



**THIS FORM IS FOR
NORTHERN IRELAND
IVA APPLICATIONS
ONLY**

IVA 1H

FOR OFFICIAL USE

Fee rec'd £ _____ Int: cash/chq /PO/debit/credit card

Booking Ref No _____

Record ID No _____

Test Centre Instruction _____

APPLICATION FOR INDIVIDUAL VEHICLE APPROVAL (IVA) - N2/N3 CATEGORY VEHICLES
Goods Vehicles having a maximum mass exceeding 3500kg
The Road Vehicles (Approval) Regulations 2020

Before completing this form, you **MUST READ** and understand the information provided in the corresponding **IVA 1H GUIDANCE NOTES**.

FAILURE TO COMPLETE THE FORM ACCURATELY OR IN FULL COULD RESULT IN DELAYS OR REJECTION

Where the application is supported by a copy of a **valid** 'incomplete' or 'complete' EC Certificate of Conformity and the 'base' vehicle has not been modified, it will not be necessary to complete the items that have a shaded (blue) background (i.e. items 3b, 3k, 3n, 3p, 3q, 6c and in respect of general haulage only 7a (i)).

SECTION A - GENERAL

1. APPLICANT CONTACT DETAILS

(See note 1b in Guidance Notes)

Contact Name:			
Company Name (if applicable):			
Address:			
		Postcode :	
Telephone No :		Email :	

2. APPOINTMENT DETAILS

Please tick/complete the appropriate boxes below

(See note 2 in Guidance Notes)

PLEASE NOTE : DATE, TIME AND LOCATION OF YOUR IVA TEST WILL BE ALLOCATED BY THE DVA IVA SECTION, AND NOT YOUR LOCAL TEST CENTRE

2a. When will the vehicle be available for test? From (dd/mm)

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 Day:

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 am/pm:

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3. VEHICLE DETAILS

Please tick/complete the appropriate boxes below

(See note 3 in Guidance Notes)

3a. Vehicle Identification Number or chassis number.

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3. VEHICLE DETAILS cont...	Please tick/complete the appropriate boxes below ▼ <i>(See note 3 in Guidance Notes)</i>		
3b. Position of Vehicle Identification Number (VIN) stamped on vehicle structure :			
3c. What is the category of vehicle? (See note 3c in Guidance Notes)			
Category N2 ▶ <input type="checkbox"/>			YES <input type="checkbox"/> NO <input type="checkbox"/>
<i>(N2 - Over 3,500kg and not more than 12,000kg GVW)</i>			
Category N3 ▶ <input type="checkbox"/>			YES <input type="checkbox"/> NO <input type="checkbox"/>
<i>(N3 - Over 12,000kg GVW)</i>			
3d. Vehicle make and model :	<input style="width: 100%;" type="text"/>		
3e. Type of vehicle :	Rigid <input type="checkbox"/>	Artic <input type="checkbox"/>	If Rigid, is it equipped to draw a trailer? YES <input type="checkbox"/> NO <input type="checkbox"/>
<i>If 'YES' please confirm coupling type : Ball / Pin (suitable for O1, O2 trailers only) <input type="checkbox"/> Jaw <input type="checkbox"/></i>			
<i>If a 'Jaw' type coupling, please provide the following ▼</i>			
Make :	<input style="width: 150px;" type="text"/>	Model :	<input style="width: 150px;" type="text"/>
Coupling 'D' value :	<input style="width: 50px;" type="text"/> kN	'Dc' value :	<input style="width: 50px;" type="text"/> kN
3f. Date of Manufacture (complete vehicle) :	Month : <input style="width: 50px;" type="text"/>	Year :	<input style="width: 50px;" type="text"/>
3g. Number of Axles :	<input style="width: 50px;" type="text"/>		
3h. Type of body (e.g. flat/box) :	<input style="width: 150px;" type="text"/>	Colour :	<input style="width: 100px;" type="text"/>
3i. What type of transmission does it have?	Manual <input type="checkbox"/>	Automatic <input type="checkbox"/>	
3j. Fuel type : Please specify below ▼			
Petrol <input type="checkbox"/>	Diesel <input type="checkbox"/>	Gas lpg <input type="checkbox"/>	Gas cng <input type="checkbox"/>
Gas lng <input type="checkbox"/>	Gas hydrogen <input type="checkbox"/>	Electric <input type="checkbox"/>	
3k. Engine make and code :	<input style="width: 100%;" type="text"/>		
3l. Engine number :	<input style="width: 100%;" type="text"/>		
3m. Where is the engine number located?	<input style="width: 100%;" type="text"/>		
3n. Number and arrangement of cylinders :	<input style="width: 100%;" type="text"/>		
3p. Engine capacity :	<input style="width: 50px;" type="text"/>	cm ³	
3q. What is the engine maximum power <u>AND</u> the engine speed at which it is obtained?	<input style="width: 50px;" type="text"/>	kW @	<input style="width: 50px;" type="text"/> RPM
3r. Number of seating positions (including driver) :	<input style="width: 50px;" type="text"/>		

Continued overleaf ▶

SECTION B - APPROVAL

4. VEHICLE COMPLIANCE

Please tick/complete the appropriate boxes below ▼

*(See note 4 in Guidance Notes)*4a (i). Has the vehicle been imported from another country? YES NO 4a (ii). If 'YES' • From which country? • Was the vehicle registered / used in that country? YES NO • Is the vehicle suitable for use in 'left hand' traffic? YES NO 4b (i). Is the vehicle a Special Purpose Vehicle (SPV)? YES NO 4b (ii). If 'YES' • Which type of SPV? • Is the vehicle to be approved for STGO only? YES NO • Is the vehicle to be approved for both STGO and general use? YES NO

4c (i). Is the vehicle compliant with either a European Community Whole Vehicle Type Approval (ECWVTA) or a National Small Series Type Approval (NSSTA) as :

a *complete/completed* vehicle? YES NO an *incomplete* vehicle? YES NO

4c (ii). If 'NO' to 4c (i), is the vehicle non-compliant ONLY because it :

• is of a height more than 4 metres, or YES NO • has 4 or more axles and is exempt from turning circle requirements YES NO *If 'YES' to 4c (i) or 4c (ii), please give the Approval and Variant numbers ►* 4d. Does the vehicle have an Individual Approval Certificate from another EU country? *If 'YES' please include a copy with your IVA 1H.* YES NO 4e. Has the vehicle been modified since either being approved or completed to a known NSSTA or ECWVTA approval standard? YES NO
*If 'YES' please give details below. If 'NO' please explain why you require an IVA certificate ▼*4f (i). Has the vehicle been fitted with any electronic equipment following approval? YES NO *If 'YES' what equipment is fitted?* 4f (ii). Is the equipment operational when the vehicle is being used on the road? YES NO *If 'YES' to 4f (ii), is the equipment approved and displaying a manufacturer's 'e', 'E' or 'CE' approval marking?* YES NO 4g. Is the vehicle fitted with a Combustion Heater? YES NO *If 'YES' is the equipment approved and displaying a manufacturer's 'e' or 'E' approval marking?* YES NO

4. VEHICLE COMPLIANCE	Please tick/complete the appropriate boxes below ▼ <i>(See note 4 in Guidance Notes)</i>	
4h (i). Is the vehicle fitted with a rear under-run device?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4h (ii). If 'YES', is the device :		
• original vehicle manufacturer's equipment?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
• an 'aftermarket' product supplied by a component manufacturer?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If 'YES', is the application supported by :		
• an approval or test report to the EC Directive standards, or	YES <input type="checkbox"/>	NO <input type="checkbox"/>
• calculations of EC Directive compliance verified by a Technical Service?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If 'NO' to 4h (i), is the vehicle considered exempt?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If 'YES' why is it exempt?*		
* Where the vehicle is considered exempt, but not for one of the reasons listed in the N2/N3 IVA Inspection manual, item 3B (Rear Protective Devices) , please provide a photograph showing why the device would be incompatible with its use. See IVA 1H Guidance Notes .		
4j. Is the vehicle fitted with AEBS?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If 'NO', is the vehicle considered exempt?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If 'YES', please state below why it is exempt ▼		
4k. Is the vehicle fitted with LDWS?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If 'NO', is the vehicle considered exempt?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If 'YES', please state below why it is exempt ▼		
4m. Has the vehicle had a 'One-off' Test?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
▶ If 'YES' please give the Test Report Number		
4n. Is the vehicle a precedent vehicle used to create a Model Report?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If 'YES' please give the Test Report Number ▶		
4p. 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		
(ii) Is the Model Report required to confirm brake compliance at a specified design weight?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
(iii) If 'YES' to 4p (ii), please submit form IVA 9* as a separate request. <i>(*Application form for a Model Report / Tilt Examination at a non DVA site).</i>		

5. BRAKES, TYRES AND SUSPENSION Please tick/complete the appropriate boxes below ▼ (See note 5 in Guidance Notes)

5a. What type of brake system is fitted?

Full Air Air/Vacuum Hydraulic Hydraulic Electric Other

5b (i). What is the 'split' arrangement of the service brake system? (See [Guidance Notes](#))

(ii). Is the manufacturer's designated secondary brake part of the service brake system? (See [Guidance Notes](#)) YES NO

(iii). If the answer to 5b (ii) is 'NO', which axle or axles operate on the secondary brake system? ▼

Axle 1 Axle 2 Axle 3 Axle 4 Axle 5

(iv). Which axle or axles have parking brakes fitted?

Axle 1 Axle 2 Axle 3 Axle 4 Axle 5

5c. Is there a transmission parking brake fitted? YES NO

5d. Which tyre use condition applies? (2B, 2J, 2R etc)

5e. Tyre/suspension fitment details (Please complete ALL columns) :

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					
Axle 5					

6. DIMENSIONS Please complete the appropriate boxes below ▼ (See note 6 in Guidance Notes)

6a. Overall Length mm Overall Width : mm

6b. Distance from centre of foremost axle to centre of rearmost axle : mm

6c. Distance between closely spaced axles : (Multi axled vehicles only)
 1 - 2 mm 2 - 3 mm 3 - 4 mm 4 - 5 mm

6d. Distance from the centre of the coupling to front of the vehicle :
 (For drawbar rigids and articulated tractors only. The minimum dimension is only needed for vehicles with a variable position coupling e.g. sliding fifth wheel.)

Maximum (mm) Minimum (mm)

Continued overleaf ►

7. WEIGHTS Please tick/complete the appropriate boxes below ▼
(See note 7 in Guidance Notes)

7a (i). Original Manufacturer's Weights (kg)	Maximum Weight (intended) in UK	Maximum Design Weight (general haulage)	Maximum Weight for STGO (if applicable)	Steered (S) or Drive (D) Axle
Gross Weight				X
Gross Train Weight				X
Axle 1				
Axle 2				
Axle 3				
Axle 4				
Axle 5				
Mass of vehicle with bodywork in running order** ▶			**Applies to artic units fitted with a crane and to other vehicles (if available) – see Guidance Notes .	

7a (ii). If axles 1 and 2 are steered axles and either axle is more than 8500kgs design weight, does the design incorporate load compensation between the axles? YES NO

7b. Do you require a 'revenue weight' lower than the maximum permitted weight in UK? YES NO
 If 'YES' please give the revenue weight required ▶ kgs

7c. Do you require a lower Gross Vehicle Weight than allocated by the manufacturer? YES NO
 If 'YES' please give the GVW required ▶ kgs

7d. Is the vehicle an 'alternatively fuelled vehicle'? YES NO
 If 'YES' how much heavier is the alternative fuel power train than the conventional power train normally fitted to the vehicle? ▶ kgs

SECTION C - DATA PROTECTION, DECLARATION AND SIGNATURE

DATA PROTECTION – The information provided on this form may be made available to other Departments/Agencies for the purposes of preventing or detecting crime. Your personal information will be managed in accordance with the Privacy Notice available at www.infrastructure-ni.gov.uk/dfi-privacy or by calling 0300 200 7861.

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 Driver & Vehicles & Standards Agency (DVSA) who work in partnership with DVA may contact you in order to process the application

DECLARATION – I confirm that, as far as I know, all statements in this application are true. If using a Model Report, I agree to the conditions that apply to the compliance check arrangements described in the Guidance Notes that accompany this form.

Signature :

(We will accept a typed signature)

Date:

Print Full Name :

Please Note: All 'Declaration' sections above must be completed. A typed 'Signature' is acceptable if sending your form electronically.

If you have not provided a statement of compliance from the vehicle manufacturer of 'Stage 1', please now complete ANNEX A

ANNEX A

This application is required to be supported by evidence of Directive compliance. Please indicate what evidence is being provided in respect of the items listed. The mandatory evidence of compliance listed in the Annex (Section 1) is applicable to a vehicle having a date of manufacture of 29th April 2009 onwards.

Vehicles having a date of manufacture before this date are required to meet the 'Age Related IVA' criteria as given in the Individual Vehicle Approval (IVA) inspection manual for vehicle categories N2 and N3. Where this application is made for a vehicle having an 'incomplete' EC Certificate of Conformity, it will be necessary to demonstrate by original evidence from the manufacturer (e.g. a statement of Directive Compliance) which Directives are included within the approval to which the certificate relates.

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.

PLEASE NOTE : YOU MUST PRODUCE THE ORIGINALS AT THE TIME OF TEST OR EVIDENCE THAT THE INFORMATION ORIGINATED FROM THE MANUFACTURER

SECTION I - MANDATORY EVIDENCE OF DIRECTIVE COMPLIANCE REQUIRED

Item No.	Subject	Directive Requirement	Test Report, Model Report or Approval Number or Statement Demonstrating Compliance
1	Noise	70/157/EEC to 1999/101/EC	
2 LIGHT DUTY	Emissions (Light Duty) (N2 Only) Date of Manufacture 1 st October 1990 onwards	70/220/EEC to 88/436/EC Row B	
	Emissions (Light Duty) (N2 Only) Date of Manufacture 1 st October 1994 onwards	70/220/EEC to 93/59/EC (Euro 1)	
	Emissions (Light Duty) (N2 Only) Date of Manufacture 1 st October 1998 onwards	70/220/EEC to 96/69/EC Annex 1, Para 5 (Euro 2)	
	Emissions (Light Duty) (N2 Only) Date of Manufacture 1 st January 2001 onwards	70/220/EEC to 98/69/EC Annex 1, Para 5 (Phase 1) Row A limits (Euro 3)	

Continued overleaf ►

SECTION I - MANDATORY EVIDENCE OF DIRECTIVE COMPLIANCE REQUIRED			
Item No.	Subject	Directive Requirement	Test Report, Model Report or Approval Number or Statement Demonstrating Compliance
2 LIGHT DUTY	Emissions (Light Duty) (N2 Only) Date of Manufacture 1 st January 2006 onwards	70/220/EEC to 98/69/EC Annex 1, Para 5 (Phase 2) Row B limits (Euro 4)	
	Emissions (Light Duty) (N2 Only) Date of Manufacture 1 st September 2012 onwards	Regulation (EC) 715/2007 Annex 1, Table 1 (Euro 5)	
	Emissions (Light Duty) (N2 Only) Date of Manufacture 1 st September 2016 onwards	Regulation (EC) 715/2007 Annex 1, Table 2 (Euro 6)	
	Emissions (Light Duty) (N2 Only) Date of Manufacture 1 st March 2020 onwards	Regulation (EU) 2017/1151 (WLTP)	
2 HEAVY DUTY	Emissions (Heavy Duty) 1 st October 1993 onwards	91/542/EEC Row A limit values (Euro 1)	
	Emissions (Heavy Duty) 1 st October 1996 onwards	88/77/EC to 91/542/EEC Row B limit values (Euro 2)	
	Emissions (Heavy Duty) 1 st October 2001 onwards	88/77/EEC to 1999/96/EC Row A limit values (Euro 3)	
	Emissions (Heavy Duty) 1 st October 2006 onwards	88/77/EEC to 1999/96/EC Row B1 or ECE 49.04 B1 (Euro 4)	
	Emissions (Heavy Duty) 1 st October 2009 onwards	88/77/EEC to 1999/96/EC Row B2 or ECE 49.04 B2 (Euro 5)	
	Emissions (Heavy Duty) Complete or completed vehicles 1 st September 2018 onwards	Regulation (EC) No.595/2009 Annex 1 limit values (Euro 6)	
	Alternative mobile crane or vehicles having a design combination weight exceeding 200 tonnes	EU 2016/1628	

SECTION I - MANDATORY EVIDENCE OF DIRECTIVE COMPLIANCE REQUIRED			
Item No.	Subject	Directive Requirement	Test Report, Model Report or Approval Number or Statement Demonstrating Compliance
3A	Fuel Tank(s)	PETROLEUM FUELS 70/221/EEC to 2006/20/EC or ECE 34.02 LPG ECE 67.01 or Retrofit ECE 115.00 or installation cert. CNG & LNG ECE 110.00 or Retrofit ECE 115.00 or installation cert. HYDROGEN EC 79/2009 or ECE Regulation 134	
3B	Rear Under-Run *see Guidance Notes	70/221/EEC to 2006/20/EC or ECE 58.01	
5	Steering Effort	70/311/EEC to 1999/7/EC or ECE 79.01	
9	Braking (See Guidance Notes in respect of STGO compliance)	71/320/EEC to 98/12/EC or ECE 13.08	
10	EMC (Base vehicle only)	72/245/EEC to 2006/28/EC or ECE 10.02	
13	Anti-Theft (See Guidance Notes)	74/61/EEC to 95/56/EC	
57	Front Under-Run Protection (Vehicles more than 7500kg only)	2000/40/EC or ECE 93.00	
65	Advanced Emergency Braking System (AEBS) 1st September 2018 onwards	EU 347/2012 or ECE Reg. 131	
66	Lane Departure Warning System (LDWS) 1st September 2018 onwards	EU 351/2012 or ECE Reg. 130	
69	Electrical Safety (Vehicle powered by electric only)	ECE 100.01	

Continued overleaf ►

SECTION II - EVIDENCE OF DIRECTIVE COMPLIANCE (OPTIONAL)			
Item No.	Subject	Directive Requirement	Test Report, Model Report or Approval Number or Statement Demonstrating Compliance
4	Rear Registration Plate Space	70/222/EEC	
6	Door Latches and Hinges	70/387/EEC to 2001/31/EC or ECE 11.02	
7	Audible Warning	70/388/EEC to 87/354/EEC or ECE 28.00	
8	Indirect Vision	2003/97/EC or ECE 46.02	
15	Seat Strength	74/408/EEC to 2005/39/EC or ECE 80.01	
17	Speedometer and Reverse Gear	75/443/EEC to 97/39/EC or ECE 39.00	
18	Statutory Plates	76/114/EEC to 78/507/EEC	
19	Seat Belt Anchorages	76/115/EEC to 2005/41/EC or ECE 14.05	
20	Installation of Lights	UNECE Reg. 48.03	
21	Retro Reflectors	76/757/EEC to 97/29/EC or ECE 3.02/104	
22	End Outline, Position, Stop and Side Marker Lamps	76/758/EEC to 97/30/EC or ECE 7.02 / 87.00 / 91.00	
23	Direction Indicators	76/759/EEC to 99/15/EC or ECE 6.01	
24	Rear Registration Lamp(s)	76/760/EEC to 97/31/EC or ECE 4.00	
25	Headlamps	76/761/EEC to 99/17/EC or ECE 1.01 / 5.02 / 8.04 / 20.02 31.02 / 98.00 / 112.00 / 123.00	
26	Front Fog Lamps	76/762/EEC to 98/18/EC or ECE 19.02	
27	Towing Hooks	77/389/EEC to 96/64/EC	
28	Rear Fog Lamp(s)	77/538/EEC to 99/14/EC or ECE 38.00	

SECTION II - EVIDENCE OF DIRECTIVE COMPLIANCE (OPTIONAL)			
Item No.	Subject	Directive Requirement	Test Report, Model Report or Approval Number or Statement Demonstrating Compliance
29	Reverse Lamp(s)	77/539/EEC to 97/32/EC or ECE 23.00	
31	Seat Belts	77/541/EEC to 2005/40/EC or ECE 16.04	
33	Identification of Controls	78/316/EEC to 94/53/EC or ECE 121.00	
34	Defrost/Demist	Visual Inspection	
35	Wash/Wipe	Visual Inspection	
36	Heating System (if fitted)	2001/56/EC to 2006/119/EC or ECE 122.00	
42	Lateral Protection	89/297/EEC or ECE 73.00	
43	Spray Suppression	91/226/EEC	
45	Safety Glass	UNECE Reg. 43.00	
46	Tyres	92/23/EEC to 2005/11/EEC or ECE 30.02 / 54.00 / 64.01 / 117.01	
47	Speed Limiters	92/24/EC to 2004/11/EC or ECE 89.00	
48	Masses and Dimensions	97/27/EC to 2003/19/EC	
49	External Projections of Cabs	92/114/EEC or ECE 61.00	
50	Couplings	94/20/EC or ECE 55.01	

PLEASE NOW COMPLETE SECTION D ON PAGE 13 - PAYMENT DETAILS

SECTION D – PAYMENT DETAILS

Payment Method.

We can only accept card payments at present. When we receive your approval documentation from DVSA, we will contact you in relation to your payment. If you require further information relating to this, please email: Specialist.testingDVA@infrastructure-ni.gov.uk

You can check the IVA test fee's on the NI Direct website:

<https://www.nidirect.gov.uk/articles/individual-vehicle-approval>

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

Signature :
(We will accept a typed signature)

Date :

Print Full Name :

ON COMPLETION

Please forward this application form and your supporting documentation to:

Specialist.testingDVA@infrastructure-ni.gov.uk

Please note DVA will contact you to arrange payment if you use the email service.

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



GUIDANCE NOTES

APPLICATION FOR INDIVIDUAL VEHICLE APPROVAL (IVA) - N2/N3 CATEGORY VEHICLES

Goods vehicles having a maximum mass exceeding 3500kg
The Road Vehicles (Approval) Regulations 2020

SECTION A – GENERAL

1a. APPLICATION TYPE

If a vehicle is already approved as a 'complete' vehicle and is subsequently modified, prior to registration, such that the approval is no longer valid, further approval (e.g. IVA) in the modified condition will be required.

Vehicles submitted for an IVA as a 'complete' vehicle must be fitted with bodywork and, in the case of a vehicle intended to tow a trailer, a suitable coupling device. The vehicle must be fitted with all the equipment necessary for it to be used on the road.

If the vehicle has been used previously and has a date of manufacture more than 12 months prior to an application to register in the UK, a roadworthiness test will also be required. A separate request should be made for the roadworthiness test to be conducted.

An application for a statutory Individual Vehicle Approval is subject to the provisions of the Road Vehicles (Approval) Regulations 2020. 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.

1b. APPLICANT CONTACT DETAILS

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 and email address.

2. TEST LOCATION

PLEASE NOTE : DATE, TIME AND LOCATION OF YOUR IVA TEST WILL BE ALLOCATED BY THE DVA IVA SECTION, AND NOT YOUR APPOINTED TEST CENTRE

2b. When will the vehicle be available for test?

Please give the date from when the vehicle will be available for test. Please enter your preferences, or if no preferences, enter '**any**'. The test centre will give an appointment as close as possible to your requirements. Occasionally, this may be at short notice (i.e. within three working days).

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, either under the bonnet or around the door opening. Where the vehicle was previously registered in another country, it can be found on a previous registration document or, if available, on the Type Approval document. If we consider the number to be unsuitable, we will refer you to DVLA who will give you a new number. Please make sure you write the number (which must have 17 digits) in **full**.

3c. What is the category of vehicle?

The vehicle category is dependent on the 'maximum mass' i.e. the Design Gross Vehicle Weight.

Category N2 - Goods vehicles with a maximum mass exceeding 3,500kg but not exceeding 12,000kg.

Category N3 - Goods vehicles with a maximum mass exceeding 12,000kg.

In general, a vehicle of category N2 or N3 will require annual testing under the Goods Vehicles (Testing) Regulations (Northern Ireland) 2003.

3e. Type of vehicle - Coupling value.

The coupling values provide the capacity limitation of the coupling for use with a full drawbar trailer ('D' value) and a centre axle trailer ('Dc' value). The 'D' value will be used when assessing the gross train weight being allocated. **Please Note:** a lower gross train weight limit may apply when towing a centre axle trailer.

3f. 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 obtain the date your vehicle was made from the final stage manufacturer's information plate, the final stage manufacturer or, if available, the Type Approval document for the complete vehicle.

3i. What type of transmission does it have? (*Automatic*)

This 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.

3j. Fuel Type

Please tick the appropriate boxes and indicate all the options that are applicable to your vehicle.

- **'Gas lpg'** - refers to 'liquefied petroleum gas'.
- **'Gas cng'** - refers to 'compressed natural gas'.
- **'Gas lng'** - refers to 'liquefied natural gas'.
- **'Gas hydrogen'** –. Motor Vehicles (Construction and Use) Regulations (Northern Ireland) 1999, Regulation 109 provides for the use of a vehicle fitted with a hydrogen fuel system only if it has been approved under the Road Vehicles (Approval) Regulations (e.g. an IVA) at the time of registration.

NI legislation allows the use of vehicles fitted with a hydrogen fuel system or a natural gas fuel system only if the vehicle has been approved under the Road Vehicles (Approval) Regulations 2020 for that system at the time of registration.

The Road Vehicles (Approval) Regulations do not apply to vehicles after registration. Vehicles fitted with a Hydrogen or Natural Gas fuel system after registration can only be used under strict conditions and only after a Vehicle Special Order (VSO) made under Article 60 of the Road Traffic (Northern Ireland) Order 1995 has been issued in respect of the vehicle.

Continued overleaf ►

3. VEHICLE DETAILS *(Continued)*

3m. Where is the engine number located?

Please indicate where the engine number is located e.g. L/H side of block (when viewed from driver's seat).

3n. Number and arrangement of cylinders.

This information can be obtained from the vehicle or the engine manufacturer or from their published data.

3p. Engine capacity.

Please provide the manufacturer's quoted engine capacity in cubic centimetres cm³ (i.e. 'cc').

3q. What is the engine maximum power AND the engine speed at which it is obtained?

This is the engine's maximum 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, by contacting the manufacturer or viewing manufacturer's information on the internet.

4. VEHICLE COMPLIANCE

In support of this application, it is necessary to provide evidence of compliance with the 'Relevant Directives'. **'Relevant Directives' relating to a goods vehicle of category N2/N3** are those relating to noise, emissions, fuel tanks, brakes, anti-theft (if fitted), rear under run, steering effort and EMC, anti-theft (if fitted), front under-run, AEBs, LDWS and electrical safety.

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 and **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).

4a (ii). Is the vehicle suitable for use in 'left hand' traffic?

'Left hand' traffic refers to the vehicle's suitability for use in the UK i.e. headlamps dip to the left, rear fog lamp mounted in the centre or to the offside of the vehicle and speedometer capable of reading in miles per hour (mph).

Continued overleaf ►

4. VEHICLE COMPLIANCE *(Continued)***4b (i). Is it a Special Purpose Vehicle (SPV)?**

A 'Special Purpose Vehicle' (SPV) means a vehicle intended to perform a function that requires special body arrangements and/or equipment. For the purposes of IVA, Special Purpose Vehicles will include the following vehicle types which need to obtain type approval or IVA prior to registration:

- Motor Tractors & Locomotives – vehicles which carry no load (other than necessary equipment etc.) and only haul balanced trailers (and not articulated ones), (unless such vehicles meet the definition of mobile machinery).
- Snow Ploughs, Gritters and other vehicles constructed for dealing with snow or ice (and dedicated to that purpose).
- Electrically-propelled goods vehicles.
- Steam-propelled goods vehicles.
- Break-down vehicles (in this context, defined as a vehicle which can raise a disabled vehicle from the ground and tow it whilst raised and which carries no other load except necessary equipment).
- Mobile Cranes within the normal C&U size and weight limits for road vehicles (larger Mobile Cranes subject to STGO are considered as Mobile Machinery and are exempt from type approval).

In addition, the following list of vehicles will be classed as Special Purpose Vehicles. These vehicles are authorised for use under the Motor Vehicles (Authorisation of Special Types) Order (Northern Ireland) 1997 Regulations but are subject to type approval before registration. Certain exemptions will be available to ensure that the vehicle is capable of fulfilling its intended purpose.

- Vehicles designed to carry an abnormal indivisible load.
- Engineering plant which is based on a lorry chassis.
- Road recovery vehicles over 12 tonnes.
- Vehicles with boom-mounted movable work platforms.
- Highway testing vehicles which are based on a lorry chassis.
- Crash cushion vehicles which are based on a lorry chassis.

4b (ii). Is the vehicle to be approved for both STGO and general use?

STGO relates to a vehicle operating under the Motor Vehicles (Authorisation of Special Types) Order (Northern Ireland) 1997. If the vehicle is to be approved for dual use, evidence of brake compliance will be requested at the maximum design weights for both modes of operation.

4c. Is the vehicle compliant with either a European Community Whole Vehicle Type Approval (ECWVTA) or National Small Series Type Approval (NSSTA) as a complete/completed or incomplete vehicle?

For definitions of 'incomplete', 'complete' and 'completed' please refer to the **IVA Information Guide** – www.gov.uk/vehicleapproval. If the vehicle has been approved, it will be capable of being issued with an approval certificate e.g. as an 'incomplete' vehicle. A manufacturer may produce a vehicle that is compliant with an approval standard that is no longer valid for registration purposes; an approval certificate will not be issued and an IVA will be required.

The approval standard could provide evidence of directive compliance for the purposes of IVA which is less onerous than EC or National approval standards in some areas.

The maximum height of an EC approved vehicle under Directive 97/27/EC (Masses and Dimensions) is 4 metres. Great Britain has a derogation allowing a vehicle to be of a height greater than 4 metres. Where a vehicle is compliant with an approval in a member state but has been built to a height greater than 4 metres for operation in Great Britain, complete this item. Similarly, an exemption applies to some vehicles having 4 or more axles in respect of the 'turning circle' requirements.

Continued overleaf ►

4. VEHICLE COMPLIANCE *(Continued)***4c. Is the vehicle compliant with either a European Community Whole Vehicle Type Approval (ECWVTA) or National Small Series Type Approval (NSSTA) as a complete/completed or incomplete vehicle?** *(Continued)*

If the vehicle is non-compliant with an ECWVTA or NSSTA 'complete' or 'completed' approval but only due to being over 4 metres high or if a 4 axle vehicle, it qualifies for exemption from the requirements for 'turning circle' and if in either case no changes have been made to the vehicle, it will be possible in most cases to obtain an IVA certificate without an examination. The answer to 4c (ii) would be 'YES' in this case. Please ensure item 2a (test location choice) is completed as some (but not all) vehicles will be subject to an inspection under this scenario.

4e. Has the vehicle been modified since either being approved or completed to a known NSSTA or ECWVTA approval standard?

Modifications to any part of the vehicle must be indicated in this section if you have ticked 'YES'. Please list all the changes/additions that have been made to the vehicle (i.e. fitting body, tail lift, winch, towing attachment, crane etc.). Where the vehicle is approved or built to a known approval standard which is no longer valid and no modifications or changes have been made, please indicate why the approval is no longer valid i.e. the reason for requiring an IVA e.g. 'non-compliant with latest EC emission limits'.

4f. Has the vehicle been fitted with any electronic equipment following approval?

This item relates to compliance with the requirements of EMC (Electro Magnetic Compatibility). Please advise us of any electronic equipment, e.g. tail-lift, fridge etc., 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 vehicle is travelling on the road.

4h. Is the vehicle fitted with a rear under-run device?

Vehicles that are eligible for a specific exemption are listed in the **N2/N3 IVA Inspection manual, item 03B (Rear Protective Devices)** – www.gov.uk/vehicleapproval. A tail-lift or other device stored (when not in use) in a position where a rear under-run device would otherwise be required is itself required to meet the rear under-run Regulations if applicable to the vehicle. Separate evidence of compliance is required. Please refer also to **Note Annex A, Item 3b**. If you consider the vehicle to be exempt from the rear under run requirements due to the device being incompatible with the vehicle use, **please include photographs with your application**.

4j. Is the vehicle fitted with AEBS?

AEBS means "Advanced Emergency Braking System". A vehicle is exempt from the requirement to have AEBS if it :

- is a complete vehicle having a date of manufacture before 1 September 2018
- is a completed vehicle based on a complete or incomplete vehicle having a date of manufacture before 1 September 2018
- has a date of manufacture before 1 November 2020 and either;
 - has a GVW not more than 8000 kg, or
 - has a hydraulic braking system, or
 - does not have pneumatic (air) rear suspension
- is an articulated tractor unit not more than 8000kg GVW
- is an "off road vehicle" as defined in 2007/46 Annex 2 Part A 4.2 & 4.3

Continued overleaf ►

4. VEHICLE COMPLIANCE *(Continued)*

4j. Is the vehicle fitted with AEBS? *(Continued)*

- is a “special purpose vehicle” as defined in 2007/46 i.e.
 - Armoured vehicle
 - Mobile Crane
 - Exceptional Load Transport N3 vehicle
 - Where its special purpose necessitates the fitment of equipment that obstructs camera/sensor devices
- is a completed vehicle based on an N1 or M1 vehicle
- is a vehicle built by a manufacturer which made less than 1000 chassis in the previous calendar year
- has more than three axles

4k. Is the vehicle fitted with LDWS?

LDWS means “Lane Departure Warning System”. A vehicle is exempt from the requirement to have LDWS if it :

- is a complete vehicle having a date of manufacture before 1 September 2018
- is a completed vehicle based on a complete or incomplete vehicle having a date of manufacture before 1 September 2018
- is an articulated tractor unit not more than 8000kg GVW
- is an “off road vehicle” as defined in 2007/46 Annex 2 Part A 4.2 & 4.3
- is a “special purpose vehicle” as defined in 2007/46 i.e.
 - Armoured vehicle
 - Mobile Crane
 - Exceptional Load Transport N3 vehicle
 - Where its special purpose necessitates the fitment of equipment that obstructs camera/sensor devices.
- is a completed vehicle based on an N1 or M1 vehicle
- is a vehicle built by a manufacturer which made less than 1000 chassis in the previous calendar year
- has more than three axles

4m. 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.

4p. 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 (a designated Test Laboratory) and being fully documented such that the report can be used to establish compliance on future vehicles of the same specification.

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.

Continued overleaf ►

4. VEHICLE COMPLIANCE *(Continued)*

4p. Is the vehicle to be assessed against an existing Model Report? *(Continued)*

4p (iii). The application **IVA 9** for an examination will be processed in parallel with the statutory application. The examinations are likely to be on different days.

5. BRAKES, TYRES AND SUSPENSION – Item 5 needs to be completed in all cases.

5a. 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.

5b (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 (e.g. 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.

5b (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.

5c. Is a transmission parking brake fitted?

This question relates to a parking brake that operates on the gearbox or prop shaft of the vehicle. Do not include engine braking devices.

Continued overleaf ►

5. BRAKES, TYRES AND SUSPENSION *(Continued)*

5e. Which tyre use condition applies? (2B, 2J, 2R etc.)

The tyre use conditions provide for the use of tyres of a lesser capability under specified conditions.

TYRE CODE	CONDITION
2B	No special condition.
2J	The use on roads of the motor vehicle is limited to use by a local authority, or a person acting in pursuance of a contract with local authority, for road cleansing, road watering or the collection or disposal of refuse; night soil or the contents of cesspools or for the purposes of the enactments relating to weights and measures or the sale of food and drugs and at speeds not in excess of 40mph and <u>only</u> within a radius of 25 miles from the permanent base from which it is normally used.
2R	The use on roads of the vehicle is limited at all times to speeds not in excess of 50mph and subject to the requirement to display at the rear a '50' plate in accordance with the Motor Vehicles (Construction and Use) Regulations (Northern Ireland) 1999, Regulation 30.

5f. Tyre/suspension fitment details.

Please specify the tyre size and type. The size and type can be obtained from the tyre manufacturer's side wall markings e.g. 8.5R 17.5 or 10R 22.5, the type being 'Radial' or 'Cross ply'. 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.

6. DIMENSIONS

6a. Overall Length – Please provide the actual dimension taken from the vehicle or engineering drawings of the finished product. **Do not quote a dimension from the Certificate of Conformity** as this may not represent the information required. The maximum length of the vehicle excludes :

- 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

Overall Width – The maximum width of the vehicle at its widest point excluding :

- tyre-pressure or tyre failure indicators
- protruding flexible parts of wheel guards
- 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. (*'Overall width' continued overleaf ►*)

6. DIMENSIONS *(Continued)*

Overall Width *(Continued)* – The maximum width of the vehicle at its widest point excluding :

- 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.

6c. Distance between closely spaced axles.

The '*distance between closely spaced axles*' relates to the dimension between the centre line of one axle and the centre line of the next axle ('1-2' relating to axles 1 and 2 etc.). Providing the wheels are the same on each of the axles, the measurement can be taken from the rearmost edge of the wheel rim (at the height of axle centre line) and the corresponding position on the adjacent wheel.

7. WEIGHTS

7a (i). Vehicle Weights.

Mass of vehicle with bodywork in running order means :

- with all fluids (such as oils and engine coolant) necessary for the vehicle to be driven, the fuel tanks full and a spare wheel and tool kit if standard equipment.

Mass in running order is required at the time of application for all artic units fitted with a crane. For other vehicles, please provide this information if available. If it is not available at the time of application, you may be requested to provide it at the time of test.

Where a vehicle has been previously approved, the weights allocated should be available from the Certificate of Conformity (including the manufacturer's intended weight in UK). If the vehicle has not been previously approved, the manufacturer's design weights must be completed and where available (if known), their intended UK weights.

If the vehicle is to be approved to operate at weights and dimensions greater than that permitted under general haulage conditions i.e. it will be operating under the Road Vehicles (Authorisation of Special Types) (General) Order 2003 (referred to as 'STGO'), please provide the '**Maximum weight for STGO**'. A separate plate displaying the STGO weights must be displayed on the vehicle.

7a (ii). 'Load compensation between the axles' means that the suspension on each axle is interconnected such that the load on the axles remains the same during suspension movement.

7c. Do you require a lower Gross Vehicle Weight than allocated by the manufacturer?

You can apply to reduce the GVW from that originally nominated by the vehicle manufacturer. You don't need to make a physical change to the vehicle to reduce its GVW.

To apply, your vehicle must :

- have originally been issued with an EC 'incomplete' or 'complete' approval at its original manufacturer's weight
- keep a usable 'payload' (this would be decided by the DVSA)
- have its original manufacturer's plate
- be fitted with a 'second stage' manufacturer's plate showing the revised weights.

7d. An ‘alternatively fuelled vehicle’ means a motor vehicle powered wholly or in part by an alternative fuel and which has been approved under the Framework Directive : (**Note** : *This provision only applies to ‘rigid’ motor vehicles.*)

“‘alternative fuel’ means a fuel or power source which serves, at least partly, as a substitute for fossil oil sources in the energy supply to transport and which has the potential to contribute to its de-carbonisation and enhance the environmental performance of the transport sector, consisting of

- (a) electricity consumed in all types of electric vehicles;
- (b) hydrogen;
- (c) natural gas, including biomethane, in gaseous form and liquefied form;
- (d) liquefied petroleum gas;
- (e) mechanical energy from on-board sources, including waste heat.”

IVA 1H Guidance Notes

SECTION C - DATA PROTECTION, DECLARATION AND SIGNATURE

Please ensure the form is signed, dated and your name printed in full. If the application is to be submitted electronically, please ensure your name is typed into the signature space.

ANNEX A

This application is required to be supported by evidence of compliance with the EC Directives listed in **Annex A, Section 1**. 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. (See also **Guidance Note Section 4 – ‘Vehicle Compliance’**.)

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 DVSA conducting a visual inspection to establish compliance.

Item 3A – Fuel Tank(s).

Evidence of Directive Compliance is required only for the main fuel tank(s) i.e. those storing fuel for the purpose of engine propulsion.

Item 3B – Rear Under-run.

Where the vehicle is required to have a rear under-run device and has a date of manufacture from **29th April 2009**, evidence of EC Directive compliance is required. This can be in the form of documentary evidence of EC Approval from the vehicle or component manufacturer. **Where a device is fitted by the ‘body builder’ that was not supplied by the vehicle manufacturer, separate evidence of compliance must be provided for the component (in addition to the manufacturer’s statement of compliance).**

As an alternative to providing Directive Compliance, evidence can be demonstrated by submitting a test report witnessed by the Approval Authority or calculations that confirm the equipment and its securing arrangements comply with the Directive strength requirements that have been considered and found to be satisfactory to the Approval Authority.

For a list of the vehicles that are exempt from the rear under-run requirements, please refer to the **N2/N3 IVA Inspection manual, item 03B (Rear Protective Devices) found on the GOV.UK website – www.gov.uk/vehicleapproval**. Devices fitted to vehicles manufactured before **29th April 2009** do not need an Approval but will be subject to visual inspection.

Item 9 – Braking.

If a vehicle is to be approved for STGO use, it is necessary to demonstrate brake compliance at the STGO weights.

This can be demonstrated by evidence that the vehicle has been issued with a brake approval to the STGO weight or greater, or alternatively demonstrated by calculations verified by a Technical Service.

Item 36 – Heating System.

Evidence of Directive compliance is **only** required if the vehicle is fitted with a Combustion Heater.

SECTION D – PAYMENT DETAILS

We can only accept card payments at present. When we receive your approval documentation from DVSA, we will contact you in relation to your payment. If you require further information relating to this, please email: Specialist.testingDVA@infrastructure-ni.gov.uk

You can check the IVA test fee's on the NI Direct website:
<https://www.nidirect.gov.uk/articles/individual-vehicle-approval>

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 :

3. 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]

4. If you give not more than 3 working days notice prior to the appointment date then:
The whole fee will be forfeited

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 Driver Vehicle Standards Agency (DVSA) who work in partnership with DVA may contact you in order to process the application.