

3. VEHICLE DETAILS cont...please tick/complete the appropriate boxes below

(See note 3 in Guidance Notes)

3e. What class is the vehicle?

Class I II III IIS A B

3f. Chassis Make

◆ Model

◆ Date of Manufacture

Month

Year

3g. Body Make

◆ Model

◆ Date of Manufacture

Month

Year

3h. What type of transmission does it have?

Manual

Automatic

Other

3i. Is a speed limiter fitted?

YES

NO

Note: If 'NO' you will need to provide documentary evidence to demonstrate why a speed limiter is not required.

3j. Number of Passengers (Maximum)

Upper Deck

Lower Deck

Standeers

Wheelchairs

3jii. Do you require the vehicle to be approved in more than one seating configuration?

YES

NO

3k. Fuel type

Petrol

Diesel

Gas

Electric

Other

3l. Capacity of fuel tank(s):

Litres

3m. Engine make and code

3n. Engine number

3o. Where is the engine number located?

3p. Date of manufacture of engine

3q. Engine capacity

cm³ (cc)

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

kw (bhp) @

RPM

4. BRAKES, TYRES AND SUSPENSION

Please tick/complete the appropriate boxes below

(See note 4 in Guidance Notes)

4a. What type of brake system is fitted?

Full Air

Air/Vacuum Hydraulic

Hydraulic

Electric

Other

4b(i) What is the split arrangement of the service brake system?

(see guidance notes)

4b(ii) Is the manufacturers designated secondary brake part of the Service brake system? (see guidance notes)

Yes

NO

4b(iii) If the answer to 4b(ii) is 'NO' which axle or axles operate on the secondary brake system?

Axle 1

Axle 2

Axle 3

Axle 4

4b(iv). Which axle(s) have parking brakes fitted?

Axle 1

Axle 2

Axle 3

Axle 4

4c. Is a transmission parking brake fitted?

YES

NO

4d. Is there an auxiliary braking device fitted?

(i.e. retarder, exhaust brake etc.)

YES

NO

If 'YES', what type of device?

4e. Tyre/suspension fitment details.

Axle (numbered front to rear)	Tyre Size and Type	Load Index	Speed Rating	Twin or Single	Suspension Type (air, steel, hydraulic etc)
Axle 1					
Axle 2					
Axle 3					
Axle 4					

5. EXTERNAL DIMENSIONS Please complete the appropriate boxes below

(See note 5 in Guidance Notes)

5a.	Overall Length		mm
5b.	Overall Width		mm
5c.	Overall Height		mm
5d.	Distance between centre line of axles: 1-2		mm
	Distance between centre line of axles: 2-3		mm

6. WEIGHT DETAILS

Please tick/complete the appropriate boxes below ▼

(See note 6 in Guidance Notes)

6a. Vehicle weights (kg) :

Maximum design weights ▼

Axle 1 lbs / kgs	<input type="text"/>	Axle 2 lbs / kgs	<input type="text"/>	Axle 3 lbs / kgs	<input type="text"/>	Gross lbs / kgs	<input type="text"/>	Train lbs / kgs	<input type="text"/>
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If the vehicle is a 'converted vehicle', and the weights shown above are higher than those allocated by the original manufacturer, please provide the original weights.

Original design weights ▼

Axle 1 lbs / kgs	<input type="text"/>	Axle 2 lbs / kgs	<input type="text"/>	Axle 3 lbs / kgs	<input type="text"/>	Gross lbs / kgs	<input type="text"/>	Train lbs / kgs	<input type="text"/>
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Maximum weights (anticipated) in Great Britain ▼

Axle 1 lbs / kgs	<input type="text"/>	Axle 2 lbs / kgs	<input type="text"/>	Axle 3 lbs / kgs	<input type="text"/>	Gross lbs / kgs	<input type="text"/>	Train lbs / kgs	<input type="text"/>
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6b. Unladen Weight :

Axle 1

 kgs

Axle 2 / 3

 kgs

Provide at time of test?
(please indicate if 'Yes') ►

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

 litres

Provide at time of test?
(please indicate if 'Yes') ►

SECTION B - APPROVAL

7. VEHICLE COMPLIANCE

Please tick/complete the appropriate boxes below

(See note 7 in Guidance Notes)

7a. Has the vehicle been imported following registration or use in another country?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
<i>If 'YES', from which country?</i>				
7b. Does the vehicle have an ECWVTA or NSSTA Certificate of Conformity as an "incomplete", "complete" or "completed" vehicle?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
<i>If 'Yes' please give the Approval number including Variant</i>				
7c. Does the vehicle have a European Individual Approval Certificate from another EU country?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
<i>If 'YES', please enclose a copy</i>				
7d(i). Has the vehicle been Type Approved to the requirements of Directive 2001/85/EC?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
<i>If 'YES' please enclose a copy of the Type Approval Certificate</i>				
(ii). Does the approval include the requirements of Annex VII "Accessibility"	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
7e(i). Has the vehicle been Type Approved to the requirements of UNECE Reg. 107.02?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
<i>If 'YES' please enclose a copy of the Type Approval Certificate</i>				
(ii). Does the approval include the requirements of Annex VIII "Accessibility"	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

7f. If the answer to question 7d and 7e is 'No',

(i) Is the vehicle to be assessed against an existing tilt report	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
<i>If 'YES' is the vehicle of identical specification to that described on the nominated report? (If 'NO' see guidance)</i>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
(ii) Has the vehicle structure been strength tested? (Class II and III only)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
(iii) Are the materials in the engine compartment either non flammable or covered by impermeable material?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
(iv) In all cases where a single fuse/circuit breaker is used to protect <u>more than one</u> electrical circuit, does it have a maximum rating of not more than 16 amps?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
(v) Is the vehicle fitted with at least two internal lighting circuits?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
(vi) Is the vehicle fitted with two or more sliding doors, one of which is the emergency door?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
<i>If 'YES' has the vehicle been tested to the requirements of UNECE Regulation 33? (Class A and B only)</i>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
(vii) Is the vehicle fitted with a retractable step?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
<i>If 'YES' to 7f(vii), has a step deflection test been carried out in respect of each retractable step?</i>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
<i>If 'YES' to 7f(vii), is the step fitted to the vehicle to the manufacturers instructions?</i>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
(viii) If the vehicle has a wheelchair position(s), has the restraint system been tested?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
<i>If 'YES' is a test report available for the backrest (rear facing wheelchair) or restraints confirming compliance with Regulation 107.2 or EC 2001/85?</i>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

7g. Has the vehicle been modified since being previously approved? <i>If 'YES' please give details</i>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
7h.(i) Has the vehicle been fitted with any electronic equipment following approval? <i>If 'YES' please state below what equipment is fitted.</i>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
7h.(ii) <i>If 'YES' to 7h(i), is the equipment operational when the vehicle is being used on the road?</i>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
<i>If 'YES' to 7h(ii), is the equipment approved and displaying a manufacturer's "e", "E" or "CE" approval marking</i>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
7i. Is the vehicle fitted with a Combustion Heater?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
<i>If 'YES' is the equipment approved and displaying a manufacturers 'e' or 'E' approval marking?</i>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
7j. Has the vehicle had a 'One-Off' test?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
<i>If 'YES' please give the Test Report Number (if known)</i>				
7k. Is the vehicle a precedent vehicle that has a Model Report?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
<i>If 'YES' please give the Model Report Number (if known)</i>				
7l. Is the vehicle to be assessed against an existing Model Report?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
<i>If 'YES' please give the Model Report Number (if known)</i>				
7m. (i). Is this application being made by the original vehicle chassis or body manufacturer?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
7m. (ii). Is this application supported by a letter of compliance in respect of <u>all</u> the chassis related items listed in Annex A Section 1 from the chassis manufacturer?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
7m. (iii). Is this application supported by a letter of compliance in respect of <u>all</u> the body related items listed in Annex A Section 1 from the body manufacturer?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

Please Note : *If the answer to 7m(i), 7m(ii) and 7m(iii) is 'YES' then you do not need to complete ANNEX A*
Note : If the application is being made by the original chassis or body manufacturer and is supported by chassis specific evidence of compliance listing all the mandatory Directive items listed in **ANNEX A Section 1**, then you do not need to complete Annex A. Approval / Test Reports do not need to be submitted with the application but must be available if requested by VCA, VOSA or DVA.

If you are not the original vehicle chassis or body manufacture e.g. body convertor or importer etc, you are required to complete **ANNEX A** and in addition, provide copies of evidence of compliance i.e. Approvals / Reports / letters of compliance from the manufacturer, to support your application.

SECTION C – DECLARATION, SIGNATURE AND DATA PROTECTION

8. DATA PROTECTION, DECLARATION AND SIGNATURE

DATA PROTECTION ACT 1998 – The personal information you provide on this form will be used for the purposes of DVA's statutory functions. It will not be disclosed to other organisations unless required or permitted by law.

Please note: The Driver & Vehicle Agency (DVA) may require further information or clarification regarding the completion of this application form or supporting documentation you have supplied. Please be aware that DVA or the Vehicles & Operator Services Agency (VOSA) who work in partnership with DVA may contact you in order to process the application.

Signature:

Print Full Name:

Date:

Please send all fully completed application forms, supporting documents and your payment to :

IVA Section, Driver & Vehicle Agency, Malone Lower, Balmoral Road, Belfast, BT12 6QL

NI customers only - further information can be found on our website – www.nidirect.gov.uk or via the

IVA SECTION – 02890 541841 or by email to dva.ivaqueries@doeni.gov.uk

Official Use Box :

ANNEX A

This application is required to be supported by evidence of Directive compliance in respect of the items listed in section 1.

Please list the reference number of the document that provides the evidence required and provide the following:

- full copies of any manufacturer's letter of compliance, or
- full copies of any test report or
- the first few pages of any approval sufficient to identify approval number and vehicle specific details

In the case of an existing Model Report not owned by the applicant, a letter of authorisation to use the Model Report will be required.

As an alternative to compliance with the listed Directives, evidence of compliance with the comparable ECE Regulations will be acceptable.

Note: For assessment purposes, an authorised copy of the evidence of compliance will be acceptable in most cases.

YOU MUST PRODUCE THE ORIGINALS AT THE TIME OF TEST.

ITEM NO	SUBJECT	DIRECTIVE REQUIREMENT	NUMBER OF APPROVAL, TEST REPORT OR MODEL REPORT DEMONSTRATING COMPLIANCE	PHOTOCOPY INCLUDED '✓'
Section 1 - MANDATORY EVIDENCE OF DIRECTIVE COMPLIANCE REQUIRED				
1	Noise	70/157/EEC to 1999/101EC		
2	Emissions (M2 only)	70/220/EEC to 2003/76 Row B (Euro 4) - or		
2	Emissions (contd)	88/77/EEC to 2001/27/EC Row B1 (Euro 4) - or		
2	Emissions (cont) *(from D.O.M. 1-10-09 onwards)	88/77/EEC to 99/96/EC Row B2 (Euro 5)		
3A	Fuel Tank(s)	70/221/EEC to 2006/20/EC		
3B	Rear Protective devices Under-Run *see Guidance Notes	70/221/EEC to 2006/20/EC		
5	Steering Effort	70/311/EEC to 1999/7/EC		
9	Braking	71/320/EEC to 98/12/EC		
10	EMC (Base vehicle only)	72/245/EEC to 2006/28/EC		
13	Anti-Theft *see Guidance Notes	74/61/EEC to 95/56/EC		
15	Seat Strength – Conversion (2nd Stage) (where a belt is secured to a seat frame)	74/408/EEC to 2005/39/EC		
19	Seat Belt Anchorages – Base Vehicle (all vehicles where belts are fitted –see notes)	76/115EEC to 2005/41/EC		
19	Seat Belt Anchorages – Conversion (2nd Stage) (all vehicles where belts are fitted)	76/115EEC to 2005/41/EC		

52	Buses & Coaches	2001/85/EC or ECE Reg. 107.02		
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Alternative to Item 52 above – please supply the following information if applicable :

52 A	Stability (Tilt) Test (not Class B with less than 17 seats)	ECE Reg 107.02		
52 A (Option)	Stability (single deck only)	ECE Reg. 13.11		
52 B	Structural Strength (Class II and III only)	ECE Reg. 66		
52 J	Sliding Emergency Door (Class A and B only)	ECE Reg. 33		
52 Z	Wheelchair Restraints	2001/85/EC or ECE Reg 107.02		

Section 2 - EVIDENCE OF DIRECTIVE COMPLIANCE OPTIONAL
(May be assessed by visual inspection)

4	Rear Registration Plate Space	70/222/EEC		
7	Audible Warning	70/388/EEC to 87/354/EEC		
8	Indirect Vision	2003/97/EC		
17	Speedometer and Reverse Gear	75/443/EEC to 97/39/EC		
18	Statutory Plates	76/114/EEC to 78/507/EEC		
20	Installation Of Lights	UNECE REG 48.03		
21	Retro Reflectors	76/757/EEC to 97/29/EC		
22	End Outline, Position, Stop and Side Marker Lamps	76/758/EEC to 97/30/EC		
23	Direction Indicators	76/759/EEC to 99/15/EC		
24	Rear Registration Lamp(s)	76/760/EEC to 97/31/EC		
25	Headlamps	76/761/EEC to 99/17/EC		
26	Front Fog Lamps	76/762/EEC to 98/18/EC		
27	Towing Hooks	77/389/EEC to 96/64/EC		
28	Rear Fog Lamp(s)	77/538/EEC to 99/14/EC		
29	Reverse Lamp(s)	77/539/EEC to 97/32/EC		
30	Parking Lights	77/570/EEC to 99/16/EC		
31	Seat Belts	77/541/EEC to 2005/40/EC		
33	Identification of Controls	78/316/EEC to 97/53/EC		
34	Defrost/Demist	Visual Inspection		
35	Wash/Wipe	Visual Inspection		
36	Heating System (if fitted) *see Guidance Notes	2001/56/EC to 2006/119/EC		

45	Safety Glass	ECE Reg 43.00		
46	Tyres	92/23/EEC to 2005/11/EEC		
47	Speed Limiters	92/24/EC to 2004/11/EC		
48	Masses and Dimensions	97/27/EC to 2003/19/EC		
50	Couplings	94/20/EC		
51	Flammability (Class III only)	95/28/EC		



GUIDANCE NOTES

APPLICATION FOR INDIVIDUAL VEHICLE APPROVAL (IVA) - M2/M3 CATEGORY VEHICLES

Passenger Vehicles having more than 8 passenger seats
The Road Vehicles (Approval) Regulations 2009

SECTION A - GENERAL

1. APPLICANT TYPE AND CONTACT DETAILS

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.

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. Payment Method.

Please make your cheque or postal order payable to 'DVA'. You can check the fees on the NI Direct website <http://www.nidirect.gov.uk/individual-vehicle-approval-test-fees> or via the **IVA SECTION – 028 905 41841** or by email to dva.ivaqueries@doeni.gov.uk

If you want to pay by credit/debit card, tick the appropriate box but do **not** write your card details on the application form. You will need to bring the completed application form with you to your nearest DVA vehicle test centre to pay by credit/debit card over the counter.

Please do not send notes, coins or Giro transfers in the post. These can be accepted over the counter, along with your completed application form at any DVA test centre.

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 then:

- you can request a later appointment or
- ask for a refund [A fee of **£100** will be retained by DVA]

2. If you give not more than 3 working days notice prior to the appointment date then:

- The whole fee will be forfeited

3. VEHICLE DETAILS

3a. Vehicle Identification Number (VIN) or chassis 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 may perform a security check on the VIN and refer you to your local DVLA office who will give you a new number. Please make sure you write the number in **full**.

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.

3c. 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.

3d. 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 a 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

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 maximum engine power and the engine speed at which it is obtained?

Please provide the manufacturer’s quoted engine 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, or by contacting the manufacturer.

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.

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.

SECTION B - APPROVAL

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.

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, gas 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; however, **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).

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 the websites (see 2a).

7f (i). Has the vehicle had a stability (tilt) test?

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? 7f (vii).

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

7g. Has the vehicle been modified since being previously approved?

Any alterations to the structure or fixed equipment of the vehicle which affect its carrying capacity and alterations to any part of a braking system or its means of operation must be stated. Modifications to any system previously approved must also be indicated in this section.

7h. 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 trailer 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.

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 DVA conducting a visual inspection to establish compliance.

Item 3A – Fuel Tanks

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 – 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 NI Direct Website; www.nidirect.gov.uk/index/information-and-services/motoring/owning-a-vehicle/mot.htm.

Item 36 – Heating Systems

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 UNECE 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.

DVA TEST LOCATIONS		
Test Centre	Address	Phone Number
BELFAST	66 Balmoral Road, Malone Lower, Belfast, BT12 6QL	02890 681831
COOKSTOWN	Sandholes Road, Coolkeeghan, Cookstown, BT80 9AR	02886 754809

Important Information

Please note: The Driver & Vehicle Agency (DVA) may require further information or clarification regarding the completion of this application form or supporting documentation you have supplied. Please be aware that DVA or the Vehicles & Operator Services Agency (VOSA) who work in partnership with DVA may contact you in order to process the application.



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