we make another decision on your award. --->

For more information on these benefits and services go to mygov.scot/related-benefits.

Your details

We have included your National Insurance number and address details on this certificate.

These are needed by benefit providers to check eligibility.

National Insurance number: (National Insurance Number provided here)

How to apply

You can use this certificate as proof of an Adult Disability Payment award and also as proof of address when you apply for any of the following benefits and services.

Page 1



Vehicle Tax Exemption

To apply for Vehicle Tax Exemption as part of a new application or a renewal, take this certificate to a Post Office that deals with vehicle tax. To find Post Offices that offer this service go to postoffice.co.uk/branch-finder.

Accessible vehicles

To lease an accessible vehicle there must be 12 months or more remaining on the Adult Disability Payment award. Take this certificate to a participating dealership to apply. To find a dealership go to motability.co.uk/products/find-a-dealer.

Contact us

You can call us free on 0800 182 2222 if you want to get in touch.

If you have any questions, or want to speak to us about this letter, we'll be able to do this quicker if you know your National Insurance number.

Our call centre opening times are Monday to Friday, 8am to 6pm.

You and your data

To find out more about how Social Security Scotland uses your data you can either:

- go to mygov.scot/social-security-data
- call us free on 0800 182 2222 and select the relevant benefit.

Keeping your financial details safe online and over the phone

We'll never call or email you to ask for your card details. If you're unsure that a call or email is really from us, call us free to confirm on 0800 182 2222.

Yours sincerely,

(Name)

Head of Client Services Operations

Client Services Delivery



(Name and address of parent/guardian applicant)

**Social Security Scotland
PO Box 10300
Dundee
DD1 9FU
Freephone: 0800 182 2222
mygov.scot/benefits**

01 March 2022

Certificate of entitlement

Dear (Name of parent/guardian applicant),

We awarded (name of client) the enhanced rate of the mobility component of Adult Disability Payment on 23 February 2022.

This means that (name of client) may be entitled to apply for:

- Vehicle Tax Exemption
- an accessible vehicle or equipment lease.

A nominated driver can apply for these on (name of client) behalf if needed.

<The following paragraph will not display if the client is terminally ill or has an indefinite award>

(Name of client) Adult Disability Payment will be reviewed on 23 February 2024. Payment will continue during the review until we make another decision on their award. --->

For more information on these benefits and services go to mygov.scot/related-benefits.

(Name of client) details

We have included (name of client) National Insurance number and address details below. These are needed by benefit providers to check eligibility.

(Name, National Insurance Number and address of client)

Dignity, fairness, respect.



How to apply

You can use this certificate as proof of an Adult Disability Payment award and also as proof of address when you apply for any of the following benefits and services.

Vehicle Tax Exemption

To apply for Vehicle Tax Exemption as part of a new application or a renewal, take this certificate to a Post Office that deals with vehicle tax. To find Post Offices that offer this service go to postoffice.co.uk/branch-finder.

Accessible vehicles

To lease an accessible vehicle there must be 12 months or more remaining on the Adult Disability Payment award. Take this certificate to a participating dealership to apply. To find a dealership go to motability.co.uk/products/find-a-dealer.

Contact us

You can call us free on 0800 182 2222 if you want to get in touch.

If you have any questions, or want to speak to us about this letter, we'll be able to do this quicker if you know your National Insurance number.

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To find out more about how Social Security Scotland uses your data you can either:

- go to mygov.scot/social-security-data
- call us free on 0800 182 2222 and select the relevant benefit.

Keeping your financial details safe online and over the phone

We'll never call or email you to ask for your card details. If you're unsure that a call or email is really from us, call us free to confirm on 0800 182 2222.

Yours sincerely,

(Name)

Head of Client Services Operations

Client Services Delivery

Dignity, fairness, respect.

If you contact us, use this reference:
AB123456C – PIP.7001



Statement of Entitlement XX Month YYYY

As you're getting Personal Independence Payment, you may be able to get other benefits and services. You can use this to show your entitlement to Personal Independence Payment.

Please keep a copy of this letter for your records.

Mr John Jones is entitled to Personal Independence Payment at the following rate:

Daily Living component

Standard Rate of £XX.XX a week from XX Month YYYY for an ongoing period.

Mobility component

Standard rate for moving around of £XX.XX a week from XX Month YYYY for an ongoing period.

AB123456C – AFIP32

Armed Forces Independence Payment
Certificate of Entitlement to Armed Forces Independence Payment

**Certificate of Entitlement to Armed Forces Independence Payment Serial Number:
(NINO)**

This certificate confirms Mr John Jones is receiving an indefinite award of Armed Forces Independence Payment from XX Month XXXX and can apply for a free vehicle tax disc.

IMPORTANT! Please keep this certificate safe for the duration of your award. You'll need it to renew your free vehicle tax disc each year.

What to do next

Please read the enclosed Driver and Vehicle Licensing Agency (DVLA) leaflet. It explains how to use this certificate to apply for your free vehicle tax disc and how to renew the tax disc each year.

IMPORTANT! Don't return this certificate to the Department for Work and Pensions.

IMPORTANT! If your entitlement to the Armed Forces Independence Payment stops you must return your free vehicle tax disc and this certificate to Driving and Vehicle Licensing Agency at Swansea, SA99 1AL.

Register a vehicle

Retailer procedure guide

DVLA

Longview Road

Morrison

Swansea

SA6 7JL

gov.uk/dvla

RAV2

11/22