



# Guide to filling in the 'Application for first vehicle tax and registration of a new motor vehicle' (V55/4)

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You should use the V55/4 to register a new vehicle (for example, imported vehicles that have never been permanently registered before, kit cars and so on).

As many types of vehicle can be registered using this form, it would be difficult to provide a guide that covers every circumstance. This guide deals with the common types of vehicle.

## **Imported vehicles – have you notified HM Revenue & Customs (HMRC)?**

Before you can register your vehicle you are, by law, required to notify details of any vehicle that will be imported permanently into the UK, to HMRC. You must do this within 14 days of the vehicle being brought into the UK. The quickest way to notify HMRC is to use their online service but a paper form is available for anyone who cannot notify online. HMRC will calculate any VAT due and inform you of any payment that is required. Once you have successfully completed your notification process, you will receive written confirmation from HMRC (either online or by post) of your eligibility to register and tax your vehicle.

For more advice on importing a vehicle go to [www.gov.uk/importing-vehicles-into-the-uk](http://www.gov.uk/importing-vehicles-into-the-uk)

The details you provide on the V55/4 will be put on DVLA's records, so make sure the information you give us is accurate. Please write clearly in black ink using CAPITAL LETTERS. If your form is difficult to read, it will take us longer than normal to issue the vehicle registration certificate (V5C).

**We will not accept applications that are not signed or filled in properly.**

**For M1, M1G and M1SP type approved vehicles registered on or after 01/04/2017, you must provide the vehicle list price or notional price or your application will be rejected.**

### *Buying a vehicle?*

*The tax is no longer transferable so you must tax it before you use it.*

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



## **Confirming your name and address**

Send a photocopy of your photocard driving licence with your application form to prove your identity.

If you can't do this, you must send in photocopies of one document that proves your name and another document that proves your address.

### **Documents we will accept to confirm your name are:**

- your current UK DVLA paper driving licence (not a paper counterpart)
- your UK/EU Passport
- your birth certificate
- your marriage certificate
- your decree nisi or decree absolute.

### **Documents we will accept to confirm your address are:**

- a gas, electricity, water or landline phone bill issued in the last three months
- a council tax bill for the current year
- a bank or building society statement issued in the last three months
- a medical card/letter.

## **Applications from businesses and companies (including fleet operators)**

You must provide a photocopy of two documents, one of which must show your current business address.

- your Companies House registration certificate (embossed)
- your VAT registration certificate
- a gas, electricity, water or landline phone bill sent to your business in the last three months
- a National Non-Domestic Rate bill or Northern Ireland rates bill
- a bank or building society statement for your business, issued in the last three months
- a certificate of company insurance
- a letter from HM Revenue & Customs showing your company details and tax reference number
- your company mortgage statement
- a property leasing agreement
- a solicitor's letter relating to you buying the property your business is run from
- a consumer credit licence.

**If you do not provide the documents we ask for above, we will not accept your application.**

## How to fill in the V55/4 form

The form has numbered sections which ask for specific information. The following is a guide to help you understand what information you need to provide and where you can get it from.

For vehicles that are being imported, in the top right-hand box on the V55/4, tell us the country you bought the vehicle from then tick the box to tell us whether it is a left-hand or right-hand drive.

**You need to fill in the following sections on page one of the V55/4.**

<b>1 Registration number</b>	Leave this box blank. The DVLA will fill this in.
<b>2 Tax class</b>	For example petrol car, diesel car. For more advice please refer to V355/1 'Notes about tax classes'.
<b>3 Period of tax applied for</b>	Fill in whether you want to tax the vehicle for six months or 12 months.
<b>4 Registration fee Tax payable</b>	You must pay the first registration fee unless the vehicle is listed in Appendix A: 'Vehicle first registration fee' leaflet (INF54/1).
<b>5 Manufacturer</b>	Take this information from the Certificate of Conformity or IVA/MSVA certificate.
<b>6 Make</b>	For example, Ford, Vauxhall, Peugeot and so on.
<b>7 Model (including full vehicle specification)</b>	For example, Fiesta Azura Auto, Corsa GLS 12V, 406 GLDT and so on.
<b>8 Type of body/vehicle</b>	For example, two-door saloon, estate, three-door or five-door hatchback, sports, convertible, coupe, motorcycle, tricycle, moped, flat lorry and so on.
<b>9 Wheelplan</b>	For example, for standard cars this is '2-AXLE RIGID', for motorcycles this is '2 WHEEL', and so on.
<b>10 Colour</b>	The colour may not be the full manufacturer's description as we only use basic colour descriptions (for example, if the vehicle is lavender it would be shown on the registration certificate, as purple). Note: where a vehicle has two colours, both descriptions should be entered on the V55 form, for example 'black and white'. For a vehicle with three colours or more enter 'multi-coloured'.
<b>11 Type approval number/category details</b>	Take this information from the Certificate of Conformity. If the vehicle does not need evidence of type approval because of how it is constructed, leave blank and fill in question 62 on page 2. If you are providing an Individual Vehicle Approval (IVA), or Motorcycle Single Vehicle Approval (MSVA) certificate, the DVLA will record the information in the 'Official Use Only' boxes on the form.
<b>12 Type</b>	Take this information from the Certificate of Conformity or IVA/MSVA certificate.
<b>13 Variant</b>	Take this information from the Certificate of Conformity. You do not need to fill this in if you are providing an IVA, or MSVA certificate. However, if you have this information you should give it here.
<b>14 Version</b>	Take this information from the Certificate of Conformity. You do not need to fill this in if you are providing an IVA, or MSVA certificate. However, if you have the information you should give it here.
<b>15 Length of vehicle (mm)</b>	Take this information from the Certificate of Conformity. You do not need to fill this in if you are providing an IVA, MSVA certificate. However, if you have the information you should give it here.
<b>16 HC (g/km or g/kWh)</b>	Take this information from the Certificate of Conformity or it may be on the IVA, MSVA certificate.
<b>17 Unladen weight (kg)</b>	You do not need to give the weight if your vehicle weighs less than 3500kg (for example, if it is a passenger car), unless the vehicle is a tricycle.
<b>18 Number of seats (including the driver's seat)</b>	Take this information from the Certificate of Conformity or you can count the number of seats in the vehicle.
<b>19 Max net power (kW)</b>	Take this information from the Certificate of Conformity, no decimal places, please round up or down to nearest whole number.

<b>20 Technical permissible maximum towable mass of the trailer (a&amp;b)</b>	Take this information from the Certificate of Conformity.
<b>21 Track width</b>	Take this information from the Certificate of Conformity or IVA/MSVA certificate.
<b>22 Width of vehicle (mm)</b>	Take this information from the Certificate of Conformity. You do not need to fill this in if you are providing an IVA or MSVA certificate. However, if you have the information you should give it here.
<b>23 NOx (g/km or g/kWh)</b>	Take this information from the Certificate of Conformity. You do not need to fill this in if you are providing an IVA or MSVA certificate. However, if you have the information you should give it here.
<b>24 Revenue weight (kg)</b>	You do not need to give the weight if the vehicle is a car or light van, or if it weighs 3500kg or less. If your vehicle weighs more than 3500kg, please give the weight and attach a weight certificate.
<b>25 Number of standing places</b>	This only applies to buses. You can get this information from the vehicle manufacturer.
<b>26 Max permissible mass</b>	Take this information from the Certificate of Conformity. (You do not have to give this information for motorcycles or tricycles).
<b>27 Euro status</b>	Take this from the Certificate of Conformity (if shown). Generally shown as Exhaust Emission Level, (for example Euro 6). You do not need to fill this in if you are providing an IVA or MSVA certificate. However, if you have the information you should give it here.
<b>28 Euro status directive number</b>	Take this from the Certificate of Coformity (if shown). Generally shown with exhaust emissions (for example 1999/102A/EC, 98/69/EC). You do not need to fill this in if you are providing an IVA or MSVA certificate.
<b>29 Date from which vehicle tax will start</b>	This will normally be today's date or the first day of the next month.
<b>30 Type of fuel</b>	For example 'Petrol', 'Diesel', 'Electricity', and so on.
<b>31 VIN/chassis/frame number</b>	Give the full Vehicle Identification Number (VIN), chassis number or frame number, usually shown on a plate near the engine.
<b>32 Engine number</b>	Give the full engine number, which you should get from the vehicle.
<b>33 Cylinder capacity (cc)</b>	Take this information from the Certificate of Conformity or get it from the vehicle manufacturer.
<b>34 Wheelbase (mm)</b>	Take this information from the Certificate of Conformity or IVA/MSVA certificate.
<b>35 CO<sub>2</sub> (g/km)</b>	Take this information from the Certificate of Conformity (the combined figure). This will be the NEDC value or equivalent.
<b>36 Mass in service (kg)</b>	Take this information from the Certificate of Conformity or get it from the vehicle manufacturer.
<b>37 Particulates (pm) (g/km or g/kWh)</b>	Take this information from the Certificate of Conformity. You do not need to fill this in if you are providing an IVA certificate. However, if you have this information you should give it here.
<b>38 CO (g/km or g/kWh)</b>	Take this information from the Certificate of Conformity. If you do not have this information you can leave this section blank.
<b>39 HC + NOx (g/km)</b>	Take this information from the Certificate of Conformity. If you do not have this information you can leave this section blank.
<b>40 Trailer weight (kg)</b>	You must fill this in if you have a rigid vehicle weighing 12,000kg and over, drawing a laden trailer weighing over 4,000kg.
<b>41 Stationary sound level (dB(A))</b>	Take this information from the Certificate of Conformity. You do not need to fill this in if you are providing an IVA or MSVA certificate. However, if you have this information you should give it here.
<b>42 Engine speed sound level (min-1)</b>	Take this information from the Certificate of Conformity. The engine speed means the speed at which the readings are taken (for example, 81 (stationary) at 3000 (engine speed) min – 1/70). You do not need to fill this in if you are providing an IVA or MSVA certificate. However, if you have this information you should give it here.

<b>43 Drive-by sound level (dB(A))</b>	Take this information from the Certificate of Conformity. You do not need to fill this in if you are providing an IVA or MSVA certificate. However, if you have this information you should give it here.
<b>44 Power/weight ratio (kW/kg)</b>	This only applies to motorcycles/tricycles. Take this information from the Certificate of Conformity or the MSVA certificate, or get it from the vehicle manufacturer.
<b>45 Year of registration</b>	Give the year the vehicle was first registered (for example, 2001).
<b>46 Vehicle family identification number</b>	Take this information from the Certificate of Conformity. You do not need to fill this in if you are providing an IVA or MSVA certificate. However, if you have the information you should give it here.
<b>47 Specific CO2 emissions (WLTP) (g/km)</b>	Take this information from the Certificate of Conformity. You do not need to fill this in if you are providing an IVA or MSVA certificate. However, if you have the information you should give it here.
<b>48 Deviation factor</b>	Take this information from the Certificate of Conformity. You do not need to fill this in if you are providing an IVA or MSVA certificate. However, if you have the information you should give it here.
<b>49 Verification factor</b>	Take this information from the Certificate of Conformity. You do not need to fill this in if you are providing an IVA or MSVA certificate. However, if you have the information you should give it here.
<b>50 WLTP test mass (kg)</b>	Take this information from the Certificate of Conformity. You do not need to fill this in if you are providing an IVA or MSVA certificate. However, if you have the information you should give it here.
<b>51 Electric energy consumption (Wh/km)</b>	Take this information from the Certificate of Conformity. You do not need to fill this in if you are providing an IVA or MSVA certificate. However, if you have the information you should give it here.
<b>52 Code/group for innovative technology</b>	Take this information from the Certificate of Conformity. You do not need to fill this in if you are providing an IVA or MSVA certificate. However, if you have the information you should give it here.
<b>53 Emissions reduction through innovative tech (WLTP) (g/km)</b>	Take this information from the Certificate of Conformity. You do not need to fill this in if you are providing an IVA or MSVA certificate. However, if you have the information you should give it here.
<b>54 Emissions reduction through innovative tech (NEDC) (g/km)</b>	Take this information from the Certificate of Conformity. You do not need to fill this in if you are providing an IVA or MSVA certificate. However, if you have the information you should give it here.
<b>55 Partial postcode</b>	Please give the first half of the postcode (for example, SW19) for the address of the person who bought the vehicle. The motor industry uses the remaining boxes on page one of the V55/4 to produce statistics and you do not need to fill them in.
<b>56 RDE</b>	Take this from the Certificate of Conformity (if shown). If you do not have this information you can leave this section blank.
<b>57 Maximum NOx value 1 (g/km)</b>	Take this from the Certificate of Conformity (if shown). If you do not have this information you can leave this section blank.
<b>58 Maximum NOx value 2 (g/km)</b>	Take this from the Certificate of Conformity (if shown). If you do not have this information you can leave this section blank.

The following sections need to be filled in on page two of the V55/4.

59 List price/notional price	You must provide the list price/notional price for M1 type approved vehicles only. This will be the price the day before the date from which the vehicle will be taxed and registered.
60 Name and address	Please give your full name, address and full postcode.
61 Date of birth	You must give this if a person has been named as the keeper. We will hold this information but it will not appear on the Vehicle Registration Certificate. <b>Contact details</b> Please give contact details in case we need to get in touch: Dealer/vehicle keeper telephone number and/or Dealer/vehicle keeper email address
62 Is the vehicle exempt from type approval?	If yes, you need to give the full reason for the exemption.
63-65	Only for vehicles weighing over 3500kg (not for cars or light vans). Answer the questions where appropriate.
Declaration	Sign and date the bottom of the application form.

**Note:** If you do not agree to your vehicle's information being shared with motor trade bodies then you must tick the box under the signature to opt out.

## What happens next?

Send your filled-in form to the DVLA Swansea SA99 1BE, making sure you include the appropriate payment for the vehicle tax and registration fee, plus any documents listed below to support your application.

### Supporting documents

- Valid documentation confirming the vehicle keeper's name and address details or a filled-in Notification of Name and Address Check (V959)
- The duty payable (where appropriate)
- Filled-in Declaration of entitlement to license at the basic goods rate of vehicle excise duty (Small Islands Goods Vehicles) (V900) (where appropriate)
- Suitable evidence of revenue/unladen weight (where appropriate)
- Original Certificate of Entitlement, DLA404, WPA0442 or MHS330 (Disabled tax class only)
- Certificate of Initial Fitness or its equivalent (PSV401, 408, 500, 506) where appropriate (in Northern Ireland PSV Certificate) or Pre Registration Inspection (PRI) Certificate
- Filled-in Declaration of Off Road Vehicle (INF85) (where appropriate)
- European Community Whole Vehicle Type Approval (ECWVTA) Certificate of Conformity
- Individual Approval Certificate (IAC); Motorcycle Single Vehicle Approval (MSVA) Certificate or Mutual Approval Certificate (where appropriate)
- Certificate of Newness/Declaration of Newness (where appropriate)
- Evidence from manufacturer as to the newness of components (i.e. Kit car/receipts) if appropriate
- Certificate of insurance or cover note (downloaded copies are acceptable, photocopies are not) valid on the date the tax comes into force, for vehicles registered with a Northern Ireland address.

Payments can be made by cheque or postal order payable to DVLA (do not send cash).

Documents supporting your application should be originals, unless otherwise stated. For vehicles registered with a Northern Ireland address downloaded or faxed copies of downloaded insurance certificates will be accepted. By law all drivers must be covered by motor insurance when they use a motor vehicle on the road or in any other public place.

Your vehicle may need to be inspected. The DVLA will contact you if this is required.

If your application is approved, DVLA will do the following:

- 1) Give your vehicle a registration number appropriate to its age. If you cannot provide proof of the age of the vehicle you will need to fill in an 'Application for first vehicle tax and registration of a used motor vehicle' (V55/5). Your vehicle will be registered as used and we will issue a "Q/QNI" registration number.
- 2) Send you a Vehicle Registration Certificate (V5C) showing you as the registered keeper. We will send you this within four to six weeks of receiving your application. This will allow you to get number plates made up.
- 3) Return your documents. (If you would like your documents returned by 'special delivery' please provide a prepaid special delivery envelope. However, we cannot guarantee to return your documents by a specific date or event – for example, a holiday.)

**Please note:** if you do not receive your documents back you must contact the DVLA within one month of the date you made your application, otherwise we will not be able to carry out an investigation.

If you do not receive any of the above within the specified time please phone 0300 790 6802.



Driver & Vehicle  
Licensing  
Agency

INF54/1

## Vehicle first registration fee

Since 1 January 2004, you will need to pay a fee when you first register and tax a motor vehicle in the United Kingdom. The fee – currently £55, will cover the administrative costs associated with registering of the vehicle for its life. The fee will apply to all vehicles except for the following:

- those first registered and taxed in the 'Disabled Exempt' tax class
- historic vehicles previously registered with the old Local Authorities (late conversions)
- imported vehicles previously registered under the Personal Export Scheme and New Means of Transport Scheme
- Visiting Forces Vehicles
- Crown Exempt Vehicles
- vehicles registered under the Direct Export Scheme and
- off road vehicles.

Registering vehicles, and keeping the register up-to-date when keepers move and vehicles change hands, is an important weapon in the fight against vehicle related and other crime and benefits individuals directly. The fee ensures that more of the cost of this service is placed on those who call upon it.

You will have to pay the fee when you first register and tax a vehicle. You will also need to pay the Vehicle Excise Duty (VED) and HGV road user levy, where applicable. This will be one payment made for vehicles first registered and taxed either at the DVLA or under the Automated First Registration and Licensing (AFRL) system.

**N.B. HM Customs and Excise advise that the fee is outside the scope of V.A.T.**

**Find out about DVLA's online services**

**Go to: [www.gov.uk/browse/driving](http://www.gov.uk/browse/driving)**



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