



Motor caravan conversion **checklist**

Send in this completed checklist with your application.

The vehicle registration number is:

You must send us the following (use the tick box to confirm).

DVLA will consider changing the body type classification of your vehicle to 'motor caravan' if your vehicle's exterior is distinguishable as a motor caravan **in traffic**.

Documentation and photographs

	Tick
V5C registration certificate (log book) showing one of the applicable body types (see page 2)	<input type="checkbox"/>
Photos of the outside of the vehicle showing both sides, and the front and rear with the registration plates visible (see 'Permanent external features' below)	<input type="checkbox"/>
Photos of the inside of the vehicle (see the detailed specification on GOV.UK – search for 'Internal features for motor caravans')	<ul style="list-style-type: none"> • Seats and table <input type="checkbox"/> • Sleeping accommodation <input type="checkbox"/> • Cooking facilities <input type="checkbox"/> • Storage area <input type="checkbox"/> • 2 or more windows on at least one side of the main body <input type="checkbox"/>
Photo of the vehicle identification number (VIN/chassis number)	<input type="checkbox"/>

Permanent external features

The photos you send us need to evidence that your vehicle has a combination of the following permanent external features. **Please use the tick boxes below to tell us which features are present on your vehicle.**

	Tick
2 or more windows on at least one side of the main body (does not include windows on the driver or passenger doors) to provide a reasonable amount of daylight into the living accommodation	<input type="checkbox"/>
A separate door which provides access to the living accommodation of the vehicle (excludes the driver and passenger doors); a window on this door counts as a separate window on the main body	<input type="checkbox"/>
Motor caravan-style graphics on both sides of the vehicle	<input type="checkbox"/>
An awning bar attached to either side of the vehicle	<input type="checkbox"/>
A high-top roof (this does not include a pop-top elevating roof)	<input type="checkbox"/>

I declare that I have checked the information given and to the best of my knowledge it is correct. I have made sure that any alterations have not compromised the safety of the vehicle.

Signature: _____ Date: _____

Print name: _____

Current body type shown on your V5C registration certificate (log book)

DVLA will only consider changing the body type to 'motor caravan' if the body type shown on your V5C registration certificate (log book) is currently one of the following:

- ambulance
- box van
- goods
- insulated van
- light goods
- light van
- livestock carrier
- luton van
- minibus
- MPV (multi-purpose vehicle)
- panel van
- specially fitted van
- special mobile unit
- van with side windows

If the vehicle's body type as shown on your V5C (log book) is not one of the above, do not send in your application, as DVLA will not process it.