



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

FOR OFFICIAL USE	
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Appointment	
Certificate No	
Certificate Date	
Record ID No	
Test Centre Instruction	

APPLICATION FOR INDIVIDUAL VEHICLE APPROVAL (IVA)
 Passenger cars having no more than 8 seats in addition to the driver's – M1
 Goods vehicles having a gross vehicle weight not more than 3500kgs – N1 (from 29 October 2011)
 The Road Vehicles (Approval) Regulations 2009

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

1. OWNER AND PRESENTER CONTACT DETAILS (See note 1 in Guidance Notes)

PRESENTER (if different from owner)			OWNER		
Full Name	Title		Full Name	Title	
Address :			Address :		
Postcode :			Postcode :		
Contact Tel No :			Contact Tel No :		
E-mail			E-mail		

2. APPOINTMENT AND PAYMENT 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. Payment Method:

Cheque (must be submitted with application) Postal Order (must be submitted with application) Cash (over the counter only)

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

3a. Vehicle Identification Number (VIN) or chassis number.

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3b. Position of stamped VIN on vehicle.

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3c. Vehicle Make and full model description.

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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) / /

3f. Has the vehicle been imported into the UK?

YES NO

*If 'YES' what country has the vehicle come from and when?
 (*Only confirm date if applying as a Personal Import class)*

	/ Date: / /
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3. VEHICLE DETAILS cont...please tick/complete the appropriate boxes below

(See note 3 in Guidance Notes)

3g. Is the vehicle a passenger or goods? Passenger Goods

3h. What is the body type of the vehicle? e.g. 3 door hatch, box van, kit car etc.

3i. Is the vehicle : Petrol Diesel Gas Other (please state)

3j. What is the engine size? (Please confirm 'cc' or 'cm³' of engine) cc/cm³

3k. What is the number and arrangement of cylinders? (Please Note : for classes A, C & L ONLY) *

3l. What is the engine number and date of manufacture?

3m. Where is the engine number located?

3n. Is the engine Turbocharged? Non Turbocharged?

3o. Is the gear box Manual? Automatic?

3p. Does the vehicle have anti-lock brakes (ABS)? YES NO

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

3r. If the vehicle is a 4x4, is it Permanent 4x4? Selective 4x4?

3s. What is the maximum design road speed of the vehicle? (DO NOT take this figure from the speedometer – see note 3 in Guidance Notes) mph

3t. What is the engine maximum power and the engine speed at which it is obtained? (DO NOT take this figure from the rev counter – see note 3 in Guidance Notes)

/ kW/rpm

or

/ bhp/rpm

3u. What are the design weights of the vehicle?
 Note : This does not apply to passenger cars of categories N, P, R or E unless they have been subject to modification and allocated weights higher than those provided by the original manufacturer.
 (It is essential that the weights are entered into the boxes below. If the weights are not entered your application maybe returned to you, delaying your appointment date)

* Refer to the weights plate on the vehicle, or the vehicle handbook or contact the manufacturer for this information

Axle 1 lbs / kgs	<input type="text"/>	Axle 2 lbs / kgs	<input type="text"/>	Axle 3 lbs / kgs	<input type="text"/>	Gross lbs / kgs	<input type="text"/>	Train lbs / kgs	<input type="text"/>	Towable Mass lbs / kgs	<input type="text"/>
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If the vehicle is a 'converted vehicle', and the weights shown above are higher than those allocated by the original manufacturer, please provide the original weights.

Axle 1 lbs / kgs	<input type="text"/>	Axle 2 lbs / kgs	<input type="text"/>	Axle 3 lbs / kgs	<input type="text"/>	Gross lbs / kgs	<input type="text"/>	Train lbs / kgs	<input type="text"/>	Towable Mass lbs / kgs	<input type="text"/>
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3v. Is the vehicle fitted with: Immobiliser* Alarm* Steering Lock

* If you have ticked either of the above indicating one is fitted, please refer to the Guidance Notes for information on what evidence of Compliance to include with your application

4. VEHICLE CLASS (See note 4 in Guidance Notes)

4a. You must tick at least one box, in some cases, more than one. Please refer to the Guidance Notes for detailed descriptions of all the classes listed below and any relevant supporting documents that must be sent with your application.

- | | |
|--|--|
| <p>N <input type="checkbox"/> Left Hand Drive Go to Item 6</p> <p>P <input type="checkbox"/> Personal Import Go to Item 7</p> <p>A <input type="checkbox"/> Amateur Built Go to Item 7</p> <p>S <input type="checkbox"/> Rebuilt Vehicle Go to Item 7</p> <p>C <input type="checkbox"/> A vehicle built by a person in the business of building vehicles, using parts of a vehicle registered in the UK Go to Item 7
 (see Class 'C' question below)</p> | <p>L <input type="checkbox"/> A vehicle manufactured in very low volume Go to Item 7</p> <p>R <input type="checkbox"/> A vehicle not meeting any other category and therefore requiring a Normal IVA Go to Item 5</p> <p>E <input type="checkbox"/> European Approved Go to Item 5</p> <p>T <input type="checkbox"/> Armoured Vehicle * Go to Item 6</p> <p>M <input type="checkbox"/> Hearse, Motor Ambulance or Caravan * Go to Item 6</p> <p>W <input type="checkbox"/> Wheelchair Accessible Vehicle * Go to Item 6</p> <p style="text-align: right;">* Special Purpose Vehicles (see Guidance Note 4)</p> |
|--|--|

4. VEHICLE CLASS CONTINUED...

(See note 4 in Guidance Notes)

Donor Registration
Number
(class 'C' only)

Please list below the major parts used from the donor vehicle (applies to class 'C' only):

5. CLASS 'R' ONLY

Please tick/complete the appropriate boxes below

(See note 5 in Guidance Notes)

5a. Does the vehicle display a European Type Approval number on the manufacturer's plate?

YES

NO

If 'YES' please write the Type Approval Number here ►

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

miles / km

5b. Is the vehicle a 'forward control' vehicle?

(Please refer to the Guidance Notes for more information)

YES

NO

5c. Has the vehicle had a 'One-off' Test?

(Please refer to the Guidance Notes for more information)

YES

NO

If 'YES' please write the Test Report Number here (if known) ►

5d. Is the vehicle a precedent vehicle used to create a Model Report?

YES

NO

If 'YES' please write the Test Report Number here (if known) ►

5e. Is the vehicle to be tested against an existing Model Report?

YES

NO

If 'YES' please write the Model Report Number here (if known) ►

5f. Is the vehicle a 4x4 with a separate chassis?

YES

NO

6. CONVERTED VEHICLES ONLY

Please tick/complete the appropriate boxes below ▼

(See note 6 in Guidance Notes)

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

Please note : if you have ticked 'YES' to 'd' above, please confirm the original design weight of the vehicle before the conversion ►

kgs

e. adapted for a person with a disability?

YES NO

f. adapted to accommodate one or more wheelchairs?

YES NO

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

g. manufactured on or after 1st October 2003?

YES NO

Please note : if you have ticked 'YES' to both 'd' & 'e' above, please confirm the design weight of the vehicle ►

kgs

In addition, if 'YES' to both 'd' and 'g', does the vehicle also have a seat reference point (of the lowest front seat) of more than 700mm above the ground? ►

YES NO

7. DOCUMENT CHECKLIST

Please tick/complete the relevant boxes below to indicate what you have enclosed

Note: For assessment purposes a certified copy of the evidence of compliance will be acceptable in most cases. (However, we may require originals in some cases).

YOU MUST PRODUCE THE ORIGINALS AT THE TIME OF TEST.

P – Personal Import: Please supply **certified copies** of documents, which **must** be signed by the vehicle owner. Please refer to the Guidance Notes for more information on this category.

Either – copy of Customs & Excise 388 Or a copy of the vehicle Registration And a copy of the Insurance certificate And copies of utility bills/bank statements etc Other (please state using box below)

Other Personal Import documents enclosed :

T & M – Armoured Vehicle & Hearse, Motor Ambulance or Motor Caravan :

Please refer to the Guidance Notes for more information on these categories and state any enclosed documents below:

A – Amateur Built : Please refer to the Guidance Notes for further information on this category and state any enclosed documents below: (**NOTE :** You will also need to complete and return an **AMATEUR BUILT DECLARATION** with this application).

Evidence of build e.g. photographs / invoices / receipts / other (please state)

L – A Vehicle manufactured in very low volume

Please refer to the Guidance Notes for further information on this category and state any enclosed documents below :

Evidence of build volume

R – A vehicle not meeting any other category : Please refer to the Guidance Notes for this category and confirm any enclosed documents below (please tick) ▼

Japanese Export/ De-registration certificate Manufacturer letter of Compliance Certificate of Conformity National Type Approval certificate Other (please state using box below)

Other documents enclosed :

8. DECLARATION AND SIGNATURE

DECLARATION – I confirm that, as far as I know, all statements in this application are true. If this application is for a PERSONAL IMPORT, the vehicle is for my personal or household use in the United Kingdom.

Signature:

Print Full Name:

Date:

9. DATA PROTECTION

DATA PROTECTION ACT 1998 – The personal information you provide on this form will be used for the purposes of DVA's statutory functions. It will not be disclosed to other organisations unless required or permitted by law.

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 Vehicles & Operator Services Agency (VOSA) who work in partnership with DVA may contact you in order to process the application.

Please send all fully completed application forms, supporting documents and your payment to :

**SVA/IVA SECTION, DRIVER & VEHICLE AGENCY, BALMORAL ROAD, MALONE LOWER,
BELFAST, BT12 6QL**

NI customers only - further information can be found on our website – www.dvani.gov.uk or via the

SVA/IVA SECTION – 028 905 41841 or by email to dva.ivaqueries@doeni.gov.uk



GUIDANCE NOTES

APPLICATION FOR INDIVIDUAL VEHICLE APPROVAL (IVA)

Passenger cars having no more than 8 seats in addition to the driver's – M1

Goods vehicles having a gross vehicle weight not more than 3500kgs – N1 (from 29 October 2011)

The Road Vehicles (Approval) Regulations 2009

1. OWNER AND PRESENTER CONTACT DETAILS

PRESENTER (If different to owner)	OWNER
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 under a company please supply a contact name and number.	Please include the full name and address including postcode. You will also need to fill in this section if you have an amateur-built vehicle or a personal import.

2. APPOINTMENT AND PAYMENT DETAILS

2a. Payment Method.

Please make your cheque or postal order payable to 'DVA'. You can check the fees on our website www.dvani.gov.uk or via the **SVA/IVA SECTION - 028 905 41841** or by email to dva.ivaqueries@doeni.gov.uk.

Please do not send notes, coins or Giro transfers in the post. These can be accepted over the counter, along with your completed application form at any DVA vehicle test centre.

Refund Policy - Should you wish to **cancel** the IVA appointment date 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 you have been given, then either:
 - you can request a later appointment or if not,
2. a fee of **£100** will be retained by DVA and the remaining amount refunded to the payee. If you give **not more** than 3 working days notice prior to the appointment date you have been given, then :
 - the whole fee will be forfeited.

3. VEHICLE DETAILS

3a. Vehicle Identification Number (VIN) or chassis number.

This 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 may perform a security check on the VIN. Please make sure you write the number in **full**.

If it is an amateur-built vehicle, please provide the kit-car chassis number, **not** the chassis number of any donor vehicle that may have been used.

The VIN must consist of **17 digits** unless the vehicle is a mass produced vehicle in which case the original manufacturers' number can be less than 17 digits but not less than 8 digits.

If the vehicle has been registered in **New Zealand** and has more than one 'stamped' VIN, the number on the documentation used to support the application would normally be the one used to identify the vehicle.

3b. Position of stamped VIN.

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.

3. VEHICLE DETAILS

3d. 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.

3i. Fuel Type ; (Hydrogen)

Please enter the fuel type(s) used to propel the vehicle. Legislation does not currently allow the general use of vehicles propelled by hydrogen. However, it is possible that a Vehicle Special Order (VSO) made under Section 44 of the road traffic act 1988 may permit their road use under strict conditions. Guidance is available on the Department for Transport website at : www.dft.gov.uk/pgr/roads/vehicles/vssafety.

Other than vehicles used specifically to perform a test programme under the responsibility of the manufacturer (i.e. prototypes), all other hydrogen propelled vehicles need to obtain a VSO before submitting an application for IVA.

3k. 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 engine or from their published data.

3m. Where is the engine number located?

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

3n. Is the vehicle Turbocharged/Non Turbocharged?

Turbocharged includes engines fitted with a supercharger.

3o. Is the gear box Manual/Automatic?

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

3q. 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 e.g. a Motor Caravan, 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.

3s. 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 manufacturers information on the internet. Where manufacturer's data relating to maximum speed is not available, a calculated speed may be acceptable.

3t. What is the engine maximum power and the engine speed at which it is obtained?

This is the engine's maximum power in kilowatts 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 manufacturers' information on the internet.

3u. What are the design weights of the vehicle?

This question is only for categories **A, C, L, M, S, T & W** Goods 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.

3. VEHICLE DETAILS

3v. Immobiliser/Alarm

You must show us evidence from the vehicle manufacturer or an authorised Technical Service (test laboratory), or an original certificate of installation from an approved installer for an immobiliser that meets the European Directive requirements at the time of test. If the vehicle also has an alarm fitted, we will also need evidence that it meets the necessary standards. If presenting a certificate of installation it will need to be a certificate from an accredited installer, either Vehicle Systems Installation Board (VSIB telephone 0870 5502006 or visit www.vsib.co.uk) or Mobile Electronic Security Federation (MESF selected installers only, telephone 01376 561040 or visit www.mesf.org.uk).

4. VEHICLE CLASS

P – Personal Import

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

We will accept the HM Revenue & Customs clearance form **C+E 388** as full proof of personal import (this is only available if the vehicle has been imported from outside the European Community (EC)). If you are not eligible to obtain this form you will need to send us individual proof of the following;

- **6 months ownership** – for example a previous registration document. from the country of export.
- **6 months use of the vehicle** – for example an insurance certificate covering a 6 month period. from the country of export.
- **12 months residency** – for example utility bills covering the last 12 months from the country of export.

You must provide us with **photocopies** of these documents and you are required to endorse the copies “certified copies”. These copies must be signed by the vehicle owner (**originals of these documents must be produced at the time of test**).

Note 1: The owner of the vehicle must complete and sign the declaration on the application form.

Note 2: Photocopies will be retained by DVA until the vehicle passes the IVA test.

Note 3: We would prefer if you posted your application form and accompanying documentation to SVA/IVA Section, Balmoral Road, Belfast, BT12 6QL, with a cheque/postal order. However you will be able to pay for all IVA Applications at any test centre by cash, credit/debit card, cheque or postal order. **Please note:** the processing of your application may be delayed if it is not posted directly to the SVA/IVA Section in Belfast.

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. Where appropriate you must provide the kit-car chassis number, **not** the donor vehicle chassis number. **Please complete the Amateur Built Declaration which can be downloaded from www.dvani.gov.uk** or can be posted/e-mailed to you on request by contacting SVA/IVA Section, Balmoral Road, Belfast, BT12 6QL email to dva.ivaqueries@doeni.gov.uk

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. 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 previous registration mark of the vehicle being rebuilt and also details of where the chassis or body has come from (for example, a receipt).
- your local DVA Licensing office has given a vehicle chassis or identification number;
- does not meet class ‘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).

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 300. Evidence will be required to demonstrate that this criteria has been met.

R – A vehicle not meeting any other category

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 Inspection Manual available from www.dvni.gov.uk

“Relevant Directives” relating to a goods vehicle of category N1 are those relating to noise, emissions, fuel tanks, brakes, anti-theft and where the Gross Vehicle Weight (GVW) is less than 1500kg protective steering (evidence for protective steering is not required if the vehicle complies with the frontal impact Directive), seat belt anchorages, CO² and fuel consumption (vehicles approved to diesel heavy emissions are exempt from this subject), side impact (where seat reference point is 700mm or less from the ground).

“Relevant Directives” relating to a passenger vehicle of category M1 are those relating to noise, emissions, fuel tanks, brakes, anti-theft, protective steering (evidence for this item is not required if the vehicle complies with the frontal impact Directive), seat belt anchorages, CO² and fuel consumption (vehicle approved to diesel heavy emissions are exempt from this subject), side impact (where seat reference point is 700mm or less from the ground), frontal impact (not required for vehicles over 2500kgs GVW).

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 a Type Approval number on the VIN plate or documentary evidence from the manufacturer. A letter from the manufacturer, listing the European Community (EC) Directives that the vehicle met at the time the vehicle was made. You must send a copy of this with the application; however, **YOU MUST SHOW US THE ORIGINAL AT THE TIME OF TEST.**
- ◆ **Comparable Standards.** Showing that comparable non-European standards are met e.g. using a Japanese deregistration/export document, or a manufacturer’s certificate of completion, which will cover certain European Community (EC) Directive areas (**see table below for further requirements**). The model specification and classification number must be displayed on the document (**you should send a copy with the application and show the original at the time of the test**). If the model specification and classification numbers are not shown on the Japanese deregistration document or manufacturer’s certificate of completion, we cannot accept it.
- ◆ **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.
- ◆ **Model Report.** The use of a Model Report compiled from data obtained from an authorised Technical Service (test laboratory).

Vehicle having Japanese export document	Information needed
Passenger or goods vehicles See note below for 4x4 vehicles with a separate chassis and forward control vehicles.	Japanese deregistration document and evidence of <ul style="list-style-type: none"> ◆ Emission Directive (if the vehicle has <u>not</u> been registered in Japan for at least 6 months). ◆ CO² & Fuel Consumption Directive. ◆ Anti-theft Directive (if the vehicle is a pre July 2006 in which case it may have an immobiliser fitted by an accredited installer). ◆ In respect of a goods vehicle, axle, train and GVW design weights from the manufacturer. The information on the Japanese deregistration document is not acceptable for design weights.
Note: Passenger 4x4 vehicles with a separate chassis and forward control vehicles manufactured prior to 1 st January 2000.	In addition to the requirements listed above, evidence of compliance to the protective steering Directive will be required.

E – European Approved

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 a declaration 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.

T – Armoured Vehicle

A vehicle intended for the protection of conveyed passengers and/or goods and which meets the armour-plating anti-bullet requirements.

Special Purpose Vehicles

Special Purpose Vehicle means a vehicle intended to perform a function that requires special body arrangements and or equipment. These vehicles are those that meet the definition of an Armoured Vehicle, Hearse, Motor Ambulance or Caravan or a Wheelchair Accessible Vehicle.

If your vehicle is a 'Special Purpose Vehicle' it will not be subject to IVA until 29th October 2014 in the case of a Goods Vehicle.

5. CLASS 'R' ONLY

5b. Is the vehicle a 'forward control' vehicle?

A passenger vehicle meeting the following definition may need a Model Report for protective steering. 'Forward control' means that more than half of the engine length (engine length including fan, generator and air cleaner if fitted to the engine, but not radiator, silencer, clutch or transmission) is behind the most forward point of the windscreen.

5c. 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.

5e. 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 an authorised 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, some of which are listed on the Vehicle & Operator Services Agency (VOSA) websites www.direct.gov.uk or www.transportoffice.gov.uk (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.

5f. Is the vehicle a 4x4 with a separate chassis?

A passenger vehicle meeting the following definition may need a model report for protective steering. For example, a 4x4 that has a separate chassis is a motor vehicle that has a frame chassis (that is, separate from the body) and to which the engine and front and rear suspension are attached and on which the engine power can be transmitted to all wheels.

6. CONVERTED VEHICLES ONLY

- 6. Is your vehicle now a passenger vehicle, with no more than 8 passenger seats that has been:**
c. converted from a goods vehicle that has a design weight of 1500kgs or more?
d. manufactured on or after 1st October 2003?

If 'YES' to both 'c' and '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 Technical Service (test laboratory).

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** available via www.dvani.gov.uk

ANNEX A

DVA TEST LOCATIONS

Test Centre	Address	Phone Number
BELFAST	66 Balmoral Road, Malone Lower, Belfast, BT12 6QL	02890 681831
COOKSTOWN	Sandholes Road, Coolkeeghan, Cookstown, BT80 9AR	02886 754809
NEWTOWNARDS	Jubilee Road, Scrabo, Newtownards, BT23 4XP	02891 813064

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 Newtownards).

N1 – vehicles designed and constructed for the carriage of goods and having a maximum mass not exceeding 3.5 tonnes (light goods vehicles)

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 Vehicles & Operator Services Agency (VOSA) who work in partnership with DVA may contact you in order to process the application.

