



NIEVS NEWS

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

Issue 3 - 23rd June 2014

Certificate of Destruction/Notification of Destruction (COD/NOD)

If you use the manual COD/NOD process, then from **11 July** you should send the V913s to **DVLA, Swansea, SA99 1AR**.

When you require new stock of V913s these can be obtained from stores via Fax: 01792 783525 / 01792 788027

Or, by writing to:

D Basement Stores

DVLA

Swansea

SA6 7JL

For details on joining the electronic system and any queries relating to CoD, please contact the CoD team

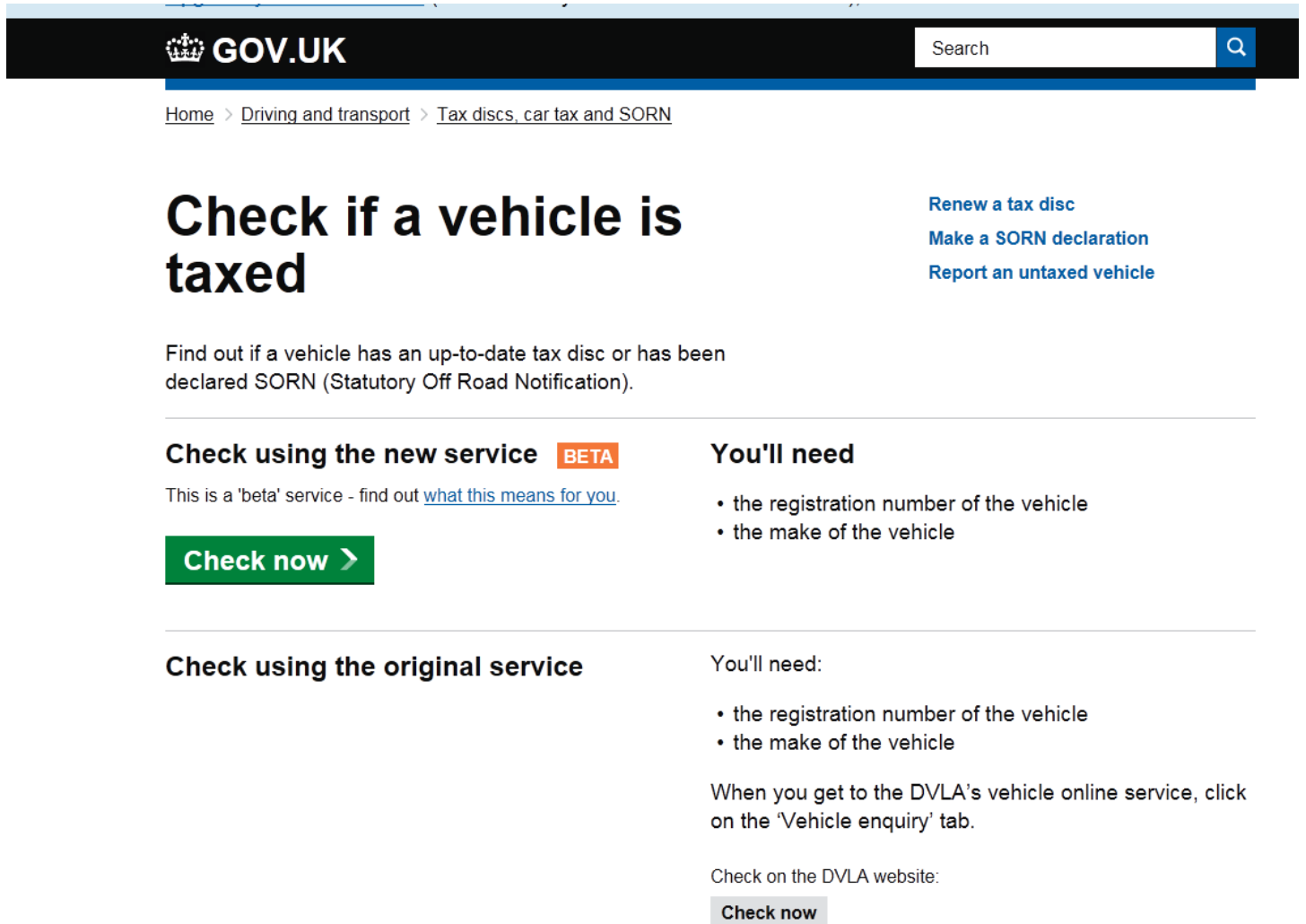
cod@dvla.gsi.gov.uk

If you use the electronic system and want to reset your password please call 0300 123 0793.

Vehicle Enquiry Service (VES)

1. To check if a vehicle is taxed or has been declared SORN (Statutory Off Road Notification) please visit www.gov.uk/check-vehicle-tax

The following screen will appear. Click on 'Check Now':



The screenshot shows the GOV.UK website interface. At the top, there is a black navigation bar with the GOV.UK logo on the left and a search bar on the right. Below the navigation bar, a breadcrumb trail reads: Home > Driving and transport > Tax discs, car tax and SORN. The main heading is 'Check if a vehicle is taxed'. To the right of the heading are three links: 'Renew a tax disc', 'Make a SORN declaration', and 'Report an untaxed vehicle'. Below the heading is a paragraph: 'Find out if a vehicle has an up-to-date tax disc or has been declared SORN (Statutory Off Road Notification)'. There are two main sections: 'Check using the new service' and 'Check using the original service'. The 'new service' section is marked 'BETA' and includes a 'Check now' button. The 'original service' section includes a 'Check now' button. Both sections list requirements: 'the registration number of the vehicle' and 'the make of the vehicle'. The 'original service' section also includes instructions on how to use the DVLA website and a 'Check now' button.

GOV.UK Search

Home > [Driving and transport](#) > [Tax discs, car tax and SORN](#)

Check if a vehicle is taxed

[Renew a tax disc](#)
[Make a SORN declaration](#)
[Report an untaxed vehicle](#)

Find out if a vehicle has an up-to-date tax disc or has been declared SORN (Statutory Off Road Notification).

Check using the new service BETA

This is a 'beta' service - find out [what this means for you](#).

Check now >

You'll need

- the registration number of the vehicle
- the make of the vehicle

Check using the original service

You'll need:

- the registration number of the vehicle
- the make of the vehicle

When you get to the DVLA's vehicle online service, click on the 'Vehicle enquiry' tab.

Check on the DVLA website:

Check now

2. The following screen will appear. Enter the vehicle registration number and make in the fields provided and click Search:

The screenshot shows a web browser window displaying the GOV.UK 'Vehicle enquiry' page. The browser's address bar shows the URL 'https://www.vehicleenquiry.service.gov.uk'. The page header includes the GOV.UK logo and a 'BETA' notice: 'BETA: This is a new service - your feedback will help us to improve it'. The main heading is 'Vehicle enquiry'. Below this, instructions state: 'To make an enquiry enter the vehicle registration number (number plate) and the vehicle make.' There are three input fields: 'Registration number', 'Vehicle make', and 'V5C document reference number (optional)'. A green 'Search' button is located below the third field. At the bottom of the page, there are links for 'English' and 'Welsh', and a note 'Built by the Driver & Vehicle Licensing Agency'. The Royal Coat of Arms is visible in the bottom right corner. The Windows taskbar at the bottom shows several open applications, including 'Inbox - Microsoft...', 'RE: NIEVS Newslett...', '3 Reminders', 'Drupal | Driver & V...', 'Vehicle enquiry - G...', and 'Document1 [Com...'. The system clock shows '10:06'.

3. Search results will be displayed as below:

✔ **Taxed**

Expires: 01 April 2015

✔ **MOT**


Expires: 18 December 2014

Vehicle excise duty

Vehicle excise duty rate for vehicle	
6 Month rate	£60.50
12 Month rate	£110.00

Vehicle details

Vehicle make :	FIAT
Date of first registration :	11 April 2008
Year of manufacture :	2008
Cylinder capacity (cc) :	1242cc
CO ₂ Emissions :	127 g/km
Fuel type :	PETROL
Export marker :	No
Vehicle status :	Tax not due
Vehicle colour :	BLUE
Vehicle type approval :	M1

Please be aware that if you have taxed, made a SORN or had an MOT in the last 5 days these details may not have updated. For further information on MOT's please visit [vehicle MOT page](#) 

If you think that the details on the vehicle record are incorrect please write to:

CCG
DVLA
Swansea
SA99 1BA

Please include the incorrect V5C registration certificate for amendment.

Finished

First Registration Allocation of Number Plate Series NI and GB

If you currently use the AFRL system to register vehicles in Northern Ireland you can continue to do so.

Registration numbers in AFRL will be assigned, as they are currently, according to the address of the dealer completing the first registration. This means that any dealer with a Northern Ireland address will be able to select Northern Ireland series numbers only and any dealer with a GB address will be able to assign GB series numbers only via AFRL. If your dealership is UK wide, with branches in both Northern Ireland and GB it is possible to operate separate AFRL accounts from each address.

As an AFRL system user in Northern Ireland or GB will be able to assign a Cherished number, in either the Northern Ireland or GB format, at the point of registering the vehicle, using the V750 certificate of entitlement or V778 retention document, regardless of either your address or your customers address.

If as a dealer with a Northern Ireland address you wish to register a new vehicle under a GB series number, not available to you through AFRL, you should apply using the manual V55 process. The application to allocate a GB series number by a Northern Ireland dealer will only be accepted where the customers address is in GB.

Similarly, if as a dealer with a GB address you wish to register a new vehicle under a Northern Ireland series number, not available to you through AFRL, you should apply using the manual V55 process. The application to allocate a Northern Ireland series number by a GB dealer will only be accepted where the customers address is in Northern Ireland.

Manual First Registration Process

The manual V55 first registration process remains the same; the appropriate forms should be completed and returned to

**First Registration Team,
DVLA
Swansea,
SA99 1BE.**

Preaddressed envelopes for the team are available from stores.order.forms@dvla.gsi.gov.uk and should be used to ensure a prompt response to your application

When assigning a registration number to the vehicle with a V53 sticker, Northern Ireland series numbers should only be allocated to customers with a Northern Ireland address, and GB series numbers to customers with a GB address. Applications received where the number format allocated on the V53 sticker does not match the address of the customer will be rejected.

If you want to register a vehicle in either format to match the customers address and you do not hold the correct V53 sticker you should complete the appropriate V55 form and return it to the first registration team, (as above). 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.

Moving Used Vehicles between Northern Ireland and GB, and GB and Northern Ireland

From **21st July** when a previously registered vehicle is moved between Northern Ireland and GB or GB and Northern Ireland there is no longer a need to reregister the vehicle and assign a new registration number.

Simply complete the V5 with change of keeper details or change of address details and a new V5 will be issued under the original registration number. This means that a new keeper can take ownership of the vehicle without delay.

Alternatively, If the vehicle needs to be taxed this can be done over the counter at the Post Office. Complete the V5C (tax book) with the change of keeper details, and take this with the appropriate fee and documents, i.e. MOT and insurance, to the Post Office. They will tax the car and send the V5C with the change of keeper details to DVLA to issue a new one.

1. If you want to change the registration number of a vehicle from either the GB format to the Northern Ireland format or from the Northern Ireland format to the GB format, this can be done when notifying DVLA of a new keeper or by the registered keeper at a later date. The V5C (tax book) should be returned to:

**VC15a, D4
DLVA
Swansea
SA6 7JL**

The V5C should be noted or an accompanying letter attached explaining that re-registration for an alternative series/format number is required. If you require all paperwork, with exception of the V5C (tax Book) returned to you, as the dealer, this request should also be included.

Preaddressed envelopes (EN418) for the team are available from stores.order.forms@dvla.gsi.gov.uk and should be used to ensure a prompt response to your application.

As with the new vehicle registration scheme a new format number will be allocated according to the customers address, i.e. a Northern Ireland series number for customers with a Northern Ireland address and GB series number to customers with a GB address. If a specific Northern Ireland regional series number is required, which is not linked to the customers post code this should be noted on the V5C (tax book) or in any accompanying letter.

It should be noted that the request cannot be guaranteed, where the vehicle has been previously assigned a registration number in Northern Ireland this will be re-assigned, (see below). We will aim to complete the application and post the new V5C (tax book) to the new registered keeper within 10 working days of receipt of the application.

This will enable the new keeper to insure and tax the vehicle. The customer will be able to tax the vehicle at the Post Office using the new V5C and proof of insurance, or on-line or by automated phone service, using the reference number from the new V5C (tax book).

Alternatively, an application to tax the vehicle can be submitted with the re-registration request (V5C). The customer should include a completed V10 Application to tax a vehicle, with the appropriate fee and all supporting documentation required, including insurance to cover the vehicle.

The vehicle can initially be insured under the existing registration number or insured using the chassis number of the vehicle. In either case the insurance company will need to be notified of the new registration number and their records updated when the new V5C (tax book) is received. Failure to do so may result in the vehicle appearing to be uninsured.

The tax disc, if appropriate (until October 2014) and any additional paperwork will be returned to you as the dealer or to the new registered keeper of the vehicle, as requested in the initial application. Please note the new V5C (tax book) can only be issued to the new registered keeper and once received can be used, together with proof of name and address to have the new number plates made up.

2. A vehicle can be re-registered with a change to its registration format when notifying a change in ownership or by the registered keeper at a later date. To change the registration prior to sale the vehicle would need to be registered in the dealership's name as part of the re-registration process. This would increase the number of previous keepers shown on the V5C. If re-registering in the business name the vehicle would then need to be either taxed, MOT'd and insured, or declared SORN. As the vehicle would be registered to the dealership this would mean that under trade licensing regulations it could not be used on the road with trade plates assigned to the dealership.

Re-registration and Assignment of Registration Numbers

If the vehicle has been moved between GB and Northern Ireland, or Northern Ireland and GB, previously then where ever possible the original registration number allocated will be reallocated in line with the request for re-registration.

A vehicle registered under a Northern Ireland series number moved to GB and then back to Northern Ireland will be provided with the original Northern Ireland registration number rather than one from a new series.

In the same way a vehicle registered under a GB format number moved to Northern Ireland and then back to GB will be provided with the original GB registration number.

Customer FAQ's

What does the centralisation of NI vehicle services mean, and why are they changing?

The announcement only relates to the way in which vehicle registration and licensing services are provided in NI. The way in which you register your vehicle and apply for motoring tax will change from 18 July 2014.

You will no longer be able to apply for your tax disc or register your vehicle through a DVA local office or by post to the central DVA office in Coleraine from mid July.

Post office services will be extended and new online services will be available from 21 July.

The changes will mean that all Northern Ireland (NI) motorists will benefit from the same services as motorists in the rest of the UK from 21 July 2014. This means NI motorists will, for the first time, be able to tax vehicles online or by phone. Motorists will also have access to more face-to-face vehicle registration and licensing services than ever before at around 175 Post Office® branches across NI.

There are no changes to DVA Drivers and Testing services.

Do I need to change my V5C (Motor tax book)?

No. Your V5C remains valid and should only be returned with the appropriate section completed if you want to make changes to the details. If you do need to make changes the completed form should be returned to DVLA Swansea rather than to DVA Coleraine as instructed on the V5C.

Please check the instructions on www.gov.uk for the correct address and post code to ensure that your application is dealt with as quickly as possible.

How will I know what to do about registering or taxing my vehicle after things have changed?

From **21 July 2014** for information on registering or taxing your vehicle go to:

GOV.UK

Vehicle Registration: www.gov.uk/browse/driving/number-plate

Vehicle Tax: www.gov.uk/browse/driving/car-tax-discs

EMAIL

Use the email service at www.gov.uk/contact-the-dvla

TELEPHONE

Vehicle Enquiries: 0300 790 6802

Textphone: 18001 0300 123 1279

Lines open: Monday to Friday, 8am to 7pm and Saturday, 8am to 2pm

How will I tax my vehicle?

From 21 July the way in which you tax your vehicle will change. You will be able to tax your vehicle, online, by phone or at 175 NI post office® branches; there will not be a postal service.

On line

Go to the official web site at www.gov.uk/taxdisc

By phone

Telephone: 0300 123 4321

Textphone: 0300 790 6201

Calls to 0300 numbers cost approximately:

2p to 10p from landlines

10p to 40p from mobile phones

For these services you'll need either:

- the 16 digit reference number from your motoring tax reminder
- the 11 digit reference number from your log book (V5C)
- A credit or debit card to pay
- Details of any exemption certificates
- An electronic check of your MOT, insurance and any exception will be completed

The tax disc will be sent directly to the address on the V5C, please allow up to 5 working days for delivery.

At the Post Office

Go to your local Post Office. You'll need to take:

- completed motoring tax reminder
- MOT test certificate if required (must be valid when the tax disc starts)
- the payment shown on the reminder
- an insurance certificate or cover note.
- Details of any exemption certificates

How do I notify a change of details on my V5C?

You should complete the relevant section of the V5C and return the completed form and any documents required to the DVLA Swansea rather than DVA Coleraine.

Please check the instructions on www.gov.uk for the correct address and post code to ensure that your application is dealt with as quickly as possible.

How do I apply for a duplicate tax disc?

Between 21 July and 30 September 2014 to replace your tax disc if it's been lost, stolen, damaged or destroyed - or you can't read it because it's faded - you need to fill in a V20 'Application for duplicate tax disc' and return the completed form and the fee to DVLA Swansea.

From 1 October 2014 the tax disc will be abolished and you will no longer need to display the tax disc in your vehicle but you will still need to tax your vehicle.

How do I apply for a tax disc refund between 21 July and 30 September 2014?

Send a completed form V14 'Application for a refund of vehicle tax' to DVLA Swansea to apply for a tax disc refund.

How do I contact DVLA to check on the progress of my application?

From the 21 July you should contact DVLA rather than DVA regarding you vehicle or licensing enquiry you can contact DVLA:

By phone

Telephone: 0300 790 6802

Textphone: 18001 0300 123 1279

Lines open: Monday to Friday, 8am to 7pm and Saturday, 8am to 2pm

Or write to:

Vehicle Customer Services

DVLA

Swansea

SA99 1AR

I have bought a used vehicle what do I do?

If you want to register a used vehicle in your name you and the seller should:

- complete section 6 of the V5C or V5C/NI ('new keeper or new name/new address details')
- sign the declaration in section 8 (you must do this too)
- fill in section 10 ('new keeper supplement') and give it to you - this section is also known as the V5C/2

Then send the V5C or V5C (NI) to:- **DVLA, Swansea, SA99 1BA**

Do **not** send the form to Coleraine as shown on older forms V5C (NI).

DVLA will send you a new V5C.

If your vehicle doesn't have a registration certificate

Complete form V62 - 'Application for a vehicle registration certificate' this replaces form V34/NI.

The form is available on-line at <https://www.gov.uk/vehicle-registration/new-and-used-vehicles> or you can get it from any Post Office branch.

Send it to **DVLA, Swansea, SA99 1DD** with the V5C/2 given to you by the seller.

I have sold my vehicle what do need to do?

Complete all of the sections needed as explained on the V5C but instead of sending it to DVA Coleraine send it to: **DVLA, Swansea, SA99 1BA**

How do I get a replacement V5C vehicle registration certificate?

You can get a replacement if your original V5C or V5C/NI certificate has been lost, stolen, damaged, destroyed or you haven't received the certificate for your new vehicle.

Apply by phone, call DVLA on Telephone number 0300 790 6802. You can apply by phone if:

- you were shown as the registered keeper on the original registration certificate V5C
- your name, address and vehicle details haven't changed
- you can pay the £25 fee by debit or credit card

Lines open: Monday to Friday, 8am to 7pm and Saturday, 8am to 2pm

Apply by post, Complete form V62 - 'Application for a vehicle registration certificate' this replaces form V34 (NI). Send it to **DVLA, Swansea, SA99 1DD.**

What about the MOT rules; they're different in NI?

The legislation regarding vehicle MOT testing in NI is a devolved matter and will not change. More information can be found online at: <http://www.nidirect.gov.uk/index/information-and-services/motoring/mot-and-vehicle-testing.htm>

Will my Registration Number have to change?

NI motorists will retain their current registration number and there are no plans to change the format of NI plates

Will my car tax be going up?

The rates of Vehicle Tax are the same across all of the UK. Please go to: <https://www.gov.uk/calculate-vehicle-tax-rates> or <https://www.gov.uk/vehicle-tax-rate-tables>

I don't have a computer, how do I deal with Swansea?

For enquiries, you can contact DVLA through the following contact details:

Vehicle Registrations and Tax enquiries

Phone: 0300 790 6802

Textphone/ minicom 0300 123 1279

Fax: 0300 123 0798

Monday to Friday, 8am to 7pm

Saturday, 9am to 2 pm

Will I still be able to post my applications to Coleraine?

Coleraine will not be handling any vehicle applications from 18 July, please post to:

Vehicle Customer Services

DVLA

Swansea

SA99 1AR

Please factor in the time delay of using the post.

Will the cost of my car insurance rise?

The change of location affects where your vehicle applications will be processed and will not affect your insurance costs

Please share this newsletter 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

Correction: in our last issue, we gave addresses for Driver Licence replacements and Driver record enquiries. This was incorrect. Driver licensing is a devolved matter in NI, and dealt with entirely by the DVA. We apologise for any confusion this may have caused.