



NIEVS NEWS

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

Issue 6 – 14 July 2014

Update on transition of vehicle services

With only one week to the transition date, just a reminder that from 21 July you will be able to:

- access the DVLA's online vehicle tax service. This will allow Northern Ireland motorists to tax a vehicle or make a Statutory Off Road Notification (SORN) 24 hours a day, seven days a week. Simply go to <http://www.gov.uk/taxdisc> or
- call the automated number **0300 123 4321**. It takes less than five minutes
- use additional face-to-face services at around 175 Post Office® branches across Northern Ireland, which will offer an enhanced range of vehicle tax transactions. Some of these branches will be open on Saturdays

You can find out your nearest branch by visiting www.postoffice.co.uk/branch-finder or by calling the Post Office® helpline on 0345 611 2970.

You can view a video of the changes on [DVLA's YouTube channel](#).

The DVA's other functions:

- driver licensing
- driver and vehicle testing
- bus and taxi licensing
- roadside compliance checks

are not affected by the transfer of vehicle licensing to DVLA Swansea.

The identity checking service for driving licences currently provided at motor tax offices will be available, from Monday 21 July, at **Driver Licensing HQ, County Hall, Coleraine** and at the following test centres:

- Armagh
- Ballymena
- Belfast
- Downpatrick
- Enniskillen
- Derry
- Omagh

Northern Ireland MOT Disc

From 21 July, when a vehicle registration is changed, either to due to re-registration or the assignment of a personalised registration/plate, the computerised MOT record will be updated with the new registration number. A new certificate and MOT disc will not be issued, but the MOT certificate will be amended and stamped by the DVLA to verify the changes.

This does mean that the MOT disc displayed in the window of the vehicle will still show the previous registration number, but a check against the computerised records will verify that the vehicle has a current MOT.



PERSONALISED REGISTRATIONS

Cherished Transfer and Retention Rules

In order to participate in the transfer or retention scheme a vehicle must be:

- available for inspection
- currently licensed or licensed within the last 12 months and SORN made immediately following the expiry of the licence
- the vehicle must be of a type that requires a roadworthiness test – see further note below

Only the registered keeper of a vehicle can apply to transfer or retain the registration number. If the vehicle is sold, the right to display the registration number passes to the new keeper.

As part of the retention facility we offer a facility which allows the registered keeper to retain the registration number in the name of a third party by completing section 4 of the V317. When this is done, all rights to display the registration number will be transferred to the third party, who will become the grantee.

The vehicle must be available for inspection, unless it has been:

- Stolen and not recovered.

If a vehicle is stolen and not recovered the keeper cannot apply to transfer the registration mark until one year following the date of theft. (If the vehicle is recovered within this time then an application **must** be submitted as soon as possible to safeguard the registration number).

Scrapped and exported vehicles cannot participate in the transfer or retention scheme.

Vehicles of a type that require a roadworthiness test

Only vehicles that due to their construction (not their current use) are of a type that require a roadworthiness test are eligible for the transfer scheme. However, if a vehicle does not require such a test due to how it is used and its use then changes so that it does require a test, it can participate in a transfer if a test certificate is produced.

How and Where to Apply

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

**DVLA
Swansea
SA99 1DS**

To help commercial customers, the DVLA has introduced a specific post code for these applications. Commercial customers are therefore able to send the applications to the following address:

**DVLA
Swansea
SA99 1DP**

You will need to include

- V317, Application to transfer or retain a vehicle registration number.
- The registration certificate (V5C) or new keeper supplement (V5C/2) with a completed [form V62](#) (application for a vehicle registration certificate V5C). If you are enclosing a V5C/2 with a V62, you must ensure that it has not been previously stamped by the DVLA. If your V5C/2 has been previously stamped or you do not have one, you will need to fill in and return a V62 and wait for your registration certificate before you apply for a transfer or retention. You cannot continue with your application.
- An MOT certificate (if applicable).
- The £80 transfer fee or £105 retention fee for 1 year.

The vehicle licence (tax disc) does not have to be presented with the application but the serial number and expiry date must be completed on the V317.

If either vehicle needs taxing, include:

- a completed [form V10](#) (application for a tax disc) (V85/1 for HGV vehicles)
- correct vehicle tax fee
- insurance certificate

All documents must be originals, not photocopies or faxed copies. However, downloaded insurance certificates will be accepted, as will faxed copies of a downloaded insurance certificate.

Donor Vehicle replacement Number

The original registration number will be re-allocated to the donor vehicle, if it is available.

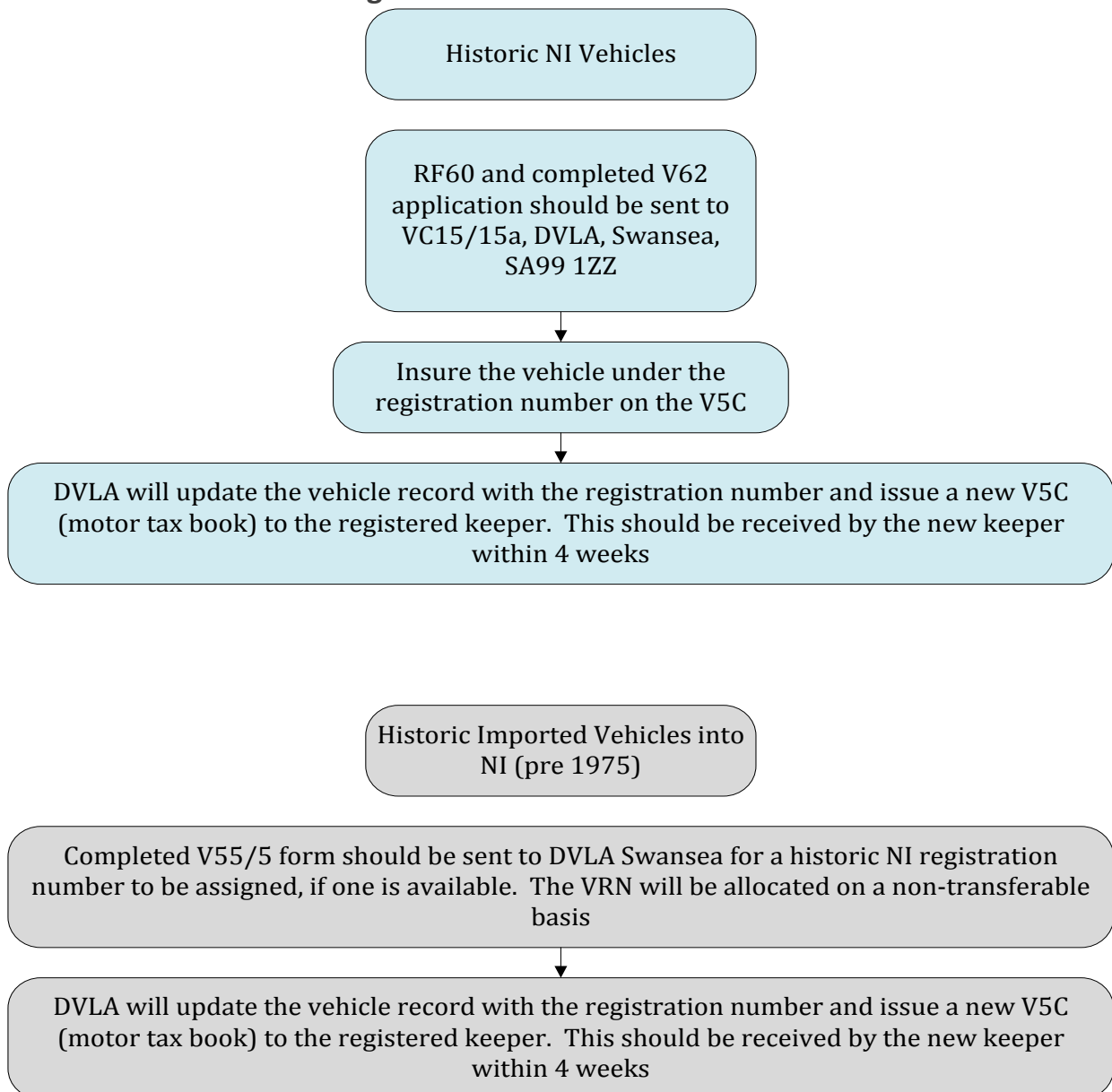
Where the original registration number is a GB format and the vehicle keeper is in NI, then an NI replacement number will be issued based on the customer address.

V317 application form

From 21 July 2014 a UK format V317 should be used to apply. Should an NI format V317 be used, any specific area requested will not be taken into account.

Watch our videos on how to [transfer](#) or [retain](#) a vehicle registration number.

Historic NI Vehicle Registration Process



Registration and Re-Registration Process in Northern Ireland

In our recent newsletter we touched upon the allocation and assignment of registration numbers for new and used vehicles. In response to questions raised following the article we have compiled basic process flows to cover the various scenarios.

First Registration Process (Northern Ireland) – for new vehicles and vehicles not previously registered in Northern Ireland or GB

AFRL System	NI AFRL dealers must only assign NI registration series numbers (from all NI Areas) to customers with a NI address
	GB AFRL dealers must only assign GB registration series numbers to customers with a GB address
	NI and GB AFRL dealers can assign both GB and NI format personalised registrations from a retention certificate
	If, as a NI AFRL dealer, you want to assign a GB registration number to a customer with a GB address, submit the V55/1 to the First Registrations Team, requesting a GB registration number. The same applies in reverse i.e. GB dealer selling to NI customer
V55/1 & V55/2 and V55/4	NI dealers are only able to assign NI registration series numbers (from all NI areas) via V53 sticker to customers with a NI address. NI registrations assigned to customers with a GB address will be rejected
	GB dealers are only able to assign GB registration series numbers via V53 sticker to customers with a GB address. GB registrations assigned to customers with a NI address will be rejected
	NI and GB dealers can assign both GB and NI format personalised registrations from a retention certificate, regardless of the customers address
	As a NI dealer, to assign a GB registration number to a customer with a GB address, submit the V55/1, without a V53 sticker, to the First Registrations Team, requesting a GB registration number. The same applies in reverse i.e. GB dealer selling to a NI customer
V55/5 Used	All forms should be sent to DVLA Swansea for a registration number to be assigned
Personalised Registrations / Cherished Transfers	All forms should be sent to DVLA Swansea for a replacement registration number to be assigned when a personalised registration is placed on a vehicle. V53 stickers should not be used to provide a replacement registration number. The original registration number will be reallocated to the vehicle. If the original registration number was a GB format and the customer is in NI, then an NI registration number will be allocated according to the customers address. Depending on the age of the vehicle, the mark may be issued on a non-transferable basis

Used vehicles registration Process (Northern Ireland)

Please note - There is no longer a requirement to change the registration number of a vehicle which has already been registered when it is moved from GB to Northern Ireland or from Northern Ireland to GB.

GB Vehicle moved to Northern Ireland

Option 1

Retain GB registration

Insure the vehicle under the registration number on the V5C

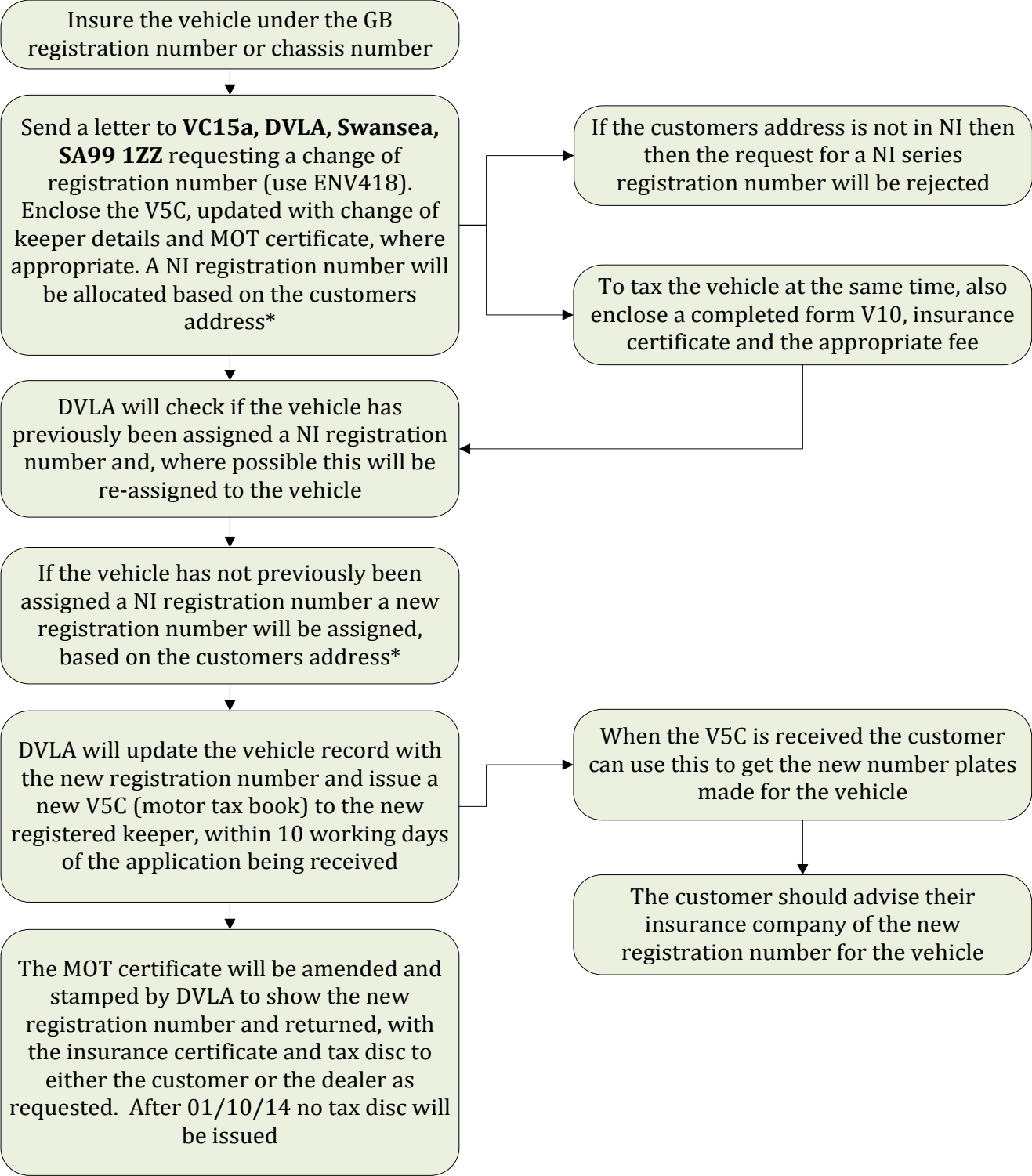
If you don't need to tax the vehicle, complete the V5C to notify change of keeper/ change of address and send to **DVLA, Swansea, SA99 1BA**

If you need to tax the vehicle you can tax at a local Post Office using the V5C/2 new keeper supplement and form V62, or V5C. Fill out the V5C with the change of keeper details. To tax you will also need the insurance certificate and MOT certificate, where appropriate

The Post Office will tax the vehicle and update DVLA

DVLA will update the records with the new keepers details and issue a new V5C (Motor tax book). This should be received by the new keeper within 4 weeks

Option 2
Re-registration, replace GB plate for NI plate at sale



***DVLA will assign a regional registration mark appropriate to the customers address. If there are reasons why a Northern Ireland customer would want a regional series number from a particular region, other than that designated by their address, this should be noted on the application form, however it cannot be guaranteed.**



Option 3
Re-registration at acquisition

To re-register the vehicle in the dealership/trader name and change the GB registration number to a NI registration number prior to sale

Send a letter to VC15a, DVLA, Swansea, Sa99 1ZZ requesting a change of registration number (using ENV418). Enclose the V5C, updated with change of keeper details, showing the trader/dealer name and address and MOT certificate, where appropriate. A NI registration number will be assigned based on the dealers address*

If the trader/dealership address is not in NI then the request for a NI series registration number will be rejected

To tax the vehicle at the same time also enclose a completed form V10, insurance certificate and the appropriate fee

To SORN the vehicle enclose a completed form V890

DVLA will check if the vehicle has previously been assigned a NI registration number and, where possible this will be reassigned to the vehicle

If the vehicle has not previously been assigned a NI registration number, a new registration number will be assigned, based on the dealers address*

DVLA will update the vehicle record with the new registration number and issue a V5C (motor tax book) to the trader/dealership as the new registered keeper within 10 working days of the application being received

When the V5C is received you can use this to get the new number plates made for the vehicle

Advise the insurance company of the new registration number for the vehicle, if needed

The MOT certificate will be amended and stamped by DVLA to show the new registration number and returned with all other paperwork, including a new tax disc. After 01/10/14 no tax disc will be issued

As the vehicle is registered to the motor trade this will add an additional keeper to the number of recorded keepers for the vehicle

Trade Licence plates are for use only when a vehicle is temporarily in a traders/dealerships possession. As a registered keeper of a vehicle you would not be able to use trade licence plates

***DVLA will assign a regional registration mark appropriate to the customers address. If there are reasons why a Northern Ireland customer would want a regional series number from a particular region, other than that designated by their address, this should be noted on the application form, however it cannot be guaranteed.**



Applications to register a New Means of Transport (NMT), Personal Export (PE) or Direct Export (DE)

Following the transition of vehicle licensing to DVLA; applications for New Means of Transport, Personal Export or Direct Export should be made by post to the following address:

Specialist Registrations D16

DVLA

Swansea

SA6 7JL

Each application should be accompanied with the appropriate VAT form, first registration fee (if applicable) and certificate of insurance (if applicable).

Vehicles registered under these schemes will continue to be allocated a 'ZIA' registration and will be provided a VX302 'Registration Document: Personal Export or New Means of Transport' or a V308 'Registration Document: Direct Export' (as opposed to a full V5C that DVA currently issue).

Dealers wanting stocks of 'ZIA' V53 stickers should submit their request via e-mail to v53stickers@dvla.gsi.gov.uk specifically stating that they require 'ZIA' VRNs.

Registration of Northern Ireland Motability Vehicles

Motability have confirmed that their NI vehicles should be registered in exactly the same way as GB vehicles going forward i.e. without "Vehicle Keeper" and with 044441. Motability are in the process of communicating this to dealers and explain the changes from 21st July in Northern Ireland in relation to their business.

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