



# Application for a refund of tax on surrender of a trade plate

VTL308

Use black ink and CAPITAL letters when filling in this form.  
For information about trade plates go to [www.gov.uk/trade-licence-plates](http://www.gov.uk/trade-licence-plates)  
Please read the important information notes.

## 1 | Applicant's details

### Important information:

Use this form if you are returning your trade plates and want a refund of any remaining months of the licence duty.

If there is a change of name or legal entity you must return your trade plates using this form and notify DVLA by filling in an 'Application for a first trade licence, additional licences or change of business name' (VTL301) available from [www.gov.uk/trade-licence-plates](http://www.gov.uk/trade-licence-plates) as you must apply for a new trade licence.

Trade plate number

Trade licence holder number (if you know it)

Business name

Your name

Business address (including postcode)

Please put an **X** in the box if the address given above is new

Email address

Mobile phone number

## 2 | Return trade plate details

### Important information:

Trade plates are the property of the Secretary of State for Transport and must not be kept or used by any unauthorised persons.

You must surrender the trade plates (front and rear) including bicycle plates with your application.

I am returning (put an **X** in all the boxes that apply)

Front plate  Rear plate  Bicycle plate

Trade plates not available because (please put an **X** in one box only) Lost  Stolen

If the trade plates cannot be returned, please provide the date they were lost or stolen

If lost or stolen please provide the police crime reference number

## 3 | Declaration

I declare that the information given on this application form is correct and I agree to return any missing trade plates if later found, to DVLA.

Signature

Date

Name (in CAPITAL letters)

If you are signing on behalf of a partnership, limited company, or other legal entity, please state in what capacity.

### What happens next

You should get your refund within 4 weeks of DVLA receiving your application.

### Where to send your application

Please send your completed application and trade plates (front and rear), to the address below:

DVLA  
Swansea  
SA99 1DZ

### Data Protection

DVLA handles your personal data in accordance with road vehicle law and data protection laws. The law allows us to release your data to the police and other enforcement bodies. We also provide data to other parties where the law allows it. For further information about how we process your data, your rights and who to contact, see our privacy notice at [www.gov.uk/dvla/privacy-policy](http://www.gov.uk/dvla/privacy-policy)

### Official use only

DVLA receipt stamp

Rate of duty

Unexpired complete months

Refund amount

