



Driver & Vehicle
Licensing
Agency

How to import a vehicle into the United Kingdom



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Filling in the form

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You can get an ‘import pack’ from **www.gov.uk/dvlaforms** or from our contact centre by phoning 0300 790 6802.

The pack you request will depend on whether you are registering a new or used vehicle. An ‘import pack’ will include the following.

New vehicle:

- V55/4 application for first vehicle tax and registration of a new motor vehicle
- V267 declaration that a vehicle is new
- V355/4 guide to filling in form V55/4
- V149 rates of vehicle tax
- INS234 quick completion guide for V55/4
- V149/1 rates of tax for heavy goods vehicles
- INF106 how to import a vehicle into the United Kingdom
- EN261 envelope

Used vehicle:

- V55/5 application for first vehicle tax and registration of a used motor vehicle
- V355/5 guide to filling in form V55/5

- V149 rates of vehicle tax
- INS234/1 quick completion guide for V55/5
- V149/1 rates of tax for heavy goods vehicles
- INS106 how to import a vehicle into the United Kingdom
- EN261 envelope

1 Introduction

You should be aware that as part of this process you will need to deal with a number of Department for Transport (DfT) agencies. Information given to other agencies is not automatically shared with DVLA. What you need to do depends on how you are bringing the vehicle into the country and whether it is a new or used vehicle.

If you are bringing a vehicle permanently into the UK from abroad you must do the following:

- **provide HM Revenue and Customs (HMRC) with the vehicle's details within 14 days of its arrival**
- **pay any VAT due as part of this process before DVLA can register it**
- **after notifying HMRC about the vehicle you must register, tax and insure it before using it on the road. A UK resident must not drive a vehicle displaying foreign registration number plates in the UK.**

To avoid difficulties, we advise you to:

- transport, rather than drive, your vehicle from the port to your home or its first destination
- keep the vehicle off the road until it has been properly registered, taxed and insured.

2 Notifying HMRC

By law, you must provide HMRC with the necessary vehicle information within 14 days of bringing a new or used vehicle into the UK. HMRC will use the information you provide to assess the VAT position. If you do not do this within 14 days of the vehicle arriving in the UK, HMRC may issue a late notification penalty.

DVLA will have access to relevant information you have provided to HMRC about your vehicle.

DVLA will not register your vehicle if the details in your registration application do not match those provided to HMRC.

How to notify HMRC The quickest way to notify HMRC is online using Notification of Vehicle Arrivals (NOVA).

- You (the purchaser) or someone on your behalf (the notifier) must provide information about the vehicle you bring into the UK.
- As soon as the online notification has been successfully processed (usually within hours), the NOVA system will calculate any VAT due and once this has been paid or accounted for, HMRC will provide online confirmation that you can apply to register your vehicle with DVLA.
- Please allow 48 hours after receiving confirmation from HMRC before you contact DVLA to register your vehicle. This is to allow time for DVLA to access the NOVA information.

You can find more information about notifying HMRC online and paying VAT at **www.gov.uk/nova-log-in**

Alternatively:

- you can complete a paper notification using HMRC's form NOVA 1 but this will take longer for HMRC to process.

You can find out how to get a copy of this form at **www.gov.uk/nova-log-in** or by phoning HMRC's VAT helpline on 0300 200 3700.

If you are deaf or hard of hearing and have access to a textphone, please phone 0300 200 3719.

The VAT helpline is open 8.00am to 6.00pm, Monday to Friday (closed weekends and bank holidays).

If you are a private individual or non VAT registered business importing from outside the EU

You don't need to notify HMRC using NOVA (or the NOVA 1 form). However, there are certain customs forms you have to fill in before you can register your vehicle with DVLA.

Please phone HMRC's Customs International Trade and Excise enquiry line on 0300 200 3700 to find out which forms you will need.

3 How to register a new vehicle you have imported

A vehicle can only be registered as new in the UK if it:

- is registered within 14 days of the date you collected it (normally the date of the invoice from the supplier)
- has the minimum mileage needed to deliver it
- has not been permanently registered before
- is a current model or a model that has stopped being made within the last two years.

To register a new vehicle send the following to DVLA.

- A filled-in V55/4 application form (the V355/4 leaflet will help you fill in this form).
- The first registration fee (see section 9).
- The fee for vehicle tax (see leaflet V149).

Note: Since April 2010, any vehicle first being registered in the petrol car, diesel car or alternative fuel car tax classes have different rates of vehicle tax. These are known as first year rates. Full details are at www.gov.uk/vehicle-tax-rate-tables

- For vehicles registered with a Northern Ireland address, the certificate of insurance or cover note (downloaded copies are acceptable, photocopies are not) which is valid on the date the vehicle tax comes into force.

Note: For GB and NI vehicles you will need to insure the vehicle using the vehicle identification number (VIN) or chassis number. The British Insurance Brokers' Association (BIBA) can give you information on insurance companies that provide the cover you need. You can phone them on 0870 950 1790 or email enquiries@biba.org.uk

- A filled-in form V267.
- Evidence showing the date you collected the vehicle (normally the date of the invoice from the supplier), and how the vehicle was brought into the country (either the temporary registration form if the vehicle was driven, or evidence of transportation if it was transported).
- Photocopies of documents confirming your name and address (see section 7).
- Evidence of type approval (see section 8).

Note: If you do not provide the documents we ask for we will not accept your application.

Independent, commercial importers of new vehicles

If the following apply to you, you can apply to join the V55/2 scheme (see below):

- an independent, commercial importer of new, unused, unregistered type-approved vehicles
- registered for VAT
- currently using the V55/4 system to register those vehicles.

This scheme is designed to help small businesses which regularly import new vehicles.

The V55/2 scheme

An application for first vehicle tax and registration of a new imported vehicle (V55/2) is available for authorised VAT registered commercial traders. Its advantage over the V55/4 form is that you do not need to provide separate evidence of newness, evidence of type approval, or notify HMRC using the NOVA online service or by using HMRC's paper form. To get a V55/2 application pack, send your details in writing to:

Vehicle Policy
Strategy, Policy and Communications Directorate
DVLA
SA6 7JL

Fax: 01792 384565

Email: secureformsscheme@dvla.gov.uk

4 How to register a used vehicle you have imported

To register a used vehicle, you will need to send the following to DVLA.

- A filled-in V55/5 application form (the V355/5 leaflet will help you fill in this form).
- The fee for vehicle tax (see leaflet V149).

Note: Since April 2010, any vehicle first registered in the petrol car, diesel car or alternative fuel car tax classes will have a different rate of vehicle tax. These are known as first year rates. Used imported vehicles will pay the first year rates if the vehicle has been registered abroad for less than six months or has travelled less than 6,000km (3728 miles). Full details on first year rates are at www.gov.uk/vehicle-tax-rate-tables

- An original non-UK registration document or certificate for your vehicle. This document or certificate will not be returned to you. You will need to send a letter explaining why this is not available with a dating certificate from the manufacturer or other acceptable source.
- For vehicles registered with a Northern Ireland address, the certificate of insurance or cover note (downloaded copies are acceptable, photocopies are not) which is valid on the date the vehicle tax comes into force.

Note: For GB and NI vehicles you will need to insure the vehicle using the vehicle identification number (VIN) or chassis number. The British Insurance Brokers' Association (BIBA) will be able to give you information on insurance companies that provide the cover you need. You can phone them on 0370 950 1790 or for more information go to **www.biba.org.uk** or send an email to **enquiries@biba.org.uk**

- A current original MOT or Goods Vehicle Test (GVT) certificate (if appropriate).

For any information on MOT or GVT testing, phone Driver and Vehicle Standards Agency (DVSA) on 0300 123 9000.

- Photocopies of documents confirming your name and address (see section 7).
- Evidence of type approval (see section 8).
- The first registration fee (see section 9).

5 Proof of name and address

You must provide either a photocopy of your driving licence, or a photocopy of one document from each of the two lists below.

Document to confirm your name:

- current DVLA driving licence
- UK or EU passport
- birth certificate
- marriage certificate
- decree nisi or decree absolute.

Document to confirm your address:

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

Applications from businesses and companies (including fleet operators)

You will have to provide a photocopy of two documents from the following list. One of the documents must show your current business address.

- Companies House registration certificate (embossed).
- 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.
- A bank or building society statement for your business (this must have been 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.

Please send the relevant documents, with your V55/4 or V55/5 application, to DVLA or the motor dealer.

Note: If you do not provide the documents we ask for we will not accept your application.

6 What is type approval?

We need to know that a vehicle is properly designed and built, and that it meets environmental standards. This is a legal requirement before a vehicle can be registered and taxed. We call the process of confirming this 'type approval'.

You must produce one of the following to provide evidence of type approval.

A Certificate of Conformity

- For UK registration, if you have an original European Certificate of Conformity it must state that the speedometer shows miles per hour (imperial units) and that the vehicle is suitable for driving on the left-hand side of the road. If this is not stated then you will require additional approval.

- If the vehicle was manufactured for the European market, but you do not have the European Certificate of Conformity, you should contact the vehicle manufacturer as they may be able to issue this certificate. There may be a fee for issuing an European Certificate of Conformity.

Mutual Recognition Certificate

If your Certificate of Conformity does not confirm that the vehicle is suitable for UK registration, you may need 'Mutual Recognition'. For the details of this procedure, including the fee, please phone the Vehicle Certification Agency (VCA) on 0300 330 5797.

Evidence of previous UK registration

This can be either the vehicle registration certificate (V5C or V5CNI), or the 'New keeper slip' (green slip).

If you cannot provide any of the documents mentioned above, you will need an Individual Vehicle Approval (IVA) certificate for the vehicle.

To find out more or apply for the IVA test, phone DVSA on 0300 123 9000 or DVAT on 0845 601 4094.

Type approval does not apply to certain vehicles.

To find out more, phone VCA on 0300 330 5797, or visit www.vehicle-certification-agency.gov.uk/vehicle-importing/vehicle-importing-information.asp

7 First registration fee

The fee is currently £55. You can pay by cheque or postal order made payable to DVLA – do not send cash. We cannot accept damaged or altered cheques. If you send one, your application will be rejected and returned to you.

This fee applies to all vehicles except for the following:

- vehicles first registered and taxed in the 'Disabled' tax class
- historic vehicles previously registered with the old local authorities (late conversions)
- imported vehicles previously registered in the UK under the Personal Export Scheme and New Means of Transport Scheme
- visiting forces vehicles
- crown exempt vehicles
- vehicles registered under the Direct Export Scheme
- vehicles registered on the Off Road Scheme.

8 Where to send your application

You must send your application to:

DVLA
Swansea
SA99 1BE

9 What happens next

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

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

- Give your vehicle a registration number appropriate to its age based on the evidence you have provided.
- If you have provided a non-UK registration document showing the full date of first registration, we will use this to allocate the registration number.
- If your non-UK registration document does not show the full date of first registration you will need to provide evidence of the month and year of manufacture so we can allocate the registration number more accurately.
- If you cannot provide evidence of the vehicle's age, we will allocate a 'Q' or 'QNI' registration number.
- Send you a vehicle registration certificate (V5C) showing you as the registered keeper. We will send this within four to six weeks of receiving your application.
- Return your documents, apart from your original non-UK registration document or certificate. 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.

Note: if you do not get your documents back you must contact 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 get any of the above within the specified time, please phone 0300 790 6802.

10 Further information or help

You can get general information on registering an imported vehicle:

- at **www.gov.uk/importing-vehicles-into-the-uk**
- by writing to Input Services Group, Correspondence Team, DVLA, Swansea, SA6 7JL
- by phoning, faxing or emailing our contact centre.
Phone: 0300 790 6802
Fax: 0300 123 0798
email: www.gov.uk/contactdvla

Phone lines are open between 8am and 7pm Monday to Friday, and between 8am and 2pm on Saturdays. If you are deaf or hard of hearing and have a textphone, phone 0300 123 1279. (This number will not respond to ordinary phones.)

Buying a vehicle?

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

www.gov.uk/vehicletaxrules



Vehicle Services

How to import a vehicle
into the United Kingdom

DVLA
Longview Road
Morrison
Swansea
SA6 7JL

www.gov.uk/dvla