



NOTIFICATION OF AN ALTERATION TO A PUBLIC SERVICE VEHICLE VTP5

Public Passenger Vehicles Act 1981

Please read all the **Notes** as you complete this form.

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

1a. OWNER / APPLICANT CONTACT DETAILS

Title :	<input type="text"/>	Name :	<input type="text"/>
Company Name : (If applicable)	<input type="text"/>		
Address :	<input type="text"/>		
<input type="text"/>			
Post code :	<input type="text"/>	Tel. No. :	<input type="text"/>
Email Address :	<input type="text"/>		

1b. PRESENTER DETAILS (If different from owner)

Title :	<input type="text"/>	Name :	<input type="text"/>
Company Name : (If applicable)	<input type="text"/>		
Address :	<input type="text"/>		
<input type="text"/>			
Postcode :	<input type="text"/>	Tel. No. :	<input type="text"/>

2. TEST STATION DETAILS

Which **test location** would you prefer? :

Please Note : Examinations are normally conducted at DVSA test locations. Please allow **3 clear weeks** for your application to be processed. If you do not hear from us within this time, please contact our **Customer Contact Centre** on **0300 123 9000**.

3. VEHICLE DETAILS

Reg. Mark :	<input type="text"/>	Full Chassis (VIN) No. :	<input type="text"/>
Chassis Body	Make	Model	Month / Year of Manufacture
	<input type="text"/>	<input type="text"/>	/
	<input type="text"/>	<input type="text"/>	/

3. VEHICLE DETAILS (Cont...)

External Dimensions (cm) ▼

Maximum Length Maximum Height Wheelbase

A single Notification can be used for up to 10 vehicles, providing the vehicles and the alteration are of identical technical specification and the vehicles are to be inspected in the same geographical area.

Is this Notification for more than one vehicle? YES ☐ NO ☐

If **YES**, please complete the **Annex** to this application on **page 4**.

4. DETAILS OF NOTIFIABLE ALTERATION

Please Note : Details of notifiable alterations to a PSV are subject to the requirements of Section 20 of the Public Passenger Vehicles Act 1981 as amended by Section 29 of the Transport Act 1985. If you make any alteration to the specification of a Public Service Vehicle, you are required to notify us. Normal replacement of worn, defective or damaged parts, or components on a like for like basis and the fitment of emissions abatement devices are **not** notifiable. **Please give details of all the alterations (including consequential alterations) that have been made to the vehicle below.** DVSA may refuse to examine your vehicle, or request it is returned for further examination if all the alterations are not disclosed. ▼

5. STANDARD TO BE APPLIED ON RE-APPROVAL

If the vehicle has been subject to an alteration of a 'body related' item e.g. seating or standing capacity, exits, internal modification etc; is it now :

- a. Considered compliant with the technical standards as applied at the time of original certification (e.g. ECR Reg.107.02, Reg.36, Reg.52 Directive 2001/85, COIF or C & U requirements)? YES ☐ NO ☐
- b. Considered compliant with the required standards of item 52, Part 4 of Schedule 2 of the Road Vehicles (Approval) Regulations 2020 (IVA)? YES ☐ NO ☐

Please Note : This criteria (b) is only accepted as an alternative in respect of a vehicle original approved to Reg.107.02, Reg.36, Reg.52 or EC Directive 2001/85. Check our [Guide to notifiable alterations to a public service vehicle](#) for more information on the standards applicable.

6. CHANGES TO CARRYING CAPACITY

Where the alteration changes the carrying capacity, please provide the following details :

	Before Alteration	After Alteration
• Upper Deck Capacity	<input type="text"/>	<input type="text"/>
• Lower Deck Capacity	<input type="text"/>	<input type="text"/>
• Standing Passengers	<input type="text"/>	<input type="text"/>
• Wheelchair Positions	<input type="text"/>	<input type="text"/>
• Crew Seats Fitted	<input type="text"/>	<input type="text"/>

7. Where an item has been added to the vehicle or the carrying capacity has increased, please indicate which of the following items are fitted :

Air Conditioning YES ☐ NO ☐ If YES, please give the location below ▼

Alloy Wheels YES ☐ NO ☐ Entertainment Monitor / Screen YES ☐ NO ☐

Double Glazing YES ☐ NO ☐ Wheelchair Lift or Ramp YES ☐ NO ☐

8. TYPE OF SUSPENSION

Please provide the type of suspension fitted to each axle e.g. air, leaf etc :

Axle 1 Axle 2 Axle 3 Axle 4

9. VEHICLE UNLADEN WEIGHT

Has the unladen weight changed as a result of the alteration? : YES ☐ NO ☐

If 'YES' please provide the new weight : kg

Please Note : Evidence must be provided at the time of inspection.

10. EXAMINATION REQUIREMENTS

The conditions that apply at the time of examination are listed in the application appointment letter you will receive after your application has been processed.

11. DATA PROTECTION, DECLARATION & SIGNATURE

DATA PROTECTION – The personal information you provide on this form will be used for the purposes of DVSA's statutory functions. It will not be disclosed to other organisations unless required or permitted by law. For further information, visit the Personal Information Charter available from www.gov.uk/dvsa.

DECLARATION – I the undersigned declare that:

- the vehicle listed above (and including any listed on Annex VTP 5A) will be built in accordance with the required standards contained in the relevant COIF/DDA Regulations;
- as far as I know, all statements in this application are true.

Signature :

Date :

Print Full Name :

Please Note : All 'Declaration' sections above must be completed. A typed 'Signature' is acceptable if sending your form electronically.

ON COMPLETION

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

DVSA Customer Service Centre - 0300 123 9000

VTP 5A Annex Continued Overleaf ►



Driver & Vehicle
Standards
Agency

**NOTIFICATION OF AN ALTERATION TO
A PUBLIC SERVICE VEHICLE
VTP 5A ANNEX**

Public Passenger Vehicles Act 1981

OWNER / APPLICANT DETAILS

Title : Name :

Company Name :
(If applicable)

VEHICLE 2

Reg. Mark : Full Chassis (VIN) No. :

VEHICLE 3

Reg. Mark : Full Chassis (VIN) No. :

VEHICLE 4

Reg. Mark : Full Chassis (VIN) No. :

VEHICLE 5

Reg. Mark : Full Chassis (VIN) No. :

VEHICLE 6

Reg. Mark : Full Chassis (VIN) No. :

VEHICLE 7

Reg. Mark : Full Chassis (VIN) No. :

VEHICLE 8

Reg. Mark : Full Chassis (VIN) No. :

VEHICLE 9

Reg. Mark : Full Chassis (VIN) No. :

VEHICLE 10

Reg. Mark : Full Chassis (VIN) No. :