



# NIEVS NEWS

An update for our stakeholders and commercial customer on  
DVLA's Northern Ireland Electronic Vehicle Services Project

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## Abolition of the vehicle tax disc

From **1 October 2014**, the paper tax disc will no longer need to be displayed on a vehicle windscreen.

You can apply [online](#) to tax or SORN your vehicle using your 16 digit reference number from your vehicle tax renewal reminder (V11) or 11 digit reference number from your log book (V5C)

### *What this means to you*

To drive or keep a vehicle on the road you will still need to get vehicle tax and DVLA will still send you a renewal reminder when your vehicle tax is due to expire. This applies to all types of vehicles including those that are exempt from payment of vehicle tax.

### *Buying a vehicle*

From 1 October, when you buy a vehicle, the vehicle tax will no longer be transferred with the vehicle. You will need to get new vehicle tax before you can use the vehicle.

You can tax the vehicle using the New Keeper Supplement (V5C/2) part of the vehicle registration certificate (V5C) online or by phone - 24 hours a day, 7 days a week.

Alternatively, you may wish to visit a Post Office® branch.

### *Selling a vehicle*

If you sell a vehicle after 1 October and you have notified DVLA, you will automatically get a refund for any full calendar months left on the vehicle tax.



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## ***Vehicle tax refunds***

You will no longer need to make a separate application for a refund of vehicle tax. DVLA will automatically issue a refund when a notification is received from the person named on DVLA vehicle register that the:

- vehicle has been sold or transferred
- vehicle has been scrapped at an Automated Treatment Facility
- vehicle has been exported
- vehicle has been stolen
- vehicle has been removed from the road and the person on the vehicle register has made a Statutory Off Road Notification (SORN)
- person on the vehicle register has changed the tax class on the vehicle to an exempt duty tax class

## ***Checking the tax status of a vehicle***

You can check the tax status of any vehicle [online](#). This can also be used for rental vehicles.



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## First Registration and Licensing Processes

This is a high level summary explaining how we will deal with customers as a result of the transition of DVA Vehicle Licensing services to DVLA Swansea.

First registration and licensing is currently performed through two channels; the **Automated First Registration & Licensing (AFRL)** system and the **paper** channel (V55).

### AFRL

Technical cut-over activities for AFRL will commence at 17:40hrs on Tuesday 15th July. From this point, the Automated First Registration and Licensing (AFRL) service will be unavailable in Northern Ireland until 10:00hrs on Monday 21<sup>st</sup> July.

Currently, this will not necessitate any AFRL outage for dealers in Great Britain, so service availability is unaffected for these dealers.

To help minimise disruption to your business and customers, we would recommend that where possible dealers use the 14 day advanced registration facility.

### Paper Channels

#### *Changes to registration and licensing through the paper channel (V55 form)*

From 21<sup>st</sup> July all V55 applications will be processed at DVLA Swansea. All V55 applications should be posted to the dedicated address:

**DVLA  
Swansea  
SA99 1BE**



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Application forms have now been changed to include dealer contact details. If you are registering a vehicle you will not have direct contact to the processing team so it will be in your interest to ensure that these details are filled in accurately as DVLA may contact you to resolve any errors as the application is processed.

You will be able to nominate where you would like the tax disc returned. The options for the return of documents are:

- The registered keeper's address (the address on the V5C)
- The registered dealer's address (the dealer address held by DVLA and linked to the DVLA dealer code), and
- The fleet operator's address (the fleet address held by DVLA and linked to the DVLA fleet code)

You will not be able to indicate which address you would like the documents to be returned to on the V55 form. If you wish to indicate an alternative return address for the tax disc only you must notify us on a separate DVLA template, V997, and enclose this with the application. If you have not asked us to return the tax disc to an alternative address, we will return the paperwork to the registered keeper indicated on the application.

We aim to process these applications quickly. The V5C, tax disc and associated documentation should be received within 14 working days. In some instances the V5C may be received by the registered keeper before the tax disc.



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All tax discs issued as part of a V55 application will be returned by 1<sup>st</sup> class mail unless it is part of a bulk transaction. All other documents, including the V5c, will be returned by 2<sup>nd</sup> class mail.

Detailed guidance in completing a V55 form is documented in V355 Guidance notes for the completion of V55 forms.

## ***V55/1, V55/2 (secure form) and V55/4 users***

DVLA advises secure form (V55/1 & V55/2) and V55/4 users to apply for an allocation of advance registration numbers. This is an administrative arrangement designed to benefit both dealers and DVLA. It is a concession restricted to new vehicles which are registered on V55/1, V55/2 or V55/4 application forms.

If you are a secure form (V55/1 & V55/2) or a V55/4 user, you can express your interest in having an advance allocation of registration numbers by emailing [v53stickers@dvla.gsi.gov.uk](mailto:v53stickers@dvla.gsi.gov.uk) and we will contact you with further information.

## ***V55/1 & V55/2 Users***

DVLA will accept a proof of receipt at DVLA from a secure mail or courier delivery service as confirmation of registration.

For secure form users (V55/1 & V55/2) the vehicle can be released to the customer upon receipt of the application at DVLA but not before the date of first registration. The 14 day non display of the tax disc grace period will apply from the registration date.



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## ***V55/4 Users***

Vehicles registered on V55/4 forms should not be released to a customer until the tax disc has been received for that vehicle, or the vehicle and licence details are showing on the Vehicle Enquiry System. The Vehicles Enquiry System can be accessed by visiting: [www.gov.uk/get-vehicle-information-from-dvla](http://www.gov.uk/get-vehicle-information-from-dvla) and searching with the allocated registration number.

This change also applies where the registration number is being allocated from a Sale of Mark (SOM) transaction or from a Retention Certificate. Please note where dealers are allocating the registration number as part of the cherished transfer, confirmation from DVLA (V5C or tax disc) is needed before the vehicle can be taken on the road.

## ***V55/5 users***

V55/5 users will need to wait for confirmation from DVLA (either the tax disc or the V5C) before the vehicle can be used on the road. These applications will be processed within 14 working days.

## ***De-registering a vehicle***

From 21<sup>st</sup> July, all application to deregister a vehicle will be processed at DVLA, Swansea. You will need to submit your application to deregister the vehicle within 7 working days from the date of registration using this template. <https://www.gov.uk/government/publications/v966-application-for-de-registration>

All applications must be submitted by email to:  
[Deregistrations@dvla.gsi.gov.uk](mailto:Deregistrations@dvla.gsi.gov.uk)



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Or by post to:

**De-registration Team**  
**K&R**  
**DVLA**  
**Swansea**  
**SA6 7JL**

## ***Registering new vehicles for personal and direct export (VAT free sales)***

DVLA has created a new email scheme for this type of application. This scheme will be managed under a contractual relationship for the following vehicle categories:

- New means of transport
- Direct export
- Personal export

Dealers who register new vehicles in these scenarios can apply to join the email scheme. For more information please contact

[exportvehicleregistration@dvla.gsi.gov.uk](mailto:exportvehicleregistration@dvla.gsi.gov.uk)

A paper application route is also available. All applications will be processed within 14 working days. Dealers should send their applications to:

**Specialist registrations**  
**DVLA**  
**Swansea**  
**SA6 7JL**

## Personal Registrations Processes

From 21<sup>st</sup> July, all personalised registration transactions including cherished transfers, retentions and assignments, will be processed at DVLA, Swansea. DVLA will aim to process all transactions within the current target of 7 working days from the date of receipt at Swansea.

All applications should be sent with the appropriate fee and supporting documents to the following address:

**DVLA**  
**Swansea**  
**SA99 1DS**

To help commercial customers DVLA have introduced a designated postcode. Commercial customers are therefore able to send the applications to the following address:

**DVLA**  
**Swansea**  
**SA99 1DP**

Please ensure you fill in all the requested contact details. If any necessary information is missing from the application, DVLA may contact you directly in order to minimise rejections.

You may receive your V5C before your tax disc. You can use the V5C to make up the new plates to display on your vehicle. DVLA will return tax discs issued as part of the centralised personalised registration process by 1<sup>st</sup> class mail. All other documents, including the V5C, will be returned by 2<sup>nd</sup> class mail. If after 10 days you may not have received your tax disc or associated documents please contact DVLA Swansea on 0300 790 6802.

### ***Pre addressed envelopes for commercial customers***

To better support the centralisation of all personalised registration and first registration and licensing transactions, DVLA are producing pre-addressed plastic envelopes for dealerships and commercial customers. These can be requested direct from us. Please email [stores.order.forms@dvla.gsi.gov.uk](mailto:stores.order.forms@dvla.gsi.gov.uk)



***We will let the commercial customers know when these envelopes are available.***

Please note these envelopes are for personalised registration transactions and first registration transactions only. If other applications are submitted in these envelopes this may delay processing time.



## Payment Methods

### ***Payment methods for applications taken to the Post Office***

The Post Office will accept the following payment methods for any DVLA transaction;

- Cheques or postal orders made payable to Post Office Limited
- Debit cards
- Cash (but not by post)
- Post Office budget cards
- Sterling travellers cheques
- Credit cards (a transaction fee may apply)

### ***Payment methods for applications posted to DVLA, Swansea***

DVLA will accept the following payment methods for all applications posted to Swansea for processing;

- Cheques or postal orders made payable to DVLA
- Banker's drafts
- Sterling travellers cheques
- Prefunded accounts (subject to prior agreement)

## Key DVLA addresses

Some of the important postal addresses for sending applications to DVLA Swansea:

<b>I want to...</b>	<b>Address</b>	<b>Post Code</b>
Change details on the registration certificate (V5C)	DVLA, Swansea	<b>SA99 1BA</b>
Tell DVLA the vehicle has been sold to a trader (V5C/3)	DVLA, Swansea	<b>SA99 1BD</b>
Apply for the first registration and licensing for a vehicle	DVLA, Swansea	<b>SA99 1BE</b>
Make an enquiry of vehicle records	DVLA, Swansea	<b>SA99 1BP</b>
Make a Personalised Registration transaction	DVLA, Swansea	<b>SA99 1DS</b>
Make a Personalised Registration transaction (Commercial Customers)	DVLA, Swansea	<b>SA99 1DP</b>
Apply for a trade licence	DVLA, Swansea	<b>SA99 1DZ</b>

Please share this with any of your members or colleagues if they have not received this. If they want to be included in future circulations they can e-mail the address below and we will add them to the circulation list.

If you wish to give us feedback on this newsletter, or if you have any questions you'd like to ask, e-mail [nievs.project@dvla.gsi.gov.uk](mailto:nievs.project@dvla.gsi.gov.uk)

\*This newsletter was amended on 24/06/14 to remove incorrect information relating to driver licensing and enquiries in NI.

