



You, as the applicant, should keep these notes and make them available to everyone who uses the trade plates.

This is a brief guide. For more detailed information please refer to the following:

- the Vehicle Excise and Registration Act 1994 (VERA)
- the Road Vehicles (Registration and Licensing) Regulations 2002 (RV(R&L) (Regs) (S1 2002 No. 2742).

You can get these from the Stationery Office Publications Centre website: www.legislation.gov.uk

1. Issue of trade licences

Please note: there is no automatic right to get a trade licence. Only those that can fully comply with the specified criteria will be eligible to become a trade licence holder.

To be eligible to apply for a trade licence you must either be a motor trader or a vehicle tester.

A motor trader is defined as:

- a manufacturer or repairer of, or dealer in, mechanically propelled vehicles
- a dealer in vehicles, if you carry on a business consisting wholly or mainly of collecting or delivering mechanically propelled vehicles and not including any other activities except those of a manufacturer or repairer of or dealer in such vehicles. This includes hire and leasing companies and also finance and hire purchase companies.

A vehicle testers is defined as:

- a person other than a motor trader who regularly in the course of their business engages in the testing on roads of mechanically propelled vehicles belonging to other people.

2. How to fill in the Application for a trade licence (VTL301)

- You **must** fill in all sections.
- You **must** sign and date the application form.
- Please make sure you enclose the correct fee.

We will reject your application if you do not supply the requested information or if you have not enclosed the fee.

You will be required to provide either your Companies House registration number or a **copy** of your 'Public Liability' insurance certificate showing motor trade activity, or a 'Motor Trade' insurance certificate matching the name of the applicant. We cannot return these documents so please **do not** provide the originals.

3. Permitted uses of trade licences

You must only use trade licences for the particular business purposes for which we issued them. These include:

- to test or trial a vehicle, its accessories or equipment during or immediately after its construction, modification or repair

- for a return journey to a public weighbridge or for registration or inspection by an authorised official
- to undertake a test trial for the benefit of a prospective purchaser or the press
- to demonstrate the operation of a vehicle, its accessories or equipment, when you hand it over to a purchaser or deliver it to the place where they intend to keep it
- for moving vehicles:
 - for valeting or accessory fitting between traders' premises. (Valeting means the thorough cleaning of a vehicle before its registration or to prepare it for sale; it includes removing wax and grease from the exterior, the engine and the interior of the vehicle.)
 - between traders' premises and another location
 - between traders' premises and auctions or other places of sale
- to go to and from places of test or inspection and for going to a place for breaking and dismantling.

A motor trader may use the trade licence on mechanically propelled vehicles **only** if they are temporarily in their possession in the course of their business.

A motor trader who is a manufacturer may also use the licence on a vehicle kept only for research and development purposes, or on vehicles that other manufacturers submit to them for testing.

A vehicle tester may use the trade licence only on vehicles submitted to them for testing (including the vehicles trailer, its accessories or equipment).

4. Display of trade plates

A trade plate:

- must be displayed on a vehicle as long as it is visible and vertical on both the front and rear (rear only for motorcycles)
- cannot be displayed inside a vehicle
- must not cover the vehicle's existing number plates (except motorcycles).

Please note: motorcycles can continue to display a trade plate over the existing number plate.

5. Offences

It is an offence to:

- knowingly make a false declaration on the application form or any supporting material you used to make the application
- use more than one vehicle under a trade licence at any one time
- keep a vehicle on a road when not in use except in certain emergency situations
- use a vehicle without a current trade licence but displaying both plates
- misuse, alter, deface or damage a trade plate

- display anything on a vehicle that could be mistaken for a trade plate
- display trade plates other than those issued by DVLA
- display trade plates if the trade licence has expired
- display trade plates if you become ineligible to be a trade plate holder
- use the vehicle for any purpose other than those specified in the regulations
- use a vehicle for the general conveyance of goods or burden. Exceptions to this include:
 - non-returnable loads
 - collection and delivery of parts, accessories or equipment carried for the purpose of being fitted to the vehicle
- use a vehicle which is permanently in the possession of the trade licensee unless they are a manufacturer and the vehicle is one kept solely for research and development.

6. Rates of duty

You can apply for:

- a 6 or 12 month trade licence in January
- a 6 month trade licence in July.

New traders who apply for a trade licence at any time other than January and July would need to obtain a trade licence for a period of 7, 8, 9, 10, or 11 months in order for the licence to end in December or June. For example a customer making an application in March would need a licence to cover a 10 month period to end in December.

If rates of duty change in the Chancellor's annual budget announcement a different rate may be payable.

For further information go to

www.gov.uk/trade-licence-plates

Your application will be rejected if you have not enclosed the fee.

Month you apply	Month of expiry	All vehicles	Motorcycles and tricycles
		Rate of duty	Rate of duty
January (6 month licence)	June	£90.75	£50.05
January (12 month licence)	December	£165.00	£91.00
February (11 month licence)	December	£165.00	£91.00
March (10 month licence)	December	£151.25	£83.40
April (9 month licence)	December	£136.10	£75.05
May (8 month licence)	December	£121.00	£66.75
June (7 month licence)	December	£105.85	£58.40
July (6 month licence)	December	£90.75	£50.05
August (11 month licence)	June	£165.00	£91.00
September (10 month licence)	June	£151.25	£83.40
October (9 month licence)	June	£136.10	£75.05
November (8 month licence)	June	£121.00	£66.75
December (7 month licence)	June	£105.85	£58.40

7. Penalties

There is a maximum fine of £5,000 and a possible prison term of up to two years for:

- making a false or misleading declaration or providing false or misleading evidence in an application
- fraudulently altering or using trade plates
- fraudulently lending them or allowing them to be used by another person.

There is a maximum fine of £1,000 or five times the rate of duty chargeable in respect of the vehicle or vehicles, whichever is the greater, for:

- using a trade licence for a purpose not permitted by the regulations.

8. Refunds

You can surrender a trade plate at any time for a refund of the licence duty. To get a refund for each full calendar month left on the trade licence, you must apply before the first day of the month. You will need to fill in an 'Application for a refund of tax on surrender of a trade licence' (VTL308) form available from www.gov.uk/trade-licence-plates

9. Replacement

If your trade plates are lost, stolen, damaged or destroyed, you must apply for a replacement using the VTL310 application, available from www.gov.uk/trade-licence-plates

10. Change of name and address

If you change your name and address details you must tell DVLA by filling in the VTL310 application form available from www.gov.uk/trade-licence-plates

11. Data protection

We will send the name and address details you provide on this form to a parcel delivery company. They will process your transaction and, if you have provided a phone number, call when they send your trade plates. If you do not want them to use your phone number, please do not tick the appropriate box on the form. DVLA handles your personal data in accordance with road vehicle law and data protection laws. The law allows us to release your data to the police and other enforcement bodies. We also provide data to other parties where the law allows it. For further information about how we process your data, your rights and who to contact, see our privacy notice at www.gov.uk/dvla/privacy-policy

What happens next

You should receive your licence confirmation and trade plates within four weeks. For security reasons we will send your trade plates and licence confirmation to you in two separate packages. Please allow four weeks before you contact us. You can contact us by phoning 0300 3001495, phone lines are open between 8.30am and 4.30pm on Monday to Friday.

