

Exchange of Vehicle Licence Application Form

V70

Please read these notes for guidance carefully.

A When do I use this form?

You can use this form if your vehicle is currently licensed and

- you change the taxation class of your vehicle (this does not apply to tax classes for which no duty is payable). To change the taxation class for such a vehicle you must apply to license it in the appropriate class. For further details please visit www.direct.gov.uk/motoring or see application forms V10 or V85.
- certain details of the vehicle change (such as cylinder capacity, fuel type, the weight of a goods vehicle or the seating capacity of a bus) and it affects the rate of duty payable, or
- you buy a used vehicle with a licence which does not cover your use of the vehicle.

If you change the construction or use of a vehicle so that it becomes liable to a higher rate of duty, it is an offence to use the vehicle before licensing it at the higher rate.

B Where do I apply?

You can **ONLY** get an exchange licence from a DVLA local office. Please do NOT send or take this form to a Post Office® branch or to DVLA, Swansea.

The address of your nearest local office can be found:

- On the website at www.direct.gov.uk/motoring
- In our booklet V100 available from all Post Office® branches
- By calling 08702 430444, you will be asked to provide your postcode
- In the Phone Book "classified" section under Government Offices or in the main index under "DVLA".

DVLA local offices are open 9.00am to 5.00pm Monday to Friday and 9.30am to 5.00pm on the second Wednesday of each month.

C What documents are required?

- **Your current vehicle licence.**
- **Your Registration Certificate (V5C).**
Please complete this to show any changes you have made to the vehicle (e.g. number of seats, change in weight, change in cc). If you do not have a V5C you will have to complete a Vehicle Registration Certificate application form V62 (fee applicable). This form is available for download from www.direct.gov.uk/motoring, Post Office® branches and DVLA local offices.
- **Decrease in cylinder capacity (cc).** Documentary evidence showing details of engine number and capacity must be produced for a decrease in engine capacity in the PLG or Motorcycle class if the change affects the rate of duty payable. Evidence can take the form of receipt of purchase for the replacement engine, written evidence from the manufacturer or insurance company or written confirmation on headed paper from a garage if the change took place prior to the purchase. If you increase the engine size documentary evidence is not required.
- **Change of fuel type for vehicles registered after 1 March 2001.** Written details on headed paper from the garage that carried out the conversion must be produced only if the change results in the vehicle becoming subject to a lower rate of duty.
- **A valid insurance certificate or cover note, not a renewal notice, photocopy or facsimile nor the policy, receipt or schedule.** The certificate or cover note must be valid on the date the licence comes into force.
- **A valid vehicle test certificate, if applicable (see NOTE)**
- **Plating or Design Weight Certificate, if the revenue weight has changed – HGV and Recovery Vehicle tax classes only.**

- **Certificate of Initial Fitness or Certificate of Conformity** or their equivalent (PSV401, PSV408, PSV500, PSV506 applies to the Bus taxation class).
- **A valid Reduced Pollution Certificate, if applicable.** It is a legal requirement that the vehicle must throughout the duration of the licence continue to satisfy the reduced pollution standard. For further information please see leaflet INF64 "Environmental Vehicle Excise Duty for Lorries and Buses" which is available from any DVLA local office or by contacting Customer Enquiries (Vehicles), telephone: 0870 240 0010.

NOTE: Goods Vehicle Test Certificates

Test certificates must be valid on the date that the licence comes into force. A goods vehicle is exempt from testing if:

- under Regulation 44(1)(e) of the Goods Vehicles (Plating & Testing) Regulations 1988, it is used on the public road by an order made under section 44 of the Road Traffic Act 1988
- it is used on certain offshore islands exempted by Regulation 44(2) of the Goods Vehicles (Plating & Testing) Regulations 1988
- it is a vehicle of a class listed in schedule 2 of the Goods Vehicles (Plating & Testing) Regulations 1988 (exempted from the requirement of testing)
- it is a vehicle outside the scope of the Regulations, e.g. being a heavy/light locomotive or motor tractor within the meaning of the Road Traffic Act 1988, but has an allocated revenue weight.

If your vehicle complies with one of the above categories, declare your exemption in the appropriate box overleaf. If you have any queries about the testing position contact Vehicle and Operator Services Agency (VOSA), Welcombe House, 91-92 The Strand, Swansea, SA1 2DH, telephone: 0870 606 0440.

D What and how to pay

If applicable, you will need to pay additional duty. The additional duty is the difference between the old and new rates, divided by the period of the current licence (12 or 6 months) multiplied by the number of months the exchange licence is to run. Current rates of Vehicle Excise Duty can be found on the leaflet V149 "Rates of Vehicle Excise Duty" available for download from www.direct.gov.uk/motoring. It is also available from all licence issuing Post Office® branches and DVLA local offices.

Payment can be made by:

- cheque or postal order made payable to "DVLA, Swansea". (Please do not postdate your cheque - we cannot accept it)
- debit card
- cash.

Do not send cash, blank postal orders or debit card details.

E Further information

Further information on vehicle registration and licensing is available on the website: www.direct.gov.uk/motoring

Information is also available in booklet V100 available from Post Office® branches and DVLA local offices.

If you are not satisfied with the service you have received, please see leaflets INS121 "If things go wrong" and INS101 "DVLA Customer Service Guide". These are available to read or download from www.dvla.gov.uk. These are also available from DVLA local offices and from Customer Enquiries (Vehicles), DVLA, Swansea, SA99 1AR. Telephone: 0870 240 0010 or fax: 0870 850 1285 between 8.00am and 8.30pm Monday to Friday and 8.30am and 5.30pm Saturday. Some calls will be monitored for quality and training purposes. Customers with impaired hearing who have a textphone/minicom should phone 01792 766426 for vehicle related enquiries. The minicom number will not respond to ordinary telephones. Customer Enquiries (Vehicles) email address is: vehicles.dvla@gt.net



Please do not write in the shaded areas

Please write clearly in **BLACK INK**
and **CAPITAL LETTERS**

1.

1 Your Details

Full name of vehicle keeper

Mr/Mrs/Ms/Miss

Company name if applicable

Address including postcode

Postcode

2 Vehicle Details

1. Registration mark of vehicle 2.

Make Model

2. Taxation class of licence required

(e.g. HGV, Bicycle, Petrol Car, Diesel Car etc.)

3. If a HGV tax class (i.e. goods vehicles over 3,500kg revenue weight)

RIGID vehicle give:

revenue weight kg

number of axles

and if over 12000kg and used to draw laden trailer(s) with a revenue weight over 4,000kg
highest revenue weight of any trailer drawn kg

ARTICULATED vehicle give:

number of axles on tractive unit

revenue train weight kg

If over 12,000kg indicate whether the vehicle will be used to draw laden semi-trailers
which have: (please tick each appropriate box)

one axle two axles three or more axles

4. Fuel type

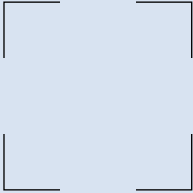
5. If Recovery or Special Vehicle tax class give revenue weight kg

6. If Bicycle, Car or Light Van give exact cylinder capacity cc

7. If Bus taxation class (i.e. a vehicle with more than 8 passenger seats)
give seating capacity, excluding driver persons

Date of change affecting Day Month Year Mileage (to last complete mile)
taxation class/rate of duty
(You are not legally required to provide mileage information but doing so may help to combat mileage fraud.)

V70
8/06



Additional Duty Payable.
Enter amount in pounds and pence in field 4 below.

Refund Payable

VC Additional Duty/Refund
3. 4.
Wheel plan Trailer Weight
5. 6.

Current Licence

Serial No.

Tax Class

Tax Band

Rate of duty

Period of licence

Expiry date

Exchange Licence

Serial No.

Tax Class

Tax Band

Rate of duty

Additional duty

Number of months

Amount due £

Refund Payable

Number of months

Refund payable £

Entered on
CLO1360

CLF800/1
completed

3 Declaration (Making a false declaration is a criminal offence for which you could be fined or imprisoned)

I declare that this is a goods vehicle exempt from the provisions of section 53(2) of the Road Traffic Act 1988 or the vehicle is not a vehicle
to which the regulations apply (see NOTE on Goods Vehicles Testing Certificates overleaf). Tick this box only if exemption applies

I declare that I have checked the information given in this application and that to the best of my knowledge it is correct.

* I enclose the amount of duty payable £ / * I claim a refund of duty (* delete as appropriate)

Signature Date
(If you are signing for a partnership, limited company or other legal entity, give your position in the firm.)