

Please read these notes before you complete this form.

## A When to use this form

Only use this form for vehicles with a revenue weight of over 3,500kg that you wish to license as HGV, Reduced Pollution HGV, Trailer HGV, Reduced Pollution Trailer HGV, Private HGV, Special Trailer, Special Types, Reduced Pollution Special Types, Small Island Vehicle, Recovery Vehicle, Combined Transport or Reduced Pollution Combined Transport.

## B Lorry Taxation

Goods Vehicles taxation is based on a system of 7 bands (A–G) which provides hauliers with flexibility to operate lorries at different weights and axle structures, whilst remaining licensed in the same band.

**Rigid Vehicles** – the tax band is based on the vehicle's revenue weight, and the number of axles.

**Revenue Weight** – means either "confirmed maximum weight" determined by the Goods Vehicles (Plating and Testing) Regulations 1988. (i.e. vehicles subject to plating and testing) or "design weight" for vehicles not subject to plating and testing.

**Design Weight** – means the maximum weight a vehicle can lawfully operate laden in the UK and as laid down in the Road Vehicles (Construction and Use) Regulations 1986, and the Motor Vehicles (Construction and Use) Regulations (NI) 1989.

**Trailer Supplement** – a duty supplement is payable on any vehicle over 12,000kg revenue weight which at any time draws a laden plateable trailer over 4,000kg revenue weight. This supplement also applies to trailers over 4,000kg revenue weight normally based outside Great Britain.

**Articulated Vehicles** – the tax band is based on the combined weight of the tractive unit and semi-trailer (revenue train weight) and the number of axles.

**Revenue Train Weight** – means either "the confirmed maximum train weight" of an articulated goods vehicle determined by the Goods Vehicles (Plating and Testing) Regulations 1988. (i.e. vehicles subject to plating and testing) or "design train weight" for vehicles not subject to plating and testing.

**Design Train Weight** – means the maximum weight an articulated vehicle can lawfully operate laden in the UK and as laid down in the Road Vehicles (Construction and Use) Regulations 1986, and the Motor Vehicles (Construction and Use) Regulations (NI) 1989.

## C Applying for a Vehicle Licence Disc

Please use this list to check that you have all the necessary documents.

- **Registration Document/Certificate (V5/V5C) or New Keeper Supplement (V5/2 or V5C/2)**

If you have just acquired your vehicle the seller should have given you the New Keepers Supplement (V5/2 or V5C/2) to allow you to license the vehicle. The V5/2 or V5C/2 is only valid for 2 months from the date you bought the vehicle. If the V5/2 or V5C/2 was not given to you by the previous keeper, or it has become out of date, you will not be able to apply for a vehicle licence until you obtain a V5C in your name. To obtain a V5C you will need to complete form V62 "Application for a Registration Certificate" (there may be a fee applicable). Note: If there are changes to the licensing details shown on your V5/2 or V5C/2, you will need to submit form V62 with this application.

If you are the current registered keeper of the vehicle but you have lost your V5 or V5C, you can still apply for a vehicle licence using this form. However, you will need to submit form V62 "Application for a Registration Certificate" (fee applicable) with your application. If your name/address has changed since you received the last V5/V5C for your vehicle, you will also need to submit proof of the change (acceptable documents are listed on the V62). The V62 is available for download from [www.direct.gov.uk/motoring](http://www.direct.gov.uk/motoring) or from Post Office® branches and DVLA local offices.

- **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.
- **Valid goods vehicle test certificate**, if required (see section D)
- **Plating Certificate**, if required (see section E)
- **Design Weight Certificate**, if required
- **Valid Reduced Pollution Certificate**, if required – it is a legal requirement that the vehicle must throughout the duration of the licence continue to satisfy reduced pollution standards. For further information please see leaflet **INF64** "Environmental Vehicle Excise Duty for Lorries and Buses" which is available from any DVLA local office (see section G) or by contacting Customer Enquiries (Vehicles) (see section I).
- **Duty payable** – the leaflet V149 (Rates of Duty) will show you how much you need to pay for your licence. You can download a copy from [www.direct.gov.uk/motoring](http://www.direct.gov.uk/motoring) or from licence issuing Post Office® branches and DVLA local offices.

## D Production of a Goods Vehicle Test Certificate

**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 and 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 and Testing) Regulations 1988
- it is a vehicle of a class listed in schedule 2 of the Goods Vehicles (Plating and 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 listed categories, you may declare your exemption in the appropriate box overleaf.

If you have any queries about the testing position contact The Vehicle and Operator Services Agency (VOSA), Welcombe House, Swansea SA1 2DH. Telephone 0870 606 0440. **Please do not phone this number if you require advice on completing this form, but contact any DVLA local office (see section G) or Customer Enquiries (Vehicles) (see section I).**

## E Production of a Plating Certificate

**For Plateable vehicles** – a plating certificate should be presented with this application if:

- the vehicle is being licensed for the first time on a revenue/train weight basis
- the Registration Certificate showing the vehicle's revenue weight cannot be produced
- the vehicle has been re-plated since last licensing. (The Vehicle and Operator Services Agency (VOSA) notify DVLA of changes to plated detail)

## F How to pay

**Payment can be made by:**

- cheque (drawn in sterling on a Bank or Building Society in the UK) or postal order, made payable to "DVLA Swansea", or Driver and Vehicle Licensing Agency. If a cheque for a licence is dishonoured, the licence will be void from the date of issue and the vehicle will be unlicensed.
- sterling travellers cheques
- cash. If you must post cash please use special delivery.

## G Where to get your Vehicle Licence Disc

**Your application must be made to a DVLA local office.**

The address of your nearest local office can be found:

- on the website [www.direct.gov.uk/motoring](http://www.direct.gov.uk/motoring)
- in our booklet V100 (see section I below)

• by calling 08702 430444 but you will be asked to provide your postcode  
You may also be able to obtain the address from The Phone Book under 'Driving and Vehicles (Vehicle Registration and Licensing)'  
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.

## H 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.direct.gov.uk/motoring](http://www.direct.gov.uk/motoring)

## I Further information

Further information on vehicle registration and licensing is available on the website [www.direct.gov.uk/motoring](http://www.direct.gov.uk/motoring)  
Information is also available in the booklet V100, available from Post Office® branches and DVLA local offices.

Customer Enquiries (Vehicles), DVLA, Swansea, SA7 0EE  
Telephone 0870 240 0010 between 8.00am – 8.30pm Monday – Friday, 8.00am – 5.30pm Saturday. Some calls will be monitored for quality and training purposes. Customers with impaired hearing who have a textphone/minicom should telephone 01792 766426. The minicom number will not respond to ordinary telephones. e-mail address: [vehicles.dvla@gtmet.gov.uk](mailto:vehicles.dvla@gtmet.gov.uk) Fax No: 0870 8501285.

If you are not satisfied with the service you have received, please see leaflet INS121 "If things go wrong", or you can request a copy of the DVLA Customer Service Guide INS101. These are available in DVLA local offices and from Customer Enquiries (Vehicles), as above.

An executive agency of the  
Department for  
**Transport**



**Please read the notes overleaf before you complete this form**

Please do not write in the shaded area.

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

**1 Your Details**

**Full Name of Vehicle Keeper**

Mr/Mrs/Miss/Ms \_\_\_\_\_

Company Name *if applicable* \_\_\_\_\_

**Address including postcode** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2 Vehicle Details**

**Registration number of vehicle**  **2**

**Make of vehicle** \_\_\_\_\_

**Taxation class of licence required:** Please  box which applies

HGV*	<input type="checkbox"/>	Trailer HGV*	<input type="checkbox"/>	Recovery Vehicle	<input type="checkbox"/>
Special Trailer	<input type="checkbox"/>	Private HGV	<input type="checkbox"/>	Special Types*	<input type="checkbox"/>
Small Island Vehicle	<input type="checkbox"/>	Combined Transport *	<input type="checkbox"/>		

\* Please  box if also a **Reduced Pollution Vehicle**

**For Rigid Vehicles**

State revenue weight \_\_\_\_\_ kg, number of axles \_\_\_\_\_ and tax band \_\_\_\_\_

If over 12,000kg and used to draw laden trailer(s) over 4,000kg revenue weight state highest revenue weight of any trailer drawn \_\_\_\_\_ kg

**For Articulated Vehicles**

State revenue train weight \_\_\_\_\_ kg, number of axles on tractive unit \_\_\_\_\_ and tax band \_\_\_\_\_

Indicate whether the vehicle will be used to draw laden semi trailers which have:

One axle  Two axles  Three or more axles

**3 Licence details**

**State whether the licence is to run for 6 or 12 months** \_\_\_\_\_

A 10% surcharge is included in the cost of a 6 month licence

**Amount of duty enclosed** \_\_\_\_\_

**State the date the last licence expired or state "SORN" if a Statutory Off-Road Notification was made previously** \_\_\_\_\_

If you do not know the date the last licence expired because you bought the vehicle unlicensed, give the date you acquired the vehicle \_\_\_\_\_

**State clearly in the boxes, the month and year you want the licence to start.**

**You cannot backdate the licence beyond the first day of the month in which this application is made.**

**NOTE: It is an offence to be the registered keeper of an unlicensed vehicle. If the vehicle is being kept off-road, the registered keeper is required by law to make a Statutory Off-Road Notification (SORN). Failure to either license or declare SORN is liable to a minimum fine of £1,000.**

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

**I declare** that this is a GOODS VEHICLE exempt from the provisions of section 53(1) & 53(2) of the Road Traffic Act 1988 or the vehicle is not a vehicle to which the regulations apply (see Section D overleaf "Production of a Goods Vehicle Test Certificate").

Tick this box only if exemption applies

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

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

*In the case of a partnership, limited company or other legal entity, state capacity in which signed*

**Official Use Only (V85)**  
9/06

Complete field 9 in ALL cases  
Complete field 7 if the licence is  
HGV, Trailer HGV and RP equivalents

VC  **3**

Prefix  **4**

Amount Paid   **5**

Period  **6**

Wheel plan  **7**

Trailer Weight  **8**

TC   **9**

Tax Band \_\_\_\_\_

Expiry Month \_\_\_\_\_

Serial Number \_\_\_\_\_

SR

V62

V5/2 or V5C/2 noted

V5 or V5C Changes