



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

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Test Centre Instruction _____	

**IVA 1C**

**APPLICATION FOR INDIVIDUAL VEHICLE APPROVAL (IVA)**  
Passenger cars having no more than 8 seats in addition to the driver's – M1  
The Road Vehicles (Approval) Regulations 2009

Before completing this form, you **MUST READ** and understand the information provided in the corresponding [IVA 1C 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\*** *(See Note 1 in Guidance Notes)*

APPLICANT		OWNER <i>(if different from applicant)</i>	
Name :		Name :	
Address :		Address :	
Postcode :		Postcode :	
Contact Tel No :		Contact Tel No :	
Email :		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 SVA/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	

**3. VIN & VEHICLE TEST CLASS DETAILS** Please tick/complete the appropriate boxes below ▼  
*(See Note 3 in Guidance Notes)*

3a (ii). Vehicle Identification (Chassis) Number (VIN) :

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**3. VIN / & VEHICLE TEST CLASS DETAILS**

Please tick/complete the appropriate boxes below ▼

(See Note 3 in Guidance Notes)

3b. Position of stamped VIN on vehicle : 

3c. Please provide the vehicle class you require the vehicle to be tested to. You must tick all of the boxes that are applicable to your vehicle. Please refer to the [IVA 1C Guidance Notes](#) for detailed descriptions of the classes listed below and any relevant supporting documents that must be sent with your application.

- |                                   |  |                                   |   |
|-----------------------------------|--|-----------------------------------|---|
| <b>N</b> <input type="checkbox"/> | Left Hand Drive  | <b>L</b> <input type="checkbox"/> | A vehicle manufactured in very low volume                                     |
| <b>P</b> <input type="checkbox"/> | Personal Import  | <b>T</b> <input type="checkbox"/> | Armoured Vehicle  |
| <b>A</b> <input type="checkbox"/> | Amateur Built  | <b>E</b> <input type="checkbox"/> | European Approved to the IVA standard of a Member State                       |
| <b>S</b> <input type="checkbox"/> | Rebuilt Vehicle  | <b>M</b> <input type="checkbox"/> | Hearse, Motor Ambulance or Motor Caravan <b>not more than 3500kg GVW</b>      |
| <b>C</b> <input type="checkbox"/> | A vehicle built by a person in the business of building vehicles, using parts of a vehicle registered in the UK. | <b>M</b> <input type="checkbox"/> | Hearse, Motor Ambulance or Motor Caravan <b>more than 3500kg GVW</b>          |
|                                   |  | <b>R</b> <input type="checkbox"/> | A vehicle not meeting any other category and therefore requiring a Normal IVA |

In addition to being one of the above classes, is the vehicle a **W**  **Wheelchair Accessible Vehicle (WAV)?**

3d. If your vehicle is to be tested as 'L' class (very low volume) :

- (i) Was any part assembled by a person not carrying on a business in which motor vehicles are normally constructed or assembled (e.g. an amateur builder)? YES  NO
- (ii) Was the vehicle assembled using an engine and other major parts (which may be re-conditioned/re-manufactured) that were previously used in a registered vehicle? (\*See Notes for 'Class C') YES  NO

**4. VEHICLE DETAILS**

Please tick/complete the appropriate boxes below ▼

(See Note 4 in Guidance Notes)

4a. Vehicle make and full model description : 

4b. What is the date of manufacture?

Month Year 

4c. Has the vehicle been previously registered (In any country)?

YES  NO 

If 'YES' please confirm the date of first registration ► (dd/mm/yyyy)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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4d. Has the vehicle been imported into the UK other than by the manufacturer?

YES  NO 

If 'YES', from which country and when\*?

(\*Only confirm **date** if applying as a **Personal Import**)

<input type="text"/>	Date : <input type="text"/>
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4e. When presented, will the vehicle be a goods vehicle requiring a passenger vehicle test? If 'YES', please provide the following below ▼ YES  NO 

the design gross weight ►

 kg

the overall length of the vehicle ►

 cm

the overall length of the load area ►

 cm

<b>4. VEHICLE DETAILS</b> (Cont)		Please tick/complete the appropriate boxes below ▼ (See Note 4 in Guidance Notes)	
4f. Type of body? (e.g. saloon, limo, estate, pick up)	<input style="width: 90%;" type="text"/>	Colour :	<input style="width: 90%;" type="text"/>
4g. What is the engine number?	<input style="width: 95%;" type="text"/>		
4h. Where is the engine number located?	<input style="width: 95%;" type="text"/>		
4j. Is the gear box :	Manual <input type="checkbox"/>	Automatic <input type="checkbox"/>	
4k. How many designated seating positions does the vehicle have including the driver's?	<input style="width: 90%;" type="text"/>		
4m. Is the vehicle fitted with :	Immobiliser <input type="checkbox"/>	Alarm <input type="checkbox"/>	Not Fitted <input type="checkbox"/>
Where the application is CLASS 'R' only and supported by a copy of an EC Certificate of Conformity, it will <u>not</u> be necessary to complete the items that have a blue background (i.e. items 4n, 4p, 4q, 4r (i), 4s, 4t, 4u, 4v and 4w (i)).			
4n. Is the engine :	Turbocharged <input type="checkbox"/>	Non Turbocharged <input type="checkbox"/>	
4p. Does the vehicle have anti-lock brakes (ABS)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
4q. If the vehicle is a 4x4, is it :	Permanent 4x4 <input type="checkbox"/>	Selective 4x4 <input type="checkbox"/>	
4r (i). Fuel type :	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"/>
4r (i). Fuel type :	Electric <input type="checkbox"/>		
4r (ii). If 'electric' what is the operating voltage?	<input style="width: 80%;" type="text"/>	volts	
4s. What is the cylinder capacity? (Please confirm the 'cc' or 'cm <sup>3</sup> ' of the engine)	<input style="width: 80%;" type="text"/>	cc / cm <sup>3</sup>	
4t. What is the number and arrangement of cylinders? * *(Please Note : for classes A, C & L <b>ONLY</b> )	<input style="width: 95%;" type="text"/>		
4u. What is the engine maximum power <b>AND</b> the engine speed at which it is obtained? (DO NOT take these figures from the rev counter – see note 4u in Guidance Notes)	<input style="width: 80%;" type="text"/>	kw @	<input style="width: 80%;" type="text"/>
		or	
	<input style="width: 80%;" type="text"/>	bhp @	<input style="width: 80%;" type="text"/>
4v. What is the maximum design road speed of the vehicle?	<input style="width: 80%;" type="text"/>	mph	
(DO NOT take this figure from the speedometer – see note 4v in Guidance Notes)			
4w (i). What are the ORIGINAL design laden weights of the vehicle? * (Not required for classes R, P and E but must be completed for any vehicle where the design weights have been increased.) * Refer to the weights plate on the vehicle, or the vehicle handbook or contact the manufacturer for this information.			
Axle 1 (lb / kg)	Axle 2 (lb / kg)	Axle 3 (lb / kg)	Gross (lb / kg)
Train (lb / kg)	Towable Mass (lb / kg)		

**4. VEHICLE DETAILS (Cont)** Please tick/complete the appropriate boxes below ▼  
(See Note 4 in Guidance Notes)

4w (ii). If you require HIGHER design laden weights than those allocated by the original manufacturer, please provide them below. Evidence of the vehicle's capability at the higher weight will be required.

Axle 1 (lb / kg)	Axle 2 (lb / kg)	Axle 3 (lb / kg)	Gross (lb / kg)	Train (lb / kg)	Towable Mass (lb / kg)

4x. Does the vehicle have one or more ECWVTA or NSSTA Certificate of Conformity? If 'YES', does the vehicle have approval as : YES  NO

an incomplete vehicle?  a completed vehicle?  a complete vehicle?

If 'YES', please give approval number(s) :


If 'YES' what is the recorded mileage? ►  
(including the mileage before any modification)

m ►  km ►

**5. CHANGES SINCE MANUFACTURER'S APPROVAL** Please tick/complete the appropriate boxes below ▼  
(See Note 5 in Guidance Notes)

5a. Has the vehicle been modified since being previously approved? YES  NO

If 'YES', please give the details below (please continue on a separate sheet if necessary) ▼  
(Include modifications to the original vehicle, also all additional bodywork, features or fittings)

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**6. CONVERTED VEHICLES ONLY** Please tick/complete the appropriate boxes below ▼  
(See Note 6 in Guidance Notes)

6. Has your vehicle been converted to increase the number of passenger seats? YES  NO

If 'YES', has it been :-

a. converted into a 'limousine' by increasing the number of seating positions? YES  NO

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

c. converted from a goods vehicle?  
(This includes wheelchair accessible vehicles) YES  NO

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

If 'YES' to 'd', does the vehicle also have a seat reference point (of the lowest front seat) of more than 700mm above the ground? YES  NO

## 6. CONVERTED VEHICLES ONLY Please tick/complete the appropriate boxes below ▼ (See Note 6 in Guidance Notes)

6. Has your vehicle been converted to increase the number of passenger seats? If 'YES', has it been :-

e. adapted for a person with a disability?

YES  NO

If you have ticked 'YES' to '6d' or '6e', please confirm the design weight of the vehicle ►

kg

f. adapted to accommodate one or more wheelchairs?

YES  NO

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

## 7. EVIDENCE OF ELIGIBILITY

You will need to provide evidence that you are eligible to apply for your chosen vehicle class.  
(See Guidance Notes for more details)

### CLASS A (Amateur Built) :

Original amateur built declaration and copy of evidence of build e.g. photos and invoices.

### CLASS C (A vehicle built by a person in the business of building vehicles using parts of a vehicle registered in the UK) :

Copy of evidence of the donor registration number and a list of parts used from the donor.

### CLASS E (European Approved to the IVA standard of a Member State) :

Original approval certificate and copy of evidence of approval standards applied.

### CLASS L (A vehicle manufactured in very low volume) :

Evidence from the manufacturer of the total number of vehicles produced of this vehicle type for each of the 36 months prior to the month in which the vehicle manufacture was completed. In the case of an application by someone who is not the manufacturer, evidence of authorisation (a chassis specific letter) from the manufacturer to use the class 'L' quota is required.

### CLASS P (Personal Import) :

Copies of :

- **6 months possession of the vehicle** – for example, a previous registration document from the country of export.
- **6 months use of the vehicle** – for example, an insurance certificate (quoting the vehicle identification number and applicant's name) covering a minimum of 6 months from the country of export.
- **12 months residency** – for example, utility bills covering the last 12 months or more from the country of export.

### CLASS S (Rebuilt vehicle) :

Copy of evidence of previous registration mark and receipt for replacement body.

### CLASS T (Armoured vehicle) :

Copy of evidence of anti-bullet compliance.

Please list below the documentation you are enclosing with this application :

**Please Note:** For assessment purposes where indicated, a copy of the evidence of compliance will be acceptable (however, we may require originals in some instances).

**YOU MUST PRODUCE THE ORIGINALS OR EVIDENCE OF AN EMAIL DOCUMENT TRAIL TO THE ORIGINS OF THE INFORMATION AT THE TIME OF TEST**

8. EVIDENCE OF COMPLIANCE	
8.1 EVIDENCE OF COMPLIANCE – All classes except class ‘R’ ▼	
ITEM	MINIMUM DIRECTIVE REQUIREMENT
Electrical Safety (if applicable)	ECE Reg. 100.01
8.2 EVIDENCE OF COMPLIANCE - CLASS ‘R’ ▼ (A vehicle not meeting any other class) : You will need to provide evidence of compliance with the Directives listed below for <b>statutory</b> applications - either a Certificate of Conformity (CoC), a letter of Directive compliance from the manufacturer, a Test Report, a Model Report or evidence of a comparable standard. <b>Note</b> : If the vehicle only has a CoC for an ‘incomplete’ vehicle, you must provide a chassis specific letter of compliance from the manufacturer. If the vehicle is based on a light goods vehicle, the Directive standards applicable to the light goods vehicle will be considered acceptable.	
ITEM	MINIMUM DIRECTIVE REQUIREMENT
Noise	70/157/EEC to 92/97EEC
Emissions	Dependant on date of manufacture
Gas fuel tanks	ECE Reg. 67.01 (lpg) / ECE Reg. 110 (cng) EC 79/2009 or ECE Reg. 134 (Hydrogen)
Brakes	71/320/EEC to 98/12/EC
Anti-theft / Immobiliser	74/61/EC to 95/56/EC
Protective steering	74/297/EEC to 91/662/EEC
Seat belt anchorages	76/115EEC to 90/629/EEC (from 24/4/2009 to 2005/41)
Front impact (design weight 2500kg or less)	96/79/EC
CO <sub>2</sub> and fuel consumption	80/1268/EEC to 93/116/EEC (from 01/01/2009 to 2004/3/EC)
Side impact (vehicle having seat reference point 700mm or lower)	96/27/EC
Electrical Safety (if applicable)	ECE Reg. 100.01
8a. Is the evidence of compliance provided by :	
Certificate of Conformity	YES <input type="checkbox"/> NO <input type="checkbox"/>
Manufacturer’s letter of compliance	YES <input type="checkbox"/> NO <input type="checkbox"/>
8b. Has the vehicle had a ‘One-off’ test? (Please refer to the <b>Guidance Notes</b> for more information)	
	YES <input type="checkbox"/> NO <input type="checkbox"/>
If ‘YES’ please write the Test Report Number ►	<input type="text"/>
8c. Is the vehicle a precedent vehicle used to create a Model Report?	
	YES <input type="checkbox"/> NO <input type="checkbox"/>
If ‘YES’ please write the Test Report Number ►	<input type="text"/>
8d. Is the vehicle to be tested against an existing Model Report?	
	YES <input type="checkbox"/> NO <input type="checkbox"/>
(i) If ‘YES’ please write the Model Report Number ►	<input type="text"/>
(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 8d (ii), please submit form IVA 9* as a separate request. (*Application form for a Model Report / Tilt Examination at a non DVA site).	

**9. 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](http://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 & Vehicle 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 and copies of the evidence of eligibility and compliance are true copies of the original documents. If this application is for a **PERSONAL IMPORT**, the vehicle is for my personal or household use in the United Kingdom. Or I am authorised by the person importing the vehicle to act on their behalf. I agree to use the Model Report procedure on the conditions that apply to the compliance check arrangements described in the Guidance Notes of this form.

**Signature:** \_\_\_\_\_ **Date** / / \_\_\_\_\_

**Print Full Name:** \_\_\_\_\_

**PLEASE NOW COMPLETE SECTION 10 ON PAGE 8- PAYMENT DETAILS**

**10. 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](mailto:Belfast.opsdva@infrastructure-ni.gov.uk)

**Refund Policy** – Please refer to the Section 10 of the Guidance Notes

**10a. 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](http://www.nidirect.gov.uk) or via the

**IVA SECTION – 02890 541841** or by email to [Belfast.opsdva@infrastructure-ni.gov.uk](mailto:Belfast.opsdva@infrastructure-ni.gov.uk)







# IVA 1C

## GUIDANCE NOTES

### GUIDANCE NOTES

**APPLICATION FOR INDIVIDUAL VEHICLE APPROVAL (IVA)**  
Passenger cars having no more than 8 seats in addition to the driver's – M1  
The Road Vehicles (Approval) Regulations 2009

#### 1a. APPLICATION TYPE

If your vehicle is not registered with the DVLA, a statutory test is required to obtain a certificate for registration. 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.

If you require a CO<sub>2</sub> fuel consumption figure to be shown on the IVA certificate to obtain a concessionary rate of excise duty, evidence of the fuel consumption figure and the EC standard that the vehicle was tested to when establishing the figure must be submitted with your application and made available to the Examiner at the time of test. This information is only likely to be available if the vehicle was originally subject to EC approval or been the subject of the emissions Model Report process to demonstrate compliance. Approvals issued will not be reassessed/amended if information is presented after the certificate has been issued.

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.

#### 1b. 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. 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. TEST LOCATION

**PLEASE NOTE : DATE, TIME AND LOCATION OF YOUR IVA TEST WILL BE ALLOCATED BY THE SVA/IVA SECTION, BALMORAL ROAD, BELFAST 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).

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

### 3. VIN VEHICLE TEST CLASS DETAILS

#### 3a. Vehicle Identification (chassis) Number (VIN).

A statutory test cannot be carried out on a vehicle that is already registered in the UK. The Vehicle Identification Number (VIN) is the identification number displayed on the manufacturer's plate and which is stamped on the vehicle chassis or monocoque body. You may find the vehicle identification and chassis number on the manufacturer's information plate under the bonnet, around the door opening, or, where previously registered in another country, on a previous registration 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 in **full**.

If it is an amateur-built vehicle, you must provide a new number. You cannot use the number from a donor vehicle. A number can be obtained from the DVLA. The VIN must consist of **17 digits** unless the vehicle is a mass produced vehicle, in which case the original manufacturer's number can be less than 17 digits but not less than 8 digits.

Vehicles previously registered in **New Zealand** may have more than one Vehicle Identification Number (VIN) plate; the original applied by the vehicle manufacturer and an additional variation of the original applied by the New Zealand authority. The number on any documentation used to support the IVA application would normally be the one used on the application to identify the vehicle. Please also provide the alternative number on the application form (if necessary, in box 3b – '*Position of stamped VIN on vehicle*').

#### 3b. Position of stamped VIN on vehicle.

On all vehicles other than North American vehicles, the VIN should be stamped into the chassis frame or body. Please state where this number is stamped into the vehicle e.g. under bonnet L/H side (viewed from the driver's seat) or front chassis leg L/H side.

*Continued overleaf ►*

## VEHICLE CLASS DEFINITIONS

### P – PERSONAL IMPORT

A vehicle imported by a person who has lived in the country of export for **12 months** or more and been in possession of and used the vehicle for **6 months** or more.

You must send us **photocopies** of documents demonstrating compliance with these requirements and present the originals or provide evidence of an email document trail to the origins of the information at the time of test.

**Note 1:** The owner of the vehicle or his/her appointed agent must complete and sign the declaration on the application form.

**Note 2:** Photocopies will be retained by DVSA.

### A – AMATEUR BUILT

A vehicle, the majority of which was constructed, assembled or, if previously registered in the UK, structurally modified by you or by someone on your behalf who is not in the business of building motor vehicles and which is for **your** personal use. **Please complete the Amateur Built Declaration which can be downloaded from <https://www.nidirect.gov.uk/publications/declaration-individual-vehicle-approval-amateur-built-iva-051>**. Hard copies can be posted/emailed to you, contact **IVA SECTION – 02890 541841** or by email to **Belfast.opsdva@infrastructure-ni.gov.uk**

Evidence of the date of manufacture of the engine will be required at the time of inspection to determine the emissions limits for the vehicle. The donor vehicle registration document (V5) may be acceptable evidence, where it indicates the engine to be the original engine fitted to the donor vehicle.

### S – REBUILT VEHICLE

A vehicle which :

- has been rebuilt using a replacement chassis or combined chassis-body of the same design as the original. The chassis or combined chassis-body needs to be new or from a vehicle that has already been registered in the United Kingdom (UK). Please provide evidence of the previous registration mark of the vehicle being rebuilt and also details of where the chassis or body has come from (e.g. a receipt),
- DVLA has given a vehicle chassis or identification number,
- does not meet classes 'A' or 'C'.

(Evidence of the date of manufacture of the engine will be required at the time of test to determine the emissions limits for the vehicle).

### C – A VEHICLE BUILT BY A PERSON IN THE BUSINESS OF BUILDING VEHICLES USING PARTS OF A VEHICLE REGISTERED IN THE UK

The engine and at least one other major part\* must come from the same donor vehicle. Where the engine used was not the **original** engine fitted to the donor vehicle, the registration document (V5) alone will not be sufficient evidence that the engine was from the donor vehicle. You must provide the following information :

- donor registration number.
- engine number.
- list of major parts used from the donor vehicle specified above.

(Evidence of the date of manufacture of the engine will be required at the time of test to determine the emissions limits for the vehicle).

*\*Major part means chassis, body, suspension, axle, transmission or steering assembly.*

*Continued overleaf ►*

## VEHICLE CLASS DEFINITIONS

### **L – VEHICLE MANUFACTURED IN VERY LOW VOLUME**

A vehicle is manufactured in very low volume if the total number of vehicles of the family of types to which the vehicle in question belongs, which are manufactured in the world during any period of 12 months falling within the period of 36 months immediately preceding the month in which the vehicle was manufactured, does not exceed 500. Evidence will be required to demonstrate that this criteria has been met.

### **T – ARMoured VEHICLE**

A vehicle intended for the protection of conveyed passengers and/or goods and complying with armour plating anti-bullet requirements. 'Anti-bullet' requirements shall be interpreted as meaning; the driver and passenger compartment (front, rear and sides including doors and glazing) are capable of withstanding ballistic penetration from small arms fire e.g. materials to EN 1063 or an equivalent level of protection.

### **E – EUROPEAN APPROVED TO THE IVA STANDARD OF A MEMBER STATE**

A vehicle that has been found by another country in the European Community to meet the same requirements as the UK Individual Vehicle Approval (IVA) scheme.

You must send us the approval certificate issued to the vehicle and evidence of the technical standards to which the vehicle was tested by the Approval Authority. This category also includes vehicles that display an approval number on the VIN plate that was applied at the time the vehicle was manufactured that can be supported by manufacturer's confirmation of compliance and vehicles that have been issued with an EC Type Approval Certificate of Conformity that is now, due to legislation changes, no longer valid for registration.

### **M – HEARSE, MOTOR AMBULANCE OR MOTOR CARAVAN**

**HEARSE** - A vehicle intended for the transport of deceased people and having special equipment for the purpose. This shall be interpreted as a vehicle :

- having an enclosed glazed area to the rear of the driving position,
- being fitted with a permanent deck of suitable length to accommodate a full size coffin incorporating bier fittings such as coffin stops and/or rollers, and
- not fitted with any seats or seat mountings below the deck/bier, (although storage space may be provided).

**MOTOR AMBULANCE** – A motor vehicle of category M intended for the transport of sick and injured people and having special equipment for such purpose. The interpretation applied to this definition is as follows :

The vehicle shall be readily identifiable as a vehicle used for the carriage of sick or injured people to or from welfare centres or places where medical or dental treatment is given by being permanently marked 'Ambulance' (or 'Ambiwans') on both sides and/or to the front and rear.

The vehicle must have the following equipment or characteristics;

- An optical warning system i.e. a blue warning beacon (or special warning lamp) or a device which fulfils the same function.
- An acoustical warning system.
- Be fitted with features to enable the carriage of special equipment such as a stretcher, medical equipment or supplies such as oxygen cylinders.

**MOTOR CARAVAN** – A special purpose M1 category vehicle (vehicle having 8 or less passenger seats) which meets the 'reasonableness test' and is constructed to include living accommodation which contains at least the following equipment.

- seats and table,
- sleeping accommodation which may be converted from the seats,
- cooking facilities, and
- storage facilities.

## VEHICLE CLASS DEFINITIONS

### **MOTOR CARAVAN** *(Continued)*

This equipment shall be rigidly fixed to the living compartment. For further information, please refer to the M1 IVA Inspection manual (Foreword) – [www.gov.uk/vehicleapproval](http://www.gov.uk/vehicleapproval).

### **R – A VEHICLE NOT MEETING ANY OF THE CATEGORIES LISTED ABOVE (Other than potentially 'W') – NORMAL IVA**

This includes commercially imported vehicles and vehicles subject to a second stage of manufacture i.e. where a vehicle approved by the manufacturer :

- is fitted with a body or;
- subject to a modification prior to registration.

You will need to provide evidence of compliance with certain EC Directive standards.

### **W – WHEELCHAIR ACCESSIBLE VEHICLE**

A vehicle constructed or converted specifically so that it can accommodate one or more person(s) seated in their wheelchair(s) when travelling on the road. This sub-class will also be one of the other classes listed.

## 4. VEHICLE DETAILS

### **4b. What is the date of manufacture?**

This is the date the vehicle was completed such that it could be subject to a full inspection of all relevant criteria. You should be able to get the date your vehicle was made from the manufacturer's information plate or from the manufacturer.

In the case of an imported vehicle, where the date of manufacture is unavailable, the date of first registration (where the vehicle has been registered in another country) can be entered.

### **4e. When presented, will the vehicle be a goods vehicle requiring a passenger vehicle test?**

A goods vehicle can be considered as an M1 category passenger vehicle and tested as a passenger vehicle if it meets the following criteria; (a) has at least 4 seats, (b) a load area not exceeding 40% of the vehicle length and (c) a gross vehicle weight of not more than 6500kgs.

### **4h. 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).

### **4j. Is the gear box Manual/Automatic?**

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

### **4k. 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 the case of a Motor Caravan, for example, this would not include seats used only when the vehicle is stationary.

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 (in mm) by 400mm.

### **4m. Is the vehicle fitted with an immobiliser/Alarm?**

Where an immobiliser is fitted, when the vehicle is presented for test, you must show us documentary evidence of compliance. This can be evidence of EC Directive compliance from the manufacturer or of an acceptable comparable standard, e.g. for vehicles registered in Japan from 1 July 2006 onwards, or from an authorised technical service (a test laboratory), or an installer from an approved installer scheme that the immobiliser meets the European Directive standards. If the vehicle has an alarm fitted you will also need to provide evidence that it complies with the required standard.

**4. VEHICLE DETAILS** *(Continued)***4m. Is the vehicle fitted with an immobiliser/alarm?** *(continued)*

Evidence from an approved installer scheme must be an **original document** and can be:

- a Thatcham Registered Installer (TRI) certificate of installation or installation report (telephone 01635 868855 or visit [www.thatcham.org](http://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](http://www.mesf.org.uk)).

**4n. Is the engine Turbocharged/Non Turbocharged?**

Turbocharged includes engines fitted with a supercharger.

**4r. 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' –

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 2009 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.

**4t. What is the number and arrangement of cylinders?** *(This question is for categories A, C, & L ONLY)*

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

**4u. 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) or brake horse power (bhp) and the engine speed in revolutions per minute (rpm) at which the engine produces maximum power.

You should try to obtain this information from the manufacturer's plate, the vehicle handbook or by contacting the manufacturer or viewing manufacturer's information on the internet.

**4v. What is the maximum design road speed of the vehicle?**

**DO NOT** take this figure from the speedometer as it is unlikely to be the true figure. You should try to obtain it from the vehicle handbook or by contacting the manufacturer or viewing manufacturer's information on the internet. Where manufacturer's data relating to maximum speed is not available, a calculated speed may be acceptable.

**4w (i). What are the ORIGINAL design laden weights of the vehicle?**

This question is only for classes **A, C, L, M, S, T & W** vehicles and converted vehicles that have been allocated weights higher than those allocated by the original manufacturer e.g. Limousines and Minibuses.

The design weights should be obtained from the manufacturer's plate where available, or the converters plate if the vehicle has been subject to a conversion. If the weights are not available on a plate they should be obtained from manufacturer's published information.

**Design weight** is the maximum weight that the vehicle is built to carry when fully loaded. The **gross weight** refers to the weight of the whole vehicle. The **axle weight** is the maximum weight an axle can carry. The **train weight**, for a vehicle fitted with a towing attachment, is the maximum weight of the vehicle and trailer when loaded. **Towable Mass** is the maximum weight of the trailer that can be towed by the vehicle.

Where the design weights have been increased i.e. you require them to be higher than the weights allocated by the original manufacturer, it will be necessary to demonstrate that the vehicle components are capable of carrying the higher weight.

#### 4. VEHICLE DETAILS

##### 4x. Does the vehicle have one or more ECWVTA or NSSTA Certificate of Conformity?

A manufacturer may have an approval that will allow him to issue a certificate of conformity to a vehicle as an 'incomplete', 'complete' or 'completed' vehicle. An 'incomplete' vehicle is a vehicle that requires a further stage of approval before it can be registered i.e. approved as a 'completed' vehicle (a 'complete' vehicle is approved in a single stage). A certificate of conformity will indicate under the title of the first page the type of approval the certificate relates to.

#### 5. CHANGES SINCE MANUFACTURER'S APPROVAL

##### 5a. Has the vehicle been modified since being previously approved?

If the vehicle has been modified by the addition of bodywork, fixtures or fittings, please advise us e.g. seats, tail lift etc. If a vehicle system or component that has been previously approved has been modified e.g. a modification to the exhaust system of a vehicle that has an emissions approval, please advise us of the changes made to the vehicle.

#### 6. CONVERTED VEHICLES ONLY

##### 6. 'a', 'b', 'c' or 'd' – 'converted vehicle'

Where a vehicle of 'category 'R' (but not a 'disabled persons vehicle' or a 'wheelchair accessible vehicle') has been converted from a goods vehicle to a passenger vehicle, or is a passenger vehicle fitted with additional seats, evidence of compliance with the seat belt anchorage requirements must be provided using the declaration pro-forma **IVA 19a and 19b** which is available via <https://www.nidirect.gov.uk/publications/seat-belt-anchorage-compliance-declarations>

##### 6d. Has your vehicle been converted from a goods vehicle that has a design weight of 1500kgs or more?

*If 'YES' to d', 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).

#### 7. EVIDENCE OF ELIGIBILITY

In respect of the vehicle class that you have chosen at item 3, it will be necessary to provide the evidence of eligibility listed against the relevant class. The vehicle will be subject to a 'Basic' level of test (refer to the **passenger car (M1) IVA Inspection Manual** for further details – [www.gov.uk/vehicleapproval](http://www.gov.uk/vehicleapproval)).

#### 8.1 EVIDENCE OF COMPLIANCE – ALL CLASSES EXCEPT CLASS 'R'

**Electrical Safety (Compliance Item)** – Applicable to vehicles propelled by electric (including hybrid vehicles) having an operational voltage more than 48v.

Continued overleaf ►



## 8.2 EVIDENCE OF COMPLIANCE - CLASS 'R'

To demonstrate compliance for this category it will be necessary to provide evidence of compliance with the 'Relevant' EC Directives or evidence of a recognised standard from a non-European country that is considered comparable. These are listed in the IVA M1 Inspection Manual (see Section 7 above).

Demonstrating compliance can be achieved by one or more of the following methods :-

- **Directive Compliance**
  - a Certificate of Conformity
  - a manufacturer's letter of Directive compliance

**Note :** *In the case of a Certificate of Conformity for an 'incomplete' approval, as the vehicle does not have full approval, it will be necessary to provide a vehicle specific letter from the manufacturer confirming which Directives the vehicle meets. 'Relevant Directives' relating to a passenger vehicle of category M1 are those listed on the application form.*

- **Comparison Test** – A comparison check (but not in respect of emissions) with a known type approved vehicle.
- **Directive Test** – Physically having a test conducted to the appropriate Directive standard at a Technical Service.
- **Model Report** – The use of a Model Report compiled from data obtained from a designated Technical Service.
- **Comparable Standard** – Providing evidence that the vehicle meets a recognised standard from a non-European country that is considered to be comparable to that required for IVA e.g. Japanese, US or Australian standards.

### COMPARABLE STANDARD FROM JAPAN

You will need to provide either a Japanese export certificate document or a letter from the manufacturer confirming that the vehicle has been built to a Type designation and specification standard in Japan.

You will also need to provide evidence of compliance with the EC Emissions Directive, if the vehicle has not been registered for at least six months in Japan. If you would like to be considered for rate of Vehicle Excise Duty, it will be necessary to demonstrate compliance with the CO<sub>2</sub> and Fuel Consumption Directive and provide the test results.

**Electrical Safety (Compliance Item)** – This item is applicable to electrically propelled vehicles (including hybrid vehicles).

### 8b. Has the vehicle had a 'One-off' test?

A 'One-off' test is a test on an individual vehicle to EC Directive standards where the information provided will include documentation from a Technical Service that will not be used for any other vehicle applications.

### 8d. Is the vehicle to be tested against an existing Model Report?

A Model Report is a document created as a result of a vehicle being submitted to a designated Technical Service 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 all of which are listed on [www.gov.uk/vehicleapproval](http://www.gov.uk/vehicleapproval) (these are owned by members of the public or private companies). 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.

**8d (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.



## 9. DATA PROTECTION, DECLARATION AND SIGNATURE

Please ensure the form is signed, dated and your name printed in full. If your application is for a Personal Import, the form must be signed by you or your authorised representative. If the application is to be submitted electronically, please ensure your name is typed into the signature space.

## 10. PAYMENT DETAILS – CANCELLATION & REFUND POLICY

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

### Definition of categories

M1 – vehicles designed and constructed for the carriage of passengers and comprising no more than eight seats in addition to the driver's seat. (Kit cars can only be tested at Lisburn).

### 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.