



How to apply for a free disabled tax disc

Who can apply for a free tax disc

The registered keeper can apply for a free tax disc to display in their vehicle. The vehicle's registered keeper could be:

- the person with the illness or disability, or
- someone who uses their vehicle **only** for the purposes of the ill or disabled person.

How to apply for a free tax disc for the first time

Applying for the first free tax disc is different from renewing it every year.

For new vehicles, the Certificate of Entitlement to Disability Living Allowance (DLA) and insurance certificate should be taken to the dealership in order to claim the free tax disc.

For used vehicles, when a free tax disc is first applied for, the tax class of the vehicle must be changed at a

Local Vehicle Licensing Office or posted to the Driver and Vehicle Agency, Postal Licensing Section, County Hall, Castlerock Road, Coleraine BT51 3TA. Take or send the following documents:

- application for a tax disc V10(NI)
- full vehicle registration certificate, V5C(NI)
- Certificate of Entitlement to DLA (please write the registration number of the vehicle in the top right hand corner)
- a certificate of insurance or cover note (downloaded or faxed copies are acceptable, photocopies are not), and
- an original MoT or GVT certificate (if your vehicle needs one).

For your nearest DVA local office go to **www.nidirect.gov.uk/motoring** or phone 0845 402 4000 (you will be asked to give a postcode).

The vehicle can still be taxed without the full registration certificate. Take or send the V5C/2(NI) 'New Keeper Supplement', a completed 'Application form for a vehicle registration certificate' (V34(NI)) and an 'Application for a tax disc' (V10(NI)) along with the documents listed above to your nearest DVA local office.

Continued overleaf



An Agency within the Department of the

Environment

www.doeni.gov.uk

INS216NI

8/11



How to renew the free tax disc

Once the tax class of the vehicle is shown as disabled, the 'Renewal reminder to get a tax disc or make a Statutory Off Road Notification (SORN)' (V11(NI)) or V5C(NI) can be used in the following ways:

- at a Post Office® branch that issues tax discs
- at a DVA local office, or
- posted to the Driver and Vehicle Agency, Postal Licensing Section, County Hall, Castlerock Road, Coleraine BT51 3TA

For your nearest Post Office® branch that issues tax discs go to **www.nidirect.gov.uk/motoring** or contact the Post Office® Customer Helpline on 0845 722 3314

For further information, including the V188(NI) leaflet, go to **www.nidirect.gov.uk/motoring**

The use of the vehicle in the disabled tax class

The vehicle must either be used by the disabled person, or someone else who only uses their vehicle to help them, for example, to get prescriptions or shopping for the disabled person.

If the exemption no longer applies

If the vehicle is not used as described above or the disabled person is no longer entitled to the Higher Rate Mobility Component of Disability Living Allowance, the vehicle must be taxed in the appropriate tax class at a DVA local office using the V5C(NI), an insurance certificate, MoT/GVT (if applicable), a completed 'Application for a tax disc' (V10(NI)) and the appropriate fee (if applicable). The free tax disc previously issued must then be returned on a V14(NI) Application form along with the Certificate of Entitlement to DLA.

For your nearest DVA local office, see over the page.

When to get a replacement Certificate of Entitlement to DLA

A replacement Certificate of Entitlement to DLA is needed when:

- the registered keeper or their vehicle has changed, or
- the Certificate of Entitlement to DLA has been lost, stolen or damaged.

To get a replacement, contact the Disability and Carers Service:

- by phone on 028 9090 6182, or
- write to Disability and Carers Service, Castle Court, Royal Avenue, Belfast, BT1 1HR.

Important

If you do not apply for, and receive, a new Certificate of Entitlement to DLA when you change your vehicle, you will be unable to apply for a free vehicle tax disc.