

**Please**

- write clearly in **BLACK INK** and **CAPITAL** letters
- send your Registration Certificate V5C(NI)
- remember to sign and date the form

# Statutory Off Road Notification (SORN)

## V15(NI)

### 1 Vehicle Details

Vehicle Registration Mark

2

Check Digit

(Found on the Registration Certificate to the right of the registration mark)

Make of vehicle \_\_\_\_\_

(e.g. Rover, Ford, Vauxhall etc.)

Model of vehicle \_\_\_\_\_

(e.g. 416, Escort, Vectra etc.)

Miles/Kilometres\* (delete as appropriate)

You are not required by law to give this information but it may help counteract fraud.

### Official Use Only

SORN

Licence No.

K N A VP

Changes Notified

Mail Room Date Stamp

Office Date Stamp

### Address at which the vehicle will be kept off road

(If different from address below)

Address

Post town

Postcode

### 2 Your Details

Title or business name

Forename(s)

Surname

Address

E-mail address

Post town

Postcode

Date of Birth

Driver Licence No.

### 3 SORN Declaration Details - Declaration must be made as soon as the vehicle is taken off the road

- State date of expiry or surrender of the last licence \_\_\_\_\_

If you do not know this because you acquired the vehicle without a licence give the actual date you acquired it.

- State the date you want the SORN declaration to run from 1st \_\_\_\_\_ 20\_\_\_\_\_ (Sorn declarations cannot be back dated.)

- If you are also submitting the Registration Certificate to register the vehicle in your name, please ensure that the date of commencement of SORN given above is **not** earlier than the date you acquired the vehicle. If the V5C(NI) is lost a form V34(NI) must be completed.

- Answer this question if there is a break between the dates above

Has the vehicle been kept (e.g.parked) or used on a public road at anytime between these dates.

(Other than for a pre-arranged compulsory vehicle test)?

Answer Yes or NO \_\_\_\_\_ .

Keeping or using an unlicensed vehicle on a public road is an offence which could result in the maximum fine of £1,000 or five times the annual rate of duty, whichever is the greater.

### 4 Declaration

- I declare I am the registered keeper of this vehicle, **it will be kept on private property** and it will not be used or parked on a public road from the date given above, until a licence is applied for.
- I declare that I have checked the information provided on this form and I believe it is correct.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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

DVA Local Office Date Stamp

Official use only



### A Guidance notes

If your vehicle tax has expired and you are not using or keeping it on the public road, you must tell DVA. This is called declaring **SORN**, which stands for **Statutory Off Road Notification**. If you do not declare SORN when you should, you could be fined up to £1,000 or 5 times the annual rate of duty, whichever is greater. When your tax expires there is no longer the option to do nothing. You must either re-tax or declare SORN.

- If your tax expires and your vehicle is not being kept or used on a public road, you must declare SORN. If you fail to do so you could be fined. **It is an offence to do nothing.** There is no need to make a SORN declaration for a vehicle if the tax disc is valid.
- You **must** produce your **Registration Certificate OR** if the certificate is lost, a **completed V34(NI) form** 'Application for a Vehicle Registration Certificate V5C(NI)' (£25 fee applicable) when declaring SORN with this form. V34(NI) forms are available from DVA Coleraine, any of our Local Offices or [www.dvani.gov.uk](http://www.dvani.gov.uk).
- Only the keeper of a vehicle should complete this form. This declaration is valid for 12 months, unless you re-tax, sell, permanently export or scrap the vehicle before the 12 months have elapsed. We will normally send you a reminder when your Statutory Off Road Notification (SORN) declaration is about to expire.
- If you sell, permanently export or scrap a vehicle you must tell DVA immediately. The notes on the Registration Certificate explain what to do.
- The maximum penalty for making a false declaration by declaring SORN when a vehicle is actually used or kept unlicensed on a public road is £5,000 and imprisonment.
- If you want to put your vehicle back on the public road, **you must re-tax it first.**
- **Once you have made a SORN declaration and we have received it, we will send you an acknowledgement. If you do not receive an acknowledgement, within 15 days please contact DVA** (address listed below).

### B Where to take your documents

**In person** – Take this application and your Registration Certificate or (if your Certificate is lost) V34(NI) form to any DVA Local Office.

Opening hours: Mon – Fri 9.15am – 4.00pm, except 3rd Tuesday of each month 10.00am – 4.00pm.

**By Post** – Send the completed application to:  
Driver & Vehicle Agency  
SORN Section  
County Hall  
Castlerock Road  
Coleraine  
BT51 3TA

### C Changes to details printed on the Registration Certificate V5C(NI)

If the details printed on your Registration Certificate differ from those given overleaf e.g.:

- You are the new keeper: or
- You have changed your name or address

Your Registration Certificate will be amended when the SORN declaration is being processed.

### D Changes to Vehicle details

If there are changes to any of the vehicle details printed on the Registration Certificate you must complete section 6/7 of your Registration Certificate.

**Note: Change of vehicle details can only be processed at DVA, County Hall, Castlerock Road, Coleraine BT51 3TA.**

Postage must be paid on the envelope or DVA can refuse to accept it. Please allow 4 weeks for the return of the Registration Certificate. (Every effort will be made to return your book sooner than this.)

### E Further information

**For further information, application forms etc. please contact:-** DVA, Vehicle Enquiry Section, Telephone 0845 402 4000, International Tel: +44 120 477 0768 or Fax (028) 7034 1422 between 9.00am – 5.00pm Mon to Fri or contact any Local Vehicle Licensing Office (addresses and telephone numbers can be found in the Telephone Directory under Government Offices). Hearing impaired Minicom users can telephone on (028) 7034 1351. All calls are charged at Local Rate. Basic information can be obtained on the vehicle enquiry number outside office hours. You can also visit our website on [www.dvani.gov.uk](http://www.dvani.gov.uk) or you can e-mail us at: [dvlni@doeni.gov.uk](mailto:dvlni@doeni.gov.uk)

If you are not satisfied with the service you have received, please request our leaflet titled Customer Feedback, or our Customer Service Guide.

#### V100(NI)

Our booklet V100(NI) provides information on Registering and Licensing your vehicle and can be obtained by contacting DVA. (Details above).

**Please note** – If you are posting your application, postage must be paid on the envelope or DVA can refuse to accept it.

The information on this form was correct at the time of printing.

