



**FAILURE TO COMPLETE THE FORM ACCURATELY OR IN FULL COULD RESULT IN
DELAYS OR REJECTION**

1 – YOUR DETAILS

Contact Name :

Company Name :

Address :

Postcode : **Tel. No. :**

Email :

2 – VEHICLE OR TRAILER DETAILS

Full vehicle chassis number or trailer identification number to be completed for all Applications (see below).

Note 1 (Vehicles) : *If notifying a cherished transfer, write the current registration mark and the previous one below.*

Note 2 (Vehicles) : *You will need to send DVSA your RPC certificate separately to allow us to issue an amendment. On receipt of your new plating documents, please destroy all previous copies.*

Full Vehicle Chassis Number or Trailer Identification Number ▼

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Current VRM : **Previous VRM :**

Vehicle /Trailer Make : **Vehicle/Trailer Model :**

Trailer Ministry Number : **No. of Axles :**

Valid RPC / LEC? YES **NO**

Please Note : *Transport for London or DVLA won't be notified if you don't inform us that you have a valid RPC/LEC certificate. This may impact eligibility for the London Low Emission Zone or excise duty restrictions.*

3 - EXAMINATION APPOINTMENT *(If applicable)*

Note : Please complete this section in all cases *(we reserve the right to inspect the vehicle)*.

At which Authorised Testing Facility/Station* would you like the vehicle inspected?
(Please give the location name and the number if known.)

Location Name : Location Number :

*Details of available test locations which can conduct this test can be found on our web site : www.gov.uk/dvsa or by ringing the DVSA Customer Contact Centre on 0300 123 9000.

Note : If the vehicle carries dangerous goods, it must be presented safe for test.

4 – PLATING CERTIFICATE DETAILS

Attach a separate photocopy of your current plating certificate (VTG7) – **we may not be able to deal with your application without it.** Do not send originals, failure to provide this information may delay your application.

5 - NATURE OF ALTERATION, ERROR CORRECTION OR CHANGE TO PLATED DETAILS

NOTE : You do not need to notify us of normal replacement of worn, defective or damaged parts or components on a “like for like” basis.

Do not use the VTG10 for alterations on un-registered vehicles. If the alteration is to up-rate or down-rate the plated weight of the vehicle, **please confirm the new weight requirements in the box on page 3.** For changes made to the vehicle please provide full details of the alterations made. In particular :

- **For tyre changes**, tell us the sizes of the tyres on each axle, the load indices, and whether they are fitted in single or dual formation.
- **For error correction**, please supply manufacturer’s supporting evidence. For example Certificate of conformity (Coc).
- **Give full details of any change to the braking system** - Please include a schematic diagram *(attach separately from application form – see page 3)* with a key to the components and confirm on which axles park brakes are fitted below :

Axle 1 Axle 2 Axle 3 Axle 4

- **For all applications for a design weight certificate (see Section 5(2))** please include evidence of the new design weight i.e. documentation from the manufacturer or converter or a copy of a revised manufacturer’s plate.
- Where available, please supply us with the manufacturer’s or converter’s name and reference or technical contact details below ▼

Name :

Tel. No. :

Email :

5 - NATURE OF ALTERATION OR CHANGE TO PLATED DETAILS *(cont)*

Please use the box below to confirm the new weight requirements if the alteration is to up-rate or down-rate the plated weight of the vehicle. Please refer to **page 2** for all the alteration requirements to include in this section.

Please Note : Do not use this form to include any diagrams. Please attach any diagrams separately making sure you include the following details for cross referencing purposes :

- Your name and Company name
- The Vehicle Identification Number (VIN) of the vehicle/trailer.
- Make and model of the vehicle/trailer

DIMENSIONS

For all chassis alterations and/or body changes, please include a **diagram separately from this application*** and provide the new dimensions below ▼

**Note : See page 3 for what vehicle/trailer details to include with any documents supplied separately from the application.*

Overall Length : mm Overall width : mm

Distance between closely spaced axles in mm (multi axle vehicles and trailers) ▼

1 - 2 2 - 3 3 - 4 4 - 5

Distance from centre of the coupling to front of the vehicle ▼

(For drawbar rigs and articulated tractors only. The minimum dimension is only needed for vehicles with a variable position e.g. sliding fifth wheel.)

Minimum : mm Maximum : mm

Centre of foremost axle to centre of rearmost axle (drawbar trailers only) ▼

Minimum : mm Maximum : mm

Distance from centre of coupling to centre of rearmost axle ▼

Minimum : mm Maximum : mm

Distance from centre of coupling to the back of the trailer : mm

1. Are any of the details on the vehicle's Plating Certificate affected? *(If 'YES', a fee is payable)* YES NO
2. If you are applying for a design weight certificate, please tick the box ►
(A fee is payable)

6. DATA PROTECTION & DECLARATION

DATA PROTECTION – We collect, use and store your personal data so that we can correctly process your VTG10 application.

We may share your personal data if we have a lawful reason. For example as part of a criminal investigation or to prevent fraud. Find out more at www.gov.uk/dvsa/privacy.

DECLARATION – I hereby declare that, to the best of my knowledge, all statements in this application are true. I understand that to make a false statement is an offence under Section 174(2) of the Road Traffic Act 1988.

Signature : Date :

Print Name :

Position in Company :

7. PAYMENT OPTIONS & DETAILS – POSTAL APPLICATIONS ONLY

You can see the [tests and certificate costs for heavy vehicles and trailers online](#) (Notifiable Alterations) or by telephoning our **Customer Contact Centre** on **0300 123 9000**.

If you choose to send your application by post, you can pay the required fee by one of several methods :

1. **Cheques/Postal Orders** - payable to the **'Driver and Vehicle Standards Agency'** (or **'DVSA'**) and **only accepted with postal applications**.
2. **Credit/Debit card** - If you choose to pay by this method, then once your application has been received, you will be contacted by email with instructions on how to arrange your card payment.
3. **DVSA Pre-Funded Customer Account** - If you are a regular user of the scheme this is the quickest method to use. For pre-funded customer accounts, the signatory on the application must be a delegate authorised to use the account.
Find out how you can [apply for a DVSA pre-funded customer account](#).

How are you paying for this application? *(Please tick one box)*

Cheque / Postal Order *Payable to 'Driver and Vehicle Standards Agency' or 'DVSA' (only with postal applications).*

Credit / Debit Card *Payment to be made once application is received.*

DVSA Pre-Funded Account **Account 'C' No. :**

I hereby authorise the **Driver and Vehicle Standards Agency** to take the amount stated below from my bank / pre-funded customer account in respect of my application.

£ .

Signature details: Please sign and print your name if you are the **DVSA customer account delegate**.

Signature : **Date :**

Print Name :

ON COMPLETION

Use the service to [Apply for a vehicle test or certificate for a lorry or trailer](#) to send your **fully completed** application form to the Driver and Vehicle Standards Agency (DVSA).

For postal applications, please send to the address below :

HGV Section, DVSA, Ellipse, Padley Road, Swansea, SA1 8AN

For further information, please email :

hgvtech@dvsa.gov.uk

or telephone :

DVSA Customer Service Centre - 0300 123 9000