

3 Preferred day, time and location of test (the test will be arranged to suit you, if possible)

Which test centre do you wish to use?

Preferred days/dates and times

4 Previous tests

Has a vehicle test certificate ever been issued in NI for this vehicle? Yes No

If Yes, please give its expiry date

5 Duplicate certificate

If you need a duplicate certificate because your last certificate has been lost, stolen, destroyed or defaced, please tick the correct box

Lost or stolen Destroyed Defaced and enclosed

Date and place of issue if known

6 Fee

(a) I enclose payment by cheque or postal order for £ Please make it payable to the DVA Testing and crossed 'A/C payee only'. Write the registration mark on the back. Do not send cash by post.

If you wish to pay by debit/credit card, visit any test centre or for Goods Vehicles under 3,500kgs only you may telephone the call centre (0845 247 2471) or log into our website (www.dvani.gov.uk).

7 Where to send your form and fee

Send your completed form and fee to the test centre where you wish the test to be carried out. If you are applying for a duplicate certificate, send your form and fee to any of our test centres or if you have a debit/credit card you can call the telephone booking line (0845 247 2471).

8 Speed limiter declaration: only complete this if there has not been any alteration or engine adjustment to exclude the vehicle from the speed-limiter requirement - see notes

I (full name)
(Owner/representative)

declare that vehicle
(Reg mark)

is incapable of exceeding 90 km/h when in its unladen condition and I confirm that there has not been any alteration or engine adjustment to exclude the vehicle from the speed-limiter requirement. I understand that it is an offence to make a false declaration.

Signature Position in business Date

* Important

If you **do not** get a test appointment letter **within 10 days**, you must tell the agency immediately. **If you do not, you are likely to lose your test fee.**

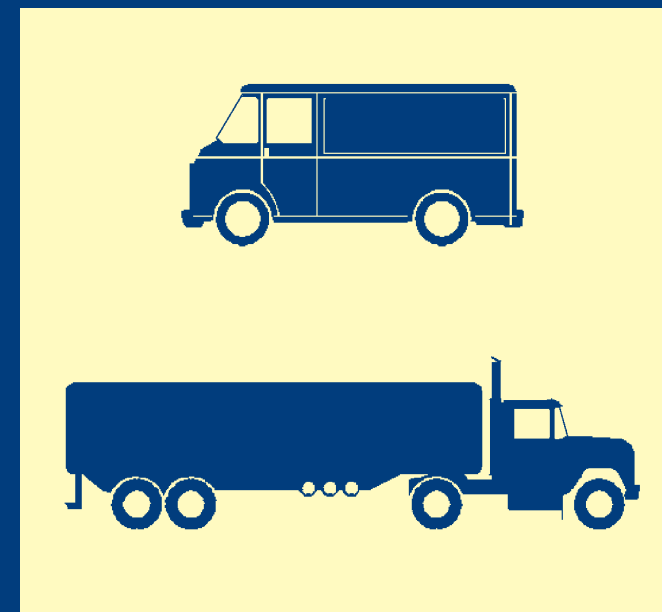
To book a vehicle test, the Department of the Environment uses personal data you provide. Personal data may also be used by the department and may be passed to authorised third parties for other purposes in accordance with the Data Protection Act 1998.



Application for a
Goods Vehicle Test Certificate GV2
(LGV and HGV tests)
excluding trailers

TELEPHONE OR ONLINE BOOKING
Book your goods vehicle test (up to 3,500kgs only)
by telephone 0845 247 2471
or online at www.dvani.gov.uk
Text Phone: 0845 247 2474
(debit/credit card payments only)

All calls charged at local rate
Calls are recorded for quality assurance purposes



CUSTOMER INFORMATION
Booking enquiries: 0845 247 2473
Fees information: 0845 758 1416
Customer help line: 0845 601 4094
Text phone help line: 028 9066 5453
www.dvani.gov.uk



Department of the
Environment
www.doeni.gov.uk

Issue 11(04/08) Review Date (04/10)

ARMAGH
47 HAMILTONSBAWN RD.
BT60 1HW
Tel: 028 3752 2699

BALLYMENA
PENNYBRIDGE INDUSTRIAL EST.
LARNE RD. BT42 3ER
Tel: 028 2565 6801

BELFAST
BALMORAL RD. BT12 6QL
Tel: 028 9068 1831

COLERAINE
2 LOUGHAN HILL INDUSTRIAL EST.
GATESIDE RD. BT52 2NJ
Tel: 028 7034 3819

COOKSTOWN
SANDHOLES RD. BT80 9AR
Tel: 028 8676 4809

CRAIGAVON
3 DIVINY DR. CARN INDUSTRIAL EST.
BT63 5RY
Tel: 028 3833 6188

DOWNPATRICK
CLOONAGH RD.
FLYING HORSE RD. BT30 6DU
Tel: 028 4461 4565

ENNISKILLEN
CHANTERHILL. BT74 6DE
Tel: 028 6632 2871

LARNE
BALLYBOLEY RD.
BALLYLORAN. BT40 2SY
Tel: 028 2827 8808

LISBURN
BALLINDERRY INDUSTRIAL EST.
BALLINDERRY RD. BT28 2SA
Tel: 028 9266 3151

LONDONDERRY
NEW BUILDINGS INDUSTRIAL EST.
VICTORIA RD. BT47 2SX
Tel: 028 7134 3674

MALLUSK
COMMERCIAL WAY
HYDEPARK INDUSTRIAL EST.
BT36 8YY
Tel: 028 9084 2111

NEWRY
51 RATHFRILAND RD. BT34 1LD
Tel: 028 3026 2853

NEWTOWNARDS
JUBILEE RD. BT23 4XP
Tel: 028 9181 3064

OMAGH
GORTRUSH INDUSTRIAL EST.
GT NORTHERN RD. BT78 5EJ
Tel: 028 8224 2540

OTHER USEFUL NUMBERS

ROAD TRANSPORT LICENSING DIVISION
(OPERATOR LICENSE ENQUIRIES)
Tel: 028 9025 4100

DVA Licensing (MOTOR TAX ENQUIRIES)
Tel: 0845 402 4000

(All calls charged at local rate)

Goods Vehicle Testing - Notes for Guidance

TESTING

When is the test due?

For light goods vehicles the test is due on the third anniversary of registration and then every year afterwards.

For heavy goods vehicles the test is due on the first anniversary of registration and then every year afterwards.

GETTING A TEST

How do I apply for the test?

By telephone *(Goods Vehicles under 3,500kgs only)*

Call 0845 247 2471 (calls are recorded for quality assurance purposes). When making a telephone booking you do not need an application form but it is advisable to have your registration documents, current test certificate and credit/debit card details handy.

By post

You may book a test by post. You will need to complete an application form and send it with the appropriate fee to the vehicle test centre (see list overleaf) at which you would like the test.

At the counter

You may book a test in person at any vehicle test centre (see list overleaf). When making a booking in person you do not need an application form but it is advisable to have your registration documents and current test certificate details.

The Belfast centre is open for booking from 9.00am to 4pm, Monday to Friday.
All other centres are open from 8.45am to 12.30pm and 1.15am to 4pm, Monday to Friday.

Online

Online (Goods Vehicles under 3,500kgs only)
You may book a test online at www.dvani.gov.uk. When making an online booking you do not need an application form but you must have your registration documents, current test certificate and credit/debit card details handy.

Do I need to apply in advance?

Yes. You should preferably apply about 6 weeks, but not more than three months, beforehand. We can issue a new test certificate up to 6 weeks before the current certificate expires. It will be dated from the current certificate's expiry date, as long as you inform the examiner and produce the previous certificate at the time of test.

How much does the test cost?

You can get information on fees on a 24-hour phone line, (08457) 581416.

Can I cancel my test appointment?

Yes, provided you give 1 clear day's notice. Clear days exclude Saturday, Sunday and public and bank holidays. Easter Tuesday counts as a public holiday but Good Friday does not. These days also exclude the date on which you tell us you wish to cancel and the date of the test. Example: if you wish to cancel a Tuesday appointment you must tell us by the previous Friday. We will only refund the fee if you give enough notice of the cancellation.

THE TEST ITSELF

What should I do before the test?

Make sure the vehicle is roadworthy with all its equipment working. It must be in a reasonably clean condition externally and internally, otherwise we may refuse the test and you would lose your fee.

What should I do when I arrive at the test centre?

Your appointment letter tells you which inspection lane number to go to. You will see equivalent numbers at the test centre. Drive to that lane number and wait. We will then ask you to drive your vehicle into the centre for inspection.

PASSING AND FAILING

What happens if the vehicle passes?

We give a Goods Vehicle Test Certificate, valid for 12 months, to the driver at the test centre. Keep it safe.

What happens if the vehicle fails the test?

You will get an inspection record sheet/notification of refusal listing the faults, and a retest application form. We charge reduced fees for retest applications if we receive them within 21 days of the full test.

Loss of certificate

If you lose your certificate, apply for a duplicate. Use this form but only complete sections 1, 2, 5, 6 and 9. Send your application and fee to our HQ. Alternatively, you can apply via our telephone booking on 0845 247 2471.

Change of ownership

If the vehicle is re-registered because of a change in registration or ownership, your certificate remains valid.

If I do not have a vehicle test certificate, can I use the vehicle?

No – unless it is being driven to or from the test centre.

APPEALS AND COMPLAINTS

Can I appeal against the examiner's decision?

Yes. You can appeal within 14 days of the decision. You can get appeal forms from test centres. You must pay another fee.

What happens if I appeal?

The vehicle will be re-examined and you will be asked about repairs etc, since the test. You must produce the inspection record sheet/notification of refusal and registration documents. If the examiner allows the appeal, we will issue a test certificate. If there are good reasons for the appeal, we may refund all or part of the fee.

How do I complain?

If you are not satisfied with the service you receive, you can use our complaints procedure. Please ask at the test centre for details. If you are unhappy about any aspect of our service, please try to resolve it before you leave the test centre.

Speed Limiter Requirements

(Goods vehicles with a maximum gross weight exceeding 3.5 tonnes only)

The following vehicles require a speed limiter unless exempt:

- Goods vehicles with a maximum gross weight exceeding 12 tonnes and first used on or after 1 January 1988.
- Goods vehicles fitted with a diesel engine and having a maximum gross weight exceeding 3.5 tonnes but not exceeding 12 tonnes first used on or after 1 October 2001. (unless exempt)
- Goods vehicles with a maximum gross weight exceeding 3.5 tonnes first used on or after 1 January 2005.

A vehicle is exempt from needing a speed limiter if the vehicle's construction means it cannot exceed 90km/h. If this is the case, you must complete the declaration at section 8 and be prepared to provide documentary evidence if asked for (If you do not show acceptable evidence, your vehicle may fail its test because it lacks a speed limiter).

Exhaust emission checks

For all vehicles we check for visible black or blue smoke.

For non Diesel Engine vehicles we use a gas exhaust analyser to make a metered check on exhaust emissions.

Vehicles excluded from this test include those with diesel engines, 2-stroke engines, goods vehicles with a maximum gross weight exceeding 3,500kgs, play buses.

Certain goods vehicles may require a diesel smoke test.

When presenting your vehicle please make sure it is at normal operating temperature when the test begins.

All DVA gas analysers are calibrated to a standard set by NAMAS (National Measurement Accreditation Service).

Vehicle Excise Duty - Reduced Pollution Concession

From 1 January 1999 certain goods vehicles over 3,500kg revenue weight and buses over 9 seats may be eligible to be licensed in a new tax class with lower rates of vehicle excise duty (VED). This applies if there is evidence that fitting a particulate trap has reduced pollution or that the engine design satisfies certain requirements. Participation in the scheme is voluntary. You can get more information from your local test centre (address overleaf).

Testable items

- Manufacture/no. plates
- Lights
- Direction indicators
- Rear markers/reflectors
- Windscreen
- Wipers/washers
- Horn
- Brake fluid level
- Electric wiring
- Suspension mountings
- Fuel system
- Tachograph/speedometer
- Mirrors
- Steering wheel/column
- Spray suppression
- Side guard/underrun
- Service brake pedal/operation
- Handbrake lever
- Seats and seatbelts
- Cab/body work and flooring
- Doors and locks
- Wheels and spokes
- Speedlimiter
- Dimensions
- Steering linkage/gear
- Suspension units (condition and attachment)
- Shock absorbers
- Oil leaks
- Engine/transmission mountings
- Transmission
- Exhaust
- Mechanical brake components
- Brake wheel units
- Fuel system and components
- Brake system components
- Underbody/chassis condition
- Tyres
- Hubs/bearings
- 5th wheel coupling/kingpin
- Headlight alignment
- Service brake test
- Secondary/handbrake test
- Smoke/exhaust emission
- Road test (if necessary)

FOR OFFICIAL USE	
Fee rec'd £ _____ Int _____	Cash/chq/PO/debit/credit card
Booking ref no. _____	
Appointment date _____	
Process date _____ Int _____	



Application for a

Goods Vehicle Test Certificate GV2 (LGV and HGV tests) excluding trailers

PLEASE USE CAPITALS

Please complete all parts of this form that are appropriate to your vehicle
Please read the notes opposite before completing the form

1 Details of vehicle – Please refer to the registration book

Registration mark

Make

Model/type

Chassis no.

Fuel type

Date of original registration

Please give any previous registration

Is this vehicle 4-wheel drive? Yes No

If the vehicle was used on the road before being registered in NI, please give its date of manufacture

Please tick the type of vehicle below



2-axle rigid



3-axle rigid



4-axle rigid



2-axle articulated



3-axle articulated

Please indicate the maximum gross weight on the VIN plate or vehicle excise disc

Up to 3,500kg

Over 3,500 up to 7,500kg

Over 7,500kg

For vehicles up to 3,500kg please give the following information

Overall height

Wheelbase

If a motor vehicle and trailer are to be tested, please give the Department's trailer ID mark and provide both forms together

NI/

Is the vehicle fitted with a speed limiter? Yes No

If you think the vehicle is exempt from speed-limiting requirements, please read the notes opposite and complete the declaration at section 8

2(a) Details of registered keeper

Please give full name and address

Title _____ Forename(s) _____
Surname _____
Address _____ _____
Town _____ County _____ Postcode _____
Date of birth _____ Email address _____
Home tel no. _____ Work tel no. _____

2(b) Details of person paying if different from 2(a)

Please give full name and address

Title _____ Forename(s) _____
Surname _____
Address _____ _____
Town _____ County _____ Postcode _____
Date of birth _____ Email address _____
Home tel no. _____ Work tel no. _____

A GOODS VEHICLE TEST CERTIFICATE DOES NOT GUARANTEE A VEHICLE'S CONDITION

Form continues on reverse