

**FOR OFFICIAL USE**

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

Booking Ref No _____

Record ID No _____

Test Centre Instruction _____

DVA – VIVA 1**APPLICATION FOR A VOLUNTARY INDIVIDUAL VEHICLE APPROVAL (IVA)****FOR A WHEELCHAIR ACCESSIBLE VEHICLE (WAV) CONVERTED TO CARRY NO MORE THAN 8 PASSENGERS IN ADDITION TO THE DRIVER – M1 WAV****Before completing this form, you MUST READ and understand the information provided in the GUIDANCE NOTES.**

Please do not submit the guidance notes with the application.

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

1. APPLICANT AND OWNER DETAILS		<i>(See Note 1 in Guidance Notes)</i>	
APPLICANT		OWNER <i>(if different from applicant)</i>	
Name:		Name:	
Address:		Address:	
Postcode:		Postcode:	
Tel No:		Tel No:	
Email:		Email:	
2. APPOINTMENT DETAILS		Please tick/complete the appropriate boxes below ▼ <i>(See Note 2 in Guidance Notes)</i>	
PLEASE NOTE: THE DATE, TIME AND LOCATION OF YOUR TEST WILL BE ALLOCATED BY THE IVA SECTION, BALMORAL ROAD, BELFAST - AND NOT YOUR APPOINTED TEST CENTRE			
2a. When will the vehicle be available for test?	Date :		
Preferred Appointment	Date :		am/pm
2b. Preferred Test Centre?			
Cookstown	<input type="checkbox"/>	Lisburn	<input type="checkbox"/>
		Mallusk	<input type="checkbox"/>

Form Number: DVA VIVA 1
Issue 2
Review date: 31-08-2020

3. VEHICLE DETAILS

Please tick/complete the appropriate boxes below ▼
(See note 3 in Guidance Notes)

3a (i). Vehicle Registration Mark :

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3a (ii). Vehicle Chassis Number :

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3b. Vehicle make and full model description :

3c. Type approval category of original vehicle?

M1

N1

M2

3d. What is the date of manufacture?

Month

--	--	--	--	--	--

Year

--	--	--	--	--	--

3e. Has the vehicle been previously registered
(in any country)?

YES

NO

If 'YES' please confirm the date of first registration ►

dd/mm/yyyy

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3f. Is the vehicle left hand drive

YES

NO

If 'YES' the vehicle cannot be Licensed as a Class B Taxi

3g. Is the gear box:

Manual?

Automatic?

3h. If a registered vehicle, has it been modified since
it was first registered?

YES

NO

If 'YES', please give details of the modification ▼

3i. How many designated seating positions does the vehicle have including the driver's?

4. CONVERSION DETAILS

Please tick/complete the appropriate boxes below ▼
(See note 4 in Guidance Notes)

4. Is your vehicle now a passenger vehicle, with no more than 8 passenger seats that has been :

4a. converted from a passenger vehicle that had more than 8 passenger seats? YES NO

4b. converted from a goods vehicle? YES NO

4c. converted from a goods vehicle that has a design weight of 1500kgs or more? YES NO

If 'YES' does the vehicle also have a seat reference point (of the lowest front seat) of more than 700mm above the ground

YES NO

4d. adapted for a person with a disability? YES NO

Please Note : If you have ticked 'YES' to 'c' or 'd' above please confirm the **design weight** of the vehicle ►

KGS

4e. adapted to accommodate one or more wheelchairs? YES NO

If 'YES', please state maximum number of wheelchair positions ►

*If 'YES', evidence of compliance with the seat belt anchorage requirements for category M1 vehicles must be provided using the declaration pro-forma **DVA-VIVA 3 and DVA-VIVA 4** (generally completed by the vehicle converter)*

4f. fitted with additional seat/s having integral seat belts and anchorages, where those seats have not been produced by the original vehicle manufacturer? YES NO

*If 'YES', evidence of compliance with the seat belt anchorage requirements for category M1 vehicles must be provided using the declaration pro-forma **DVA-VIVA 3 and DVA-VIVA 4** (generally completed by the vehicle converter)*

Alternatively, DVA will consider documentary evidence of M1 compliance provided by the seat manufacturer – where the evidence provided relates to the seat only, additional evidence of M1 compliance relating to the seat mountings will also be required

5. DATA PROTECTION, DECLARATION AND SIGNATURE

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 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 and copies of the evidence of eligibility of compliance are true copies of the original documents.

Signature: _____ **Date:** _____

Print Full Name: _____

6. PAYMENT DETAILS

Please tick/complete the appropriate boxes below

You can pay the application fee by one of the following methods:

1. **Cheque or postal order** - please make your cheque or postal order payable to 'DVA'. These can be accepted by post or at any DVA test centre.
2. **Cash** - please do not send notes or coins in the post. These can be accepted at any DVA test centre.
3. **Debit/Credit card** – debit or credit card payments. These can be accepted at any DVA test centre.

You can check the fees on the NI Direct website:

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

or via the **IVA SECTION – 02890 541841** or by email to Belfast.opsdva@infrastructure-ni.gov.uk

Refund Policy – Please refer to the Section 6 of the Guidance Notes

6a. How are you paying the fee required for this application? (Please tick one box)

Cheque / Postal Order Payable to 'DVA'

Cash Over the counter only

Debit/Credit Card Over the counter only

Signature :

Date :

Print Full Name : _____

ON COMPLETION

Please send the completed application form, supporting documents and your cheque or postal order payment to:

IVA SECTION, DRIVER & VEHICLE AGENCY, BALMORAL ROAD, MALONE LOWER, BELFAST, BT12 6QL
further information can be found on – www.nidirect.gov.uk or via the

IVA SECTION – 02890 541841 or by email to Belfast.ops@infrastructure-ni.gov.uk

THIS TEST DOES NOT GUARANTEE THE VEHICLE'S SUITABILITY AS A CLASS B TAXI

GUIDANCE NOTES

APPLICATION FOR A VOLUNTARY INDIVIDUAL VEHICLE APPROVAL (IVA) FOR A WHEELCHAIR ACCESSIBLE VEHICLE (WAV) CONVERTED TO CARRY NO MORE THAN 8 PASSENGERS IN ADDITION TO THE DRIVER – M1 WAV

VOLUNTARY IVA – The Voluntary IVA test for a wheelchair accessible vehicle (WAV) only, is being provided to confirm the M1 status of a vehicle that is intended to be licensed as a Class B taxi, where the vehicle owner is unable to produce evidence of the vehicle's statutory M1 WAV approval.

A vehicle that has been converted to carry an occupied wheelchair will only be accepted for the test where there is evidence that it has been originally constructed and certified as category M1, N1 or M2. (The vehicle category is generally recorded on the registration document V5C).

Note: Where the vehicle is yet to be registered in the UK, confirmation of type approval (M1, N1 or M2) may be obtained from the original vehicle's Certificate of Conformity or Approval Certificate (if conformation is obtained via either document, please send a copy of that document to DVA along with your completed application form)

The vehicle is required to comply with the 'Normal' test requirements for an M1 WAV; the converted parts of the vehicle will generally be subject to the 'Basic' test requirements. The test requirements are referred to in the Individual Vehicle Approval (IVA) Manual for Category M1 (Passenger Vehicles), located at the web address below:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/556944/m1-iva-inspection-manual.pdf

Before you apply for a Voluntary IVA test you MUST ensure that the WAV is capable of readily complying with all related taxi licensing legislation, including The Taxi Licensing Regulations (Northern Ireland) 2015 and The Taxi Accessibility Regulations (Northern Ireland) 2015 in particular. Vehicle owners should refer to the Driver & Vehicle Agency's published guidance entitled Taxi Assessment Guide (Class B only) for a summary of the requirements – located at the web address below:

<https://www.infrastructure-ni.gov.uk/publications/taxi-assessment-guide-class-b-only>

THIS TEST DOES NOT GUARANTEE THE VEHICLE'S SUITABILITY AS A CLASS B TAXI

1. APPLICANT AND OWNER DETAILS

APPLICANT - Please include the full name and address including postcode. For limited companies, partnerships or sole proprietor, the registered name should be given. Please supply a contact name and telephone number / email address. This will be the point of contact responsible for providing the information to support the application.

OWNER - Please include the full name and address including postcode. You do not need to fill in this section if you are a dealer applying on behalf of a manufacturer.

2. APPOINTMENT DETAILS

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

2a. 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'. An appointment will be given as close as possible to your requirements. Occasionally, this may be at short notice (i.e. within three working days).

These test times will be available **from 9am to 4pm Monday to Friday.**

3. VEHICLE DETAILS

3a (i). Vehicle Registration Mark.

If the vehicle is registered in the UK enter the vehicle's registration number.

3a (ii). Vehicle Chassis Number.

Also enter the Vehicle Chassis Number (vehicle identification number (VIN)). You can find the vehicle chassis number on the manufacturer's information plate – located under the bonnet, around the door opening, or where previously registered in another country, on a previous registration document. Please make sure you write the number in **full**.

3c. Type approval category of original vehicle?

A vehicle that has been converted to carry an occupied wheelchair will only be accepted for the test where there is evidence that it has been originally constructed and certified as category M1, N1 or M2. (The vehicle category is generally recorded on the registration document V5C).

Note: Where the vehicle is yet to be registered in the UK, confirmation of type approval (M1, N1 or M2) may be obtained from the original vehicle's Certificate of Conformity or Approval Certificate (if confirmation is obtained via either document, please send a copy of that document to DVA along with your completed application form)

3d. What is the date of manufacture?

You can get the date your vehicle was made from the vehicle manufacturer's information plate or from the manufacturer.

3g. Is the gear box Manual/Automatic?

'Automatic' includes automatic gear boxes that can be used in manual mode.

3h. If a registered vehicle, has it been modified since it was first registered?

Please provide details of all modifications made to accommodate an occupied wheelchair/s - refer to changes to the vehicle body (including the fitment of a passenger partition, generally required to support a rearward facing wheel chair), changes to passenger seating arrangements, and the nature of the wheelchair and wheelchair occupant restraint systems (these systems must comply with BS ISO 10542).

In addition, please provide details of any changes to the engine power output or transmission.

Minor changes such as a change of colour, trim specification need not be included.

3i. How many designated seating positions does the vehicle have including the driver's?

A designated seating position is a seat used for normal use when the vehicle is travelling on the road.

In respect of most production vehicles seating positions can be determined by the number of seat belt anchorages. Where a vehicle is fitted with a bench seat, the number is determined by dividing the cushion width by 400mm.

4. CONVERSION DETAILS

4c. Has your vehicle been converted from a goods vehicle that has a design weight of 1500kgs or more?

If 'YES' does the vehicle also have a seat reference point (of the lowest front seat) of more than 700mm above the ground?

A passenger car would normally have a reference point below 700mm. For guidance only, it can be assessed with the front seat (if adjustable) in its lowest, most rearward position and by placing a rectangular block measuring 136mm long and 53mm high onto the back of the seat cushion against the back rest. The forward upper edge is the height of the reference point. If the measurement is close to the critical point (that is, above 700mm), you should get advice from us, the manufacturer or a designated Technical Service (Test Laboratory).

4f. Where the converted vehicle has been fitted with additional seats having integral seat belt anchorages and those seats have not been provided by the original vehicle manufacturer, evidence of compliance with the seat strength and positional requirements of Directive 76/115/EEC for a category M1 vehicle (passenger vehicle with not more than 8 seats in addition to the driver's seat) is required. Applicants should submit:

- (i) the Seat Belt Anchorage 'Compliance and Compatibility Declaration' (DVA-VIVA 3), and
- (ii) a Seat Belt Anchorage 'Installation Declaration' (DVA-VIVA 4)

Both declarations should be completed by the vehicle converter (the declaration forms are located at the web address below:

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

Where it is not possible to obtain the converter's declarations, alternative evidence of M1 seat belt anchorage compliance will be required. This evidence may be in the form of a compliance declaration provided by e.g. the seat manufacturer, or a third party involved in the conversion of motor vehicles (see Section 19 of the IVA Inspection Manual, located at the web address below:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/556944/m1-iva-inspection-manual.pdf)

Note: Where rearward facing seats with integral seat belt anchorages have been installed, it is acceptable if those particular seats comply with the strength and positional requirements for a category M2 vehicle.

6. PAYMENT DETAILS – CANCELLATION & REFUND

Should you wish to **cancel** the IVA application after it has been processed and the test appointment has been made, a fee of £100 will be retained and the remaining amount refunded.

If you give more than 3 working days notice prior to the appointment date you can request a later appointment (If you do not request a later appointment, a fee of **£100** will be retained by the DVA and the remaining amount will be refunded to the payee).

If you give 3 working days or less notice prior to the appointment date the whole fee will be forfeited.

DVA TEST LOCATIONS

Test Centre	Address	Phone Number
COOKSTOWN	Sandholes Road Coolkeeghan Cookstown BT80 9AR	028 8676 4809
LISBURN	1 Enterprise Crescent Ballinderry Road Knockmore Lisburn. BT28 2BP	028 9266 3151
MALLUSK	Commercial Way Hydepark Ind Estate Grange of Mallusk, Mallusk. BT36 4YY	028 9084 2111

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 may contact you in order to process the application.

THIS TEST DOES NOT GUARANTEE THE VEHICLE'S SUITABILITY AS A CLASS B TAXI

DVA is not liable for any vehicles purchased and presented that do not meet the criteria