

Service Personnel and Veterans Agency

- When all the sections on your WPA0442 certificate have been filled-in you must apply **immediately** to the Service Personnel and Veterans Agency for a replacement (see page 7). This will ensure that you have a new certificate ready when you are next due to tax your vehicle.
- If any of your personal details have changed - for example your name or address, you must return your exemption certificate to the Service Personnel and Veterans Agency (see page 7). The certificate is not valid if any alterations are made to it.

Disability and Carers Service

You may have either a DLA 404(NI) or Certificate of Entitlement.

If you have a:

DLA 404(NI) certificate

- When this is full you must apply **immediately** to the Disability and Carers Services (see page 7) for a Certificate of Entitlement. This will ensure that you have a new certificate ready when you are next due to tax your vehicle.
- If your name or address have changed, you must return your DLA 404(NI) certificate to the Disability and Carers Service (see page 7). The certificate is not valid if any alterations are made to it.

Certificate of Entitlement

- You can only use this once to get a free tax disc at a Post Office® branch that issues tax discs or a DVA local office. The Disability and Carers Service will automatically send you a new Certificate of Entitlement around six weeks before your tax disc expires. If you do not receive this, you will need to contact them (see page 7), otherwise you will not be able to get a free tax disc.
- For further information, please see leaflet DLA 403(NI) that was sent to you with your new Certificate of Entitlement or contact the Disability and Carers Service directly (see page 7).

Further Information

- Exemption from vehicle tax for disabled people can only be claimed for one vehicle at a time. Any additional vehicles must be taxed in the appropriate tax class.
- An exemption certificate is only valid until the expiry date shown on it. If your DLA404(NI) or WPA 0442 certificate has expired, is full or has been lost you must apply to the relevant agency.
- If you sell your vehicle or the entitlement ends, you should return your free tax disc to DVA, Coleraine BT51 3TA or to a DVA local office. If you are returning the tax disc by post, please include a covering letter.
- If your entitlement ends you should contact the relevant Agency (see page 7) please do not return your exemption certificate to DVA Coleraine.
- You must fill in the exemption certificate and ensure that it is stamped by the counter clerk at the tax disc issuing office each time you apply for a free tax disc.

- If you are entitled to an exemption from vehicle tax and are in hospital for more than 28 days (84 for children), the exemption from vehicle tax still applies. The vehicle must continue to be used directly for the purposes of the disabled person.

For more information on registering and taxing vehicles:

- visit the website at www.nidirect.gov.uk/motoring
- see leaflet 'What you need to know about registering and taxing your vehicle' (V100(NI)), available from any DVA local offices or from us.
- phone DVA Vehicle Enquiry Section on 0845 402 4000 quoting the vehicle's registration number. (If you are deaf or hard of hearing and have a textphone, phone 028 7034 1351. This number will not respond to ordinary phones)
- write to DVA, County Hall, Castlerock Road, Coleraine, BT51 3TA, quoting the vehicle's registration number
- fax us on 028 7034 1422, or
- email us on the website www.dvlni.gov.uk

You can find the address of your nearest DVA local office:

- at www.nidirect.gov.uk/motoring or
- by phoning 0845 402 4000 (you will be asked to give your postcode).

DVA local offices are open between 9:15am to and 4pm Monday to Friday (with the exception of the 3rd Tuesday in every month when they will not open until 10am. This is for staff training).

What to do if you need further advice on the qualifying benefits

If you have any questions and/or require an entitlement certificate please write to or phone the relevant Agency shown below in Summary of Allowances.

Summary of Allowances

Type of Allowance	Type of Entitlement Certificate Issued	Certificate of Entitlement
Disability Living Allowance: the higher rate of the mobility component	Certificate of Entitlement and DLA404(NI)	Disability and Carers Service, Castle Court, Royal Avenue, Belfast BT1 1HR Tel: 028 9090 6182
War Pensioners Mobility Supplement	WPA0442	Service Personnel and Veterans Agency, Norcross, Thornton Cleveleys FY5 3WP Tel: 0800 1692277 Textphone users Tel: 0800 1693458



Driver & Vehicle Agency

Exemption from Vehicle Tax for Disabled People

For more information go to www.nidirect.gov.uk/motoring



If you have been granted certain mobility allowances or have an invalid carriage you may be entitled to a **FREE TAX DISC**.

This leaflet explains how to claim.



An Agency within the Department of the
Environment
www.doeni.gov.uk



You can apply for an exemption from vehicle tax if:

- you receive the higher rate of mobility component of Disability Living Allowance, or
- you receive War Pensioners Mobility Supplement, and
- the vehicle is registered in the name of the disabled person or the nominee named on the relevant exemption certificate issued by the appropriate Agency, or
- you have an invalid carriage

Invalid carriage

You do not need an exemption certificate to get a free tax disc for an invalid carriage. The vehicle must be registered in your name, weigh less than 509kg, be adapted for a disabled person and used or kept on a public road. You can find further information on taxing and registering invalid carriages on the website www.nidirect.gov.uk/motoring or by contacting your nearest DVA local office (see page 6 for contact details).

Restrictions on the use of the Vehicle

To qualify for the exemption the vehicle must be used by, or for the purpose of, the disabled person. For example, to get a prescription or shopping for the disabled person.

If the vehicle is ever used in a way which is not directly for the purposes of the disabled person the exemption will be lost and you will need to tax your vehicle in the appropriate tax class and pay the correct rate of vehicle tax.

How do you get your first free tax disc

If you are buying a new vehicle and it is being registered for the first time by a dealer, you will need to let them have your exemption certificate. They will register and tax your vehicle on your behalf. You should ensure that the exemption certificate is not kept by the dealer once the vehicle is taxed. They must return it to you.

If you are taxing a vehicle in the disabled tax class for the first time you can do this at any DVA local office. Postal applications can be made to DVA, County Hall, Castlerock Road, Coleraine BT51 3TA. (see page 6 for information on DVA local offices).

You will need to send or take the following documents to a DVA local office

- **Exemption Certificate** – Either the ‘Certificate of Entitlement’ or DLA 404(NI) issued by the Disability and Carers Service or the WPA0442 issued by the Service Personnel and Veterans Agency (see page 7).
- **Vehicle Registration Certificate (V5C(NI))** – the vehicle must be registered in the name of the disabled person or the nominee named on the exemption certificate. If this is not the case, you should fill in the keeper changes section on the V5C(NI) before you make your application.
Note: By law, the seller is responsible for telling us about

the change of keeper. When you buy a vehicle, the seller should fill in and tear off the ‘New keeper’s details’ (V5C/2(NI)) section of the V5C(NI) and give it to you.

If you only have the V5C/2(NI) you will need to fill in an ‘Application for a vehicle registration certificate’ (V34(NI)). You can get this from www.nidirect.gov.uk/motoring, Post Office® branches and DVA local offices. **The V34(NI) and V5C/2(NI) must be taken or sent to a DVA local office.** You only have 13 months from the date you bought the vehicle to use the V5C/2(NI). If the V5C/2(NI) has been previously stamped by a DVA local office or a Post Office® branch it will not be accepted and you will need to apply for a V5C(NI) (see ‘What to do if you do not have a V5C(NI)’, below).

- **Vehicle Licence Application form (V10(NI)) or a HGV Vehicle Licence Application’ form (V12(NI))** you will need to include the appropriate form if you apply by post or at a DVA local office. **Note:** a V12(NI) is only acceptable at a DVA local office. These forms are available from www.nidirect.gov.uk/motoring or from any DVA local offices and from us. The V10(NI) is also available from Post Office® branches
- **A Mot or Goods Vehicle Test (GVT) certificate**, if you need one for your vehicle. This must be valid on the date the tax disc starts.
- **An insurance certificate or cover note** – not a renewal invitation, policy, receipt or schedule. This must be valid on the date the tax disc starts.
All certificates and cover notes must be originals and not photocopies, faxed copies or downloaded copies.

What to do if you do not have a V5C(NI)

If you previously had a V5C(NI) for the vehicle and you no longer have a registration certificate or you have changed your name and/or address you will need to fill in an ‘Application for a vehicle registration certificate’ (V34(NI)) and pay the appropriate fee. You will need to provide proof of the changes. Acceptable documents are listed on the V34(NI).

Otherwise you will not be able to tax the vehicle without first obtaining a V5C(NI). You should apply for a V5C(NI) by filling in a V34(NI) and pay the appropriate fee.

What if you want to claim a refund on your current tax disc?

To apply for a refund, fill in an ‘Application for a refund of vehicle tax when you have the tax disc’ (V14(NI)) as soon as possible after you receive your free tax disc. You can get this from www.nidirect.gov.uk/motoring, Post Office® branches that issue tax discs, DVA local offices and from us.
Note: A refund is only payable for each full month still to run on the tax disc as long as your application is posted to us or handed in at a DVA local office before the first day of that month.

What happens when your free tax disc runs out?

About two weeks before your current tax disc runs out, the registered keeper should be sent a ‘Renewal reminder for a tax disc or Statutory Off Road Notification (SORN)’ (V11(NI)) or ‘Renewal reminder for a tax disc or Statutory Off Road Notification (SORN) for a Heavy Goods Vehicle (HGV)’ (V13(NI)). If you have had a V11(NI) or V13(NI) you can renew your vehicle tax as follows:

With a V11(NI) only

- In person at a Post Office® branch that issues tax discs (You can find details of your nearest Post Office® branch that issues tax discs by phoning 0845 722 3344 .
- In person or by posting your application to DVA, Coleraine, BT51 3TA.

With a V13(NI)

- In person at any DVA local office or by posting your application to DVA, Coleraine, BT51 3TA.

If you do not have a V11(NI) or a V13(NI)

You can use your V5C(NI) to tax your vehicle in the following ways.

- In person at a Post Office® branch that issues tax discs (Post Office® branches are unable to process applications that require a tax class change), or by posting your application to DVA, Coleraine, BT51 3TA. You will need to include a filled-in ‘Vehicle Licence Application’ form (V10(NI)). You can find details of your nearest Post Office® branch that issues tax discs by phoning 0845 722 3344.
- In person or at a DVA local office. You will need to include a V10(NI) with your postal application.
Note: you can only tax a Heavy Goods Vehicle (HGV) at a DVA local office or by post to DVA, Coleraine, BT51 3TA using a HGV Vehicle Licence Application’ form (V13(NI)). If you go to or apply by post, to either a Post Office® branch that issues tax discs or DVA local office, you will also need the following:
 - An insurance certificate or cover note. This must be valid on the date the tax disc starts.
 - A MoT or Goods Vehicle Test (GVT) certificate, if you need one for your vehicle. This must be valid on the date the tax disc starts.
 - A valid exemption certificate.

All certificates or cover notes must be originals and not photocopies, faxed copies or downloaded copies.

If you do not have a V5C(NI) see ‘What to do if you do not have a V5C(NI)’ on page 2.