

**Please read these notes for guidance carefully. If you use a commercial or dual purpose vehicle to carry goods for business and the vehicle is over 3500kgs taxable (gross weight), you will need to licence it as a Heavy Goods Vehicle using application form V12(NI).**

## A What documents are required?

In all cases you will need to produce the following when you tax your vehicle:

- **Vehicle Registration Certificate V5C(NI).** If you have purchased a vehicle and the seller has a new style Registration Certificate you must obtain section V5C/2(NI) (section 10) from them to enable you to tax the vehicle. If you are the current registered keeper you may be able to tax your vehicle without the V5C(NI) at any DVA Local Office but you will have to complete form V34(NI) for a duplicate Registration Certificate (£25 fee applicable). If you have changed your name and/or address you will need to provide proof of the changes.
- **Payment (if applicable).** See notes on "How to Pay".
- **Current Insurance Certificate or VALID Cover Note ONLY** (Renewal invitations, policies, receipts, schedules, photocopies & faxes are not acceptable). The Insurance Certificate or Cover Note must be valid on the day the tax disc is issued or in the case of an advanced application on the day the tax disc comes into force. The Insurance Certificate/Cover Note must be in accordance with UK Legislation and relevant to the vehicle specified overleaf.

**If applicable you will need to produce the following:**

- **Evidence of a Valid Vehicle Test (MOT), PSV, Goods Vehicle Test**
- **Valid Reduced Pollution Certificate**
- **Valid Disabled Exemption Certificate AA404 (NI), DLA404 (NI), Certificate of entitlement or WPA 442**

### Decrease in Cylinder Capacity (cc)

Documentary evidence detailing engine number/capacity must be produced for a decrease to 1549cc or below for vehicles in the PLG and exempt tax classes (classes which may be licensed PLG in the future). Evidence can be a receipt of purchase for the replacement engine, written evidence from the manufacturer/insurance company, or a garage if the change took place prior to purchase. If you increase the engine size documentary evidence is not required.

**Change of Propulsion (Fuel) type for vehicles registered on or after 1st March 2001,** requires written details from the garage that carried out the conversion if the change results in the vehicle becoming subject to a lower rate of duty.

## B Where and when to apply

**In person** – Take this application to any DVA Local Office. Opening hours: Mon–Fri 9.15am–4.00pm, except 3rd Tuesday of each month 10.00am–4.00pm.

**By post** – Send the completed application to:

Driver & Vehicle Agency  
Postal Licensing Section  
County Hall,  
Castlerock Road,  
Waterside,  
Coleraine  
BT51 3TA

**Alternatively** – You may take this application to one of the selected Post Offices, who can now process V10(NI) application forms. For information on Post Offices offering this service, please contact the Post Office Customer Helpline, Telephone 0845 7223344 or Text-phone 0845 7223355, or visit our website [www.nidirect.gov.uk/motoring](http://www.nidirect.gov.uk/motoring)

**Please note** – Post Office® Branches are unable to process applications that require a tax class change.

### Data Protection – release of information

Your details held on the vehicle register may be released in law and where exempted from the Data Protection Act's non-disclosure provisions. For further information, please visit website [www.nidirect.gov.uk/motoring](http://www.nidirect.gov.uk/motoring)



An Agency within the Department of the

**Environment**

[www.doeni.gov.uk](http://www.doeni.gov.uk)

You can submit your application from the 5th day of the month in which the existing tax disc is due to expire. The tax disc comes into force on the first day of the next month and should not be displayed on your vehicle until then. If there is a break between the dates you provide in points 12 and 13 overleaf, you cannot submit your application more than 2 working days before the new tax disc is due to start. Tax discs cannot be backdated beyond the first day of the month in which you apply. Any arrears of duty must be paid direct to a DVA local office or Postal Licensing section, County Hall, Castlerock Road, Waterside, Coleraine, BT51 3TA.

## C Vehicle Identity Check (VIC)

**If we have been notified that your vehicle has been written off due to accident damage, and you are not the last registered keeper of the vehicle, a tax disc may not be issued for that vehicle until it has passed a Vehicle Identity Check (VIC).**

## D What and how to Pay

The rate of duty will depend on the tax class and other relevant details, e.g. PLG and cylinder capacity, Petrol car and CO<sub>2</sub> figure etc. Further information can be found on the following leaflets:

**V149(NI)** Provides information on, Rates of Vehicle Excise Duty.

### Payment can be made by:

Cheque or postal order made payable to DVA, or if you are taxing your vehicle at one of the selected Post Offices, payment should be made payable to Post Office Ltd. Warning: If a bank refuses a cheque for a tax disc, the tax disc may be declared invalid from the date of issue. This means that any use of the vehicle will be considered untaxed, and you will become liable for prosecution.

### Cash and/or vehicle licence stamps.

If you must post cash or vehicle licence stamps to DVA please use Special Delivery available at any Post Office®.

### Debit Card.

If making a personal application at any LVLO or selected Post Offices, you can also pay by the following debit cards i.e. Switch/Delta.

## E Further information

**For further information, application forms etc. please contact-** DVA, Vehicle Enquiry Section, Telephone 0845 402 4000, International Tel: +44 120 477 0768 or Fax (028) 7034 1422 between 9.00am – 5.00p.m. Mon. to Fri. or contact any Local Vehicle Licensing Office (addresses and telephone numbers can be found in the Telephone Directory under Government Offices). Hearing impaired Minicom users can telephone on (028) 7034 1351. All calls are charged at Local Rate. Basic information can be obtained on the vehicle enquiry number outside office hours. You can also visit our website on [www.nidirect.gov.uk/motoring](http://www.nidirect.gov.uk/motoring) or you can e-mail us at: [dvlni@doeni.gov.uk](mailto:dvlni@doeni.gov.uk) If you are not satisfied with the service you have received, please request our leaflet titled Complaints Procedure, or our Customer Service Guide.

### V100(NI)

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

**Please note** – If you are posting your application, postage must be paid on the envelope or DVA can refuse to accept it. Please allow 15 days for the return of the tax disc (every effort will be made to return your disc sooner than this).



Please read the notes overleaf before completing this form. Please write clearly in **BLACK INK** using **CAPITAL LETTERS**. Do not use this form if your vehicle is a commercial or dual purpose vehicle used to carry goods for business and the vehicle is over 3500kgs taxable (gross) weight. Instead you will need to licence it as a Heavy Goods Vehicle using form V12(NI).

# V10(NI) 1

Official Use Only  
4/13

## Your Details

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

1. Full name Mr/Mrs/Miss/Ms

Company name (if applicable)

2. Address (including postcode)

Postcode

Daytime Tel.No.

E-mail address

3. Owner's Name (if different from Keeper)

You are not required to answer the following 2 questions but if you have changed your address doing so will update your driving licence record. **Do not return your driving licence with this form as we will send you the correct application form together with a leaflet explaining how to change your licence details.**

4. Date of Birth

Driver Licence No.

## Vehicle Details

5. Registration Mark

VC

(See Vehicle Registration Document)

6. Taxation Class of licence required

(such as Private/Light Goods(PLG), Petrol Car, Bus, etc.)

**Important – From 1st March 2001, refer to leaflet V149/1(NI) for new rates of duty if your vehicle falls into the new CO<sub>2</sub> scheme or the existing engine band scheme.**

If PLG, Bicycle or Tricycle please give exact cylinder capacity ..... (cc)

If Bus or Reduced Pollution Bus state number of seats excluding driver ..... seats

7. Make

Model

8. Are all the details printed on your Registration Document Correct? Answer Yes or No

If No give details

9. Are you the new keeper of the vehicle? Answer Yes or No

If Yes, state the date you acquired the vehicle

D M Y

10. Miles/Kilometres\* (\*delete as appropriate)

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

## Tax Disc Details

11. State whether the tax disc is to run for 6 or 12 months

months

12. State date of expiry or surrender of the last tax disc.

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

D, D M, M Y, Y

13. State the date you want the tax disc to run from 1st

20

You cannot backdate the tax disc beyond the first day of the month in which this application is made (see section B overleaf).

14. Answer this question if there is a break between the dates at 12 and 13 above.

Has the vehicle been kept (e.g. parked) and/or used at any time between these dates (other than for a pre-arranged compulsory vehicle test)? Answer Yes or No

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

If you have answered yes at Question 14, arrears of duty must be paid for any previous months during which the vehicle was used.

## Declaration

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

- I enclose the payment of £ ..... and the other documents required (see notes overleaf).
- I declare that all the information I have given on this form is correct and complete.

Signature \_\_\_\_\_ Date \_\_\_\_\_

If signing on behalf of a company please state position in company \_\_\_\_\_

DVA carry out Annual Customer Satisfaction Surveys. If you do not wish to be included in future surveys please tick this box.

The information provided on this form may be made available to other Departments/Agencies for the purpose of the prevention or detection of crime.

Licence Serial Number

Test Cert. Number

Expiry Date

Exemption Cert. No.

Expiry Date

RVP Cert. No.

Expiry Date

Changes Notified

K N A VP TC

Method of Payment

Cash VLS PO Sw

Chq Del Other

Mail Room Date Stamp

Office Date Stamp