



From August 2015, you can't apply for a Pre-Registration Inspection (PRI). If you've a used passenger vehicle with more than 8 passenger seats, you may need voluntary approval - (www.gov.uk/vehicle-approval/voluntary-approval).

1. APPLICANT DETAILS

Title : Forename : Surname :

Company name :

Address :

Postcode : Tel No. :

Email address :

2. TEST DETAILS

2a. Where would you like the PRI carried out?
1st Choice : 2nd Choice :

2b. When would you like the test?
Date : / / AM PM Outside normal hours

3. VEHICLE DETAILS

3a. VRM : Date of manufacture of vehicle : / /

3b. VIN :

3c. Vehicle make : Vehicle model :

3d. Number of passenger seating positions :

3e. The vehicle is best described as a : Limousine Bus Minibus

3f. Vehicle weights (kg) :
Axle 1 Axle 2 Axle 3

3g. Original manufacturer's design weights (kg) :
Gross Vehicle Weight (GVW) Kerb weight

3h. Has the vehicle been allocated axle weights higher than those allocated by the original manufacturer, i.e. by a converter? YES NO

If 'YES', please supply the new allocated weights (kg) :
Axle 1 Axle 2 Axle 3 GVW

3i. Has the vehicle's wheel base been altered since the vehicle was originally manufactured? YES NO

3. VEHICLE DETAILS

3j. Vehicle dimensions (mm) :

Overall length	<input type="text"/>	Overall width	<input type="text"/>
Front overhang	<input type="text"/>	Rear overhang	<input type="text"/>
Track front	<input type="text"/>	Track rear	<input type="text"/>
Wheelbase	<input type="text"/>		

3k. Steering angles (°) measured at left and right hand wheel respectively :

Left hand lock	<input type="text"/>	Right hand lock	<input type="text"/>
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4. DECLARATION

I confirm that, to the best of my knowledge, all statements in this application are true.

Signature :	<input type="text"/>		
Full name :	<input type="text"/>	Date :	<input type="text"/> / <input type="text"/> / <input type="text"/>

The personal information you provide on this form will be used for the purposes of VOSA's statutory functions. It will not be disclosed to other organisations unless required or permitted by law. For further information, visit our Information Charter available from VOSA's website: www.dft.gov.uk/vosa.

REFERENCE NOTES

The notes below are numbered to match the application question numbers.

- 1** Please complete your full name, address including postcode, telephone number and email address. This information will be used to send you an appointment notification which will advise you of the date and time of your test. We may also need to contact you by telephone or email for further information.
- 2a** Wherever possible, the test will be conducted at your preferred location. However, due to facility constraints, it may be necessary to allocate a different test location. Please enter a second choice. (A list of stations can be found on page 3).
- 2b** Please give your preferred test date and time. The test station will allocate an appointment, as near as possible to the date and time you prefer, when they receive your application. Testing outside "normal" hours may be available at certain test stations. These times would be **before 8am or after 5pm Monday to Thursday, before 8am or after 4.30pm on Fridays or at any time at weekends or bank holidays**.
- 3a** If registered, please enter the VRM (Vehicle Registration Mark). In all cases please enter the date of manufacture of the vehicle. This is the date that the vehicle was built by the manufacturer. This may be shown on the manufacturer's plate or obtained directly from the manufacturer themselves. Unregistered vehicles applying on/after 1st Jan 2011 will require evidence of Euro 5 emissions level from the vehicle manufacturer (VIN specific), or Euro 4 on derogation from VCA.
- 3b** The VIN (Vehicle Identification Number) can be found on the manufacturer's / converter's information plate. The plate may be found under the bonnet or attached to the body around the door aperture (opening).
- 3c** This information can be found on the vehicle. Please quote any model type code that is displayed on the manufacturer's / converter's plate.
- 3d** The number of passenger seats will be as designed by the manufacturer / converter. Passenger seats removed (with the exception of the seat adjacent to the driver's seat in a limousine) will **NOT** be taken to reduce the seating capacity unless the vehicle has been subject to a full coach built conversion.
- 3e** Please tell us how the vehicle is best described. Is it a limousine (this is normally a saloon car type vehicle which has had the body lengthened), a minibuss (has at least 9 but not more than 16 passenger seats) or a bus (more than 16 passenger seats)?
- 3f + 3g** Vehicle weights are the design weights allocated by the original chassis / vehicle manufacturer and may be found on the manufacturer's plate. It is suggested that if there is no plate on the vehicle, you contact the manufacturer and ask for evidence of what these weights are. This evidence may be required at the time of test.

Continued overleaf ►

REFERENCE NOTES cont...

- 3f + 3g** The kerb weight is the weight of the vehicle when it carries no person; a full supply of fuel in the fuel tank, an adequate supply of other liquids incidental to its propulsion and no load other than the loose tools and equipment with which it is normally equipped. (Where it is not possible to present the vehicle with a full tank of fuel, it will be necessary to provide evidence of the fuel tank capacity).
- 3h** Some vehicles are modified, and increased weights allocated, to allow a higher seating capacity. Please enter a cross in the “YES” box if an increase in weight has been declared. The weights may be found on the converter’s plate, if fitted, or you will need to obtain them from the company which carried out the conversion.
- When a manufacturer designs a vehicle, they allocate the maximum weights at which the vehicle can operate. If a vehicle is subsequently altered from the original specification, VOSA needs to be satisfied that the vehicle, in its modified state, either does not exceed the manufacturer’s original maximum operating weights or, if it does, that the vehicle is capable of operating at any increased axle or gross (vehicle) weight.
- The onus is on the applicant to demonstrate the ability of the vehicle to operate at any increased weight. Documentary evidence will be required to show what steps the converter has taken to ensure that the vehicle can operate at any increased weight. This will typically involve providing specifications of any replacement components to show that they are suitable for the higher weights and how they are identified; providing engineering reports and calculations for areas affected by the conversion and any other relevant information.
- 3i** If the vehicle’s wheel base has been lengthened or shortened after the vehicle was originally built please indicate this by entering a cross in the “YES” box.
- 3j** Vehicle dimensions :
- Overall length is taken to be the distance measured between the foremost and rearmost points of the vehicle.
 - Overall width is taken to be overall body width, including wheel arches where they project beyond the width of the body.
 - Front overhang is measured from the centre line of the front axle to the foremost point of the vehicle.
 - Rear overhang is measured from the centre line of the rear axle to the rearmost point of the vehicle.
 - Track (in respect of the front axle) is the distance between the centres of the contact patches of two wheels on a common axle.
 - Track (in respect of the rear axle and for the purposes of PRI) is the distance between the outer edges of the contact area of the outermost tyres on the rear axle. (If the vehicle has more than 1 rear axle, it will be the widest one).
 - Wheelbase is the distance between the centre lines of the front and rear wheels.
- 3k** Steering angle (normally the front wheels) is the angle through which the wheels turn from straight ahead position to the left (for a left hand lock) or to the right (for a right hand lock). This may be assessed by transposing markings onto the floor in the straight ahead position and again at the full lock position and measuring the resulting angle to the front of the stub axle pivot point.
- NOTE 1 : Getting the vehicle to the test location :**
There is no exemption from the requirement to register the vehicle with the DVLA and display the registration mark, allowing you to drive the vehicle on a road for the purposes of a PRI, unless the vehicle displays a trade licence (trade plates), otherwise an alternative way to transport the vehicle will be necessary.
- NOTE 2 : Submitting this application :**
The completed application should be sent to **Approvals Section, VOSA, Ellipse, Padley Road, Swansea, SA1 8AN**. There is **no fee charged** for this inspection.

TEST STATIONS CURRENTLY CONDUCTING PRI INSPECTIONS

Bristol 103	Leighton Buzzard 37	Newcastle 51
Cardiff 60	Livingston (Edinburgh) 64	Perth 68
Exeter 18	Guildford 9	Southampton (Botley) 10
Gillingham 6	Manchester (Chadderton) 96	Wrexham 59

For address and contact details of the above stations, please visit :
www.gov.uk

