



## IVA 1H GUIDANCE NOTES

### INDIVIDUAL VEHICLE APPROVAL (IVA)

#### Goods vehicles having a maximum mass exceeding 3500kg - N2/N3 CATEGORY VEHICLES

The Road Vehicles (Approval) Regulations 2020

## SECTION A – GENERAL

**NOTE Dangerous Goods Vehicles – A vehicle that has been used for the carriage of dangerous/hazardous goods will not be accepted for examination unless it has been rendered safe by cleaning or purging. A declaration of suitability may be requested prior to examination. Non-compliance will result in a refusal to examine the vehicle.**

### 1a. APPLICATION TYPE

If a vehicle is already approved as a 'complete' vehicle and is subsequently modified, prior to registration, such that the approval is no longer valid, further approval (e.g. IVA) in the modified condition will be required.

Vehicles submitted for an IVA as a 'complete' vehicle must be fitted with bodywork and, in the case of a vehicle intended to tow a trailer, a suitable coupling device. The vehicle must be fitted with all the equipment necessary for it to be used on the road.

An Individual Approval Certificate is not required for registration purposes and cannot be issued to a vehicle, the manufacture of which is more than 25 years prior to the date of application.

If the vehicle has been used previously and has a date of manufacture more than 12 months prior to an application to register in the UK, a roadworthiness test will also be required. A separate request should be made to the chosen testing location for the roadworthiness test to be conducted.

If this application relates to a vehicle that is required to comply with the Goods Vehicles (Plating and Testing) Regulations 1988, it will also be considered as an application under these regulations and result in the issue of a 'Plate' and 'Plating Certificate'.

An application for a statutory Individual Vehicle Approval is subject to the provisions of the Road Vehicles (Approval) Regulations 2020. This includes specific provisions appertaining to the application of the process by or on behalf of the approval authority and provisions, either required to be met by the applicant or available to the applicant e.g. the right of appeal.

The provisions of the Road Vehicles (Approval) Regulations 2020 do not apply to a Voluntary application, however an assessment of the vehicle's ability to comply with the technical schedules will be made and only where the vehicle complies fully with the technical requirements will a 'Confirmation of Compliance' be issued.

### 1b. APPLICANT CONTACT DETAILS

Please include the full name and address including postcode. For limited companies, partnerships or sole proprietor, the registered name should be given. If a trading name is used, it should be given. If applying as a Company, please supply a contact name, number and email address.

## 2. TEST LOCATION

### 2. Which test location would you prefer?

Please provide a second choice of test location as an appointment at your first choice may not be available. Please provide a test location in all cases including where the vehicle may be issued an approval, potentially without inspection. The Authority reserves the right to inspect all vehicles. When your application has been processed, you will be sent an email to arrange an inspection (this will include the payment of any required fee). Alternatively, you can arrange for an inspection at one of the authorised **Privately Owned Testing Facilities (POTF)** – go to: [www.gov.uk/vehicleapproval](http://www.gov.uk/vehicleapproval)

**2. TEST LOCATION** *(Continued)***2. Which test location would you prefer?**

An appointment time will be allocated to test the vehicle relative to the vehicle type and test required. If due to unforeseen circumstances the test cannot be completed in the time available, you may be asked to book another appointment at a later time/date to enable the inspection to be completed.

**3. VEHICLE DETAILS****3a. Vehicle Identification Number (VIN) or chassis number.**

You can find the vehicle identification or chassis number on the manufacturer's plate, either under the bonnet or around the door opening. Where the vehicle was previously registered in another country, it can be found on a previous registration document or, if available, on the Type Approval document. If we consider the number to be unsuitable, we will refer you to DVLA who will give you a new number. Please make sure you write the number (which must have 17 digits) in **full**.

**3c. What is the category of vehicle?**

The vehicle category is dependent on the 'maximum mass' i.e. the Design Gross Vehicle Weight.

**Category N2** - Goods vehicles with a maximum mass exceeding 3,500kg but not exceeding 12,000kg.

**Category N3** - Goods vehicles with a maximum mass exceeding 12,000kg.

In general, a vehicle of category N2 or N3 will require annual testing or plating and testing under the Goods Vehicles (Plating and Testing) Regulations 1988 as amended by Statutory Instruments 2017 No. 849. 'Plating' is the allocation of the maximum weights that the vehicle can operate at within Great Britain, resulting in the issue of a Department for Transport 'Plate' and 'Plating Certificate'. For a list of vehicles that do not require plating, please refer to Schedule 2 of the 'Plating and Testing' regulations.

**3e. Type of vehicle - Coupling value.**

The coupling values provide the capacity limitation of the coupling for use with a full drawbar trailer ('D' value) and a centre axle trailer ('Dc' value). The 'D' value will be used when assessing the gross train weight being allocated. **Please Note** : a lower gross train weight limit may apply when towing a centre axle trailer.

**3f. Date of manufacture.**

This is the date the vehicle was completed to the extent that it can be inspected to the full IVA inspection criteria. You can obtain the date your vehicle was made from the final stage manufacturer's information plate, the final stage manufacturer or, if available, the Type Approval document for the complete vehicle.

**3i. What type of transmission does it have? (Automatic)**

This includes any transmission where a 'drive mode' can be selected that automatically provides changes in gear selection as vehicle speed increases/decreases. Gearboxes having an electronic control that provides individual gear selection only will be considered to be a 'manual' transmission.

**3j. Fuel Type**

Please tick the appropriate boxes and indicate all the options that are applicable to your vehicle.

- **'Gas lpg'** - refers to 'liquefied petroleum gas'.
- **'Gas cng'** - refers to 'compressed natural gas'.
- **'Gas lng'** - refers to 'liquefied natural gas'.
- **'Gas hydrogen'** – The Road Vehicles (Construction and Use) Regulations, Regulation 94(2) provides for the use of a vehicle fitted with a hydrogen fuel system only if it has been approved under the Road Vehicles (Approval) Regulations (e.g. an IVA) at the time of registration.

GB legislation allows the use of vehicles fitted with a hydrogen fuel system or a natural gas fuel system only if the vehicle has been approved under the Road Vehicles (Approval) Regulations 2020 for that system at the time of registration.

The Road Vehicles (Approval) Regulations do not apply to vehicles after registration. Vehicles fitted with a Hydrogen or Natural Gas fuel system after registration can only be used under strict conditions and only after a Vehicle Special Order (VSO) made under Section 44 of the Road Traffic Act 1988 has been issued in respect of the vehicle.

**3. VEHICLE DETAILS** *(Continued)***3m. Where is the engine number located?**

Please indicate where the engine number is located e.g. L/H side of block (when viewed from driver's seat).

**3n. Number and arrangement of cylinders.**

This information can be obtained from the vehicle or the engine manufacturer or from their published data.

**3p. Engine capacity.**

Please provide the manufacturer's quoted engine capacity in cubic centimetres cm<sup>3</sup> (i.e. 'cc').

**3q. What is the engine maximum power AND the engine speed at which it is obtained?**

This is the engine's maximum power in kilowatts (kW) and the engine speed in revolutions per minute (RPM) at which the engine produces maximum power. You should try to obtain this information from either the manufacturer's plate, the vehicle handbook, by contacting the manufacturer or viewing manufacturer's information on the internet.

**SECTION B - APPROVAL****4. VEHICLE COMPLIANCE**

In support of this application, it is necessary to provide evidence of compliance with the 'Relevant Directives'. '**Relevant Directives**' relating to a goods vehicle of category N2/N3 are those relating to noise, emissions, fuel tanks, rear under-run, steering effort, braking, EMC, anti-theft (if fitted), front under-run, AEBs, LDWS and electrical safety.

Demonstrating compliance can be achieved by one or more of the following methods :

- **Directive Compliance** - Showing that European Approval Standards are met, for example, by documentary evidence from the manufacturer. This may be demonstrated by a copy of a Certificate of Conformity for the vehicle, together with a manufacturer's declaration (see Annex 'A') as to which Directive items the vehicle's approval covers. Alternatively, a letter from the manufacturer listing the European Community (EC) Directives that the vehicle met at the time it was made. You must send a copy of this with the application and **YOU MUST SHOW US THE ORIGINAL AT THE TIME OF TEST OR AN EMAIL TRAIL CONFIRMING THE COPY WAS SUPPLIED BY THE MANUFACTURER.**
- **Comparison Test** - A comparison test at a designated Technical Service (Test Laboratory) with a known type approved vehicle.
- **Directive Test** - Physically having a test conducted at a designated Technical Service (Test Laboratory) to the appropriate Directive standard.
- **Model Report** - The use of a Model Report compiled from data obtained from a designated Technical Service (Test Laboratory).

**Immobiliser/Alarm (if fitted).**

You must show us documentary evidence from the vehicle manufacturer, an authorised technical service (a test laboratory), or an installer from an approved installer scheme that the immobiliser meets the European Directive standards at the time the vehicle is presented for test. If the vehicle also has an alarm fitted you will also need to provide evidence that it complies with the required standard. Evidence from an approved installer scheme must be **an original document** and can be either :

- A Thatcham Registered Installer (TRI) certificate of installation or installation report (telephone 01635 868855 or visit [www.thatcham.org](http://www.thatcham.org)), or
- A Mobile Electronics Security Federation (MESF) certificate of installation (selected installers only, telephone 01376 561040 or visit [www.mesf.org.uk](http://www.mesf.org.uk)).

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**4. VEHICLE COMPLIANCE** *(Continued)*

**4a (ii). Is the vehicle suitable for use in ‘left hand’ traffic?**

‘Left hand’ traffic refers to the vehicle’s suitability for use in the UK i.e. headlamps dip to the left, rear fog lamp mounted in the centre or to the offside of the vehicle and speedometer capable of reading in miles per hour (mph).

**4b (i). Is it a Special Purpose Vehicle (SPV)?**

A ‘Special Purpose Vehicle’ (SPV) means a vehicle intended to perform a function that requires special body arrangements and/or equipment. For the purposes of IVA, Special Purpose Vehicles will include the following vehicle types which need to obtain type approval or IVA prior to registration:

- Motor Tractors & Locomotives – vehicles which carry no load (other than necessary equipment etc.) and only haul balanced trailers (and not articulated ones), (unless such vehicles meet the definition of mobile machinery).
- Snow Ploughs, Gritters and other vehicles constructed for dealing with snow or ice (and dedicated to that purpose).
- Electrically-propelled goods vehicles.
- Steam-propelled goods vehicles.
- Break-down vehicles (in this context, defined as a vehicle which can raise a disabled vehicle from the ground and tow it whilst raised and which carries no other load except necessary equipment).
- Mobile Cranes within the normal C&U size and weight limits for road vehicles (larger Mobile Cranes subject to STGO are considered as Mobile Machinery and are exempt from type approval).

In addition, the following list of vehicles will be classed as Special Purpose Vehicles. These vehicles are authorised for use under the Road Vehicles (Authorisation of Special Types) (General) Order 2003 Regulations but are subject to type approval before registration. Certain exemptions will be available to ensure that the vehicle is capable of fulfilling its intended purpose.

- Vehicles designed to carry an abnormal indivisible load.
- Engineering plant which is based on a lorry chassis.
- Road recovery vehicles over 12 tonnes.
- Vehicles with boom-mounted movable work platforms.
- Highway testing vehicles which are based on a lorry chassis.
- Crash cushion vehicles which are based on a lorry chassis.

**4b (ii). Is the vehicle to be approved for both STGO and general use?**

STGO relates to a vehicle operating under the Road Vehicles (Authorisation of Special Types) (General) Order 2003. If the vehicle is to be approved for dual use, evidence of brake compliance will be requested at the maximum design weights for both modes of operation.

**4c. Is the vehicle compliant with either a European Community Whole Vehicle Type Approval (ECWVTA) or National Small Series Type Approval (NSSTA) as a complete/completed or incomplete vehicle?**

For definitions of ‘incomplete’, ‘complete’ and ‘completed’ please refer to the **IVA Information Guide** – [www.gov.uk/vehicleapproval](http://www.gov.uk/vehicleapproval). If the vehicle has been approved, it will be capable of being issued with an approval certificate e.g. as an ‘incomplete’ vehicle. A manufacturer may produce a vehicle that is compliant with an approval standard that is no longer valid for registration purposes; an approval certificate will not be issued and an IVA will be required.

The approval standard could provide evidence of directive compliance for the purposes of IVA which is less onerous than EC or National approval standards in some areas.

The maximum height of an EC approved vehicle under Directive 97/27/EC (Masses and Dimensions) is 4 metres. Great Britain has a derogation allowing a vehicle to be of a height greater than 4 metres. Where a vehicle is compliant with an approval in a member state but has been built to a height greater than 4 metres for operation in Great Britain, complete this item. Similarly, an exemption applies to some vehicles having 4 or more axles in respect of the ‘turning circle’ requirements.

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**4. VEHICLE COMPLIANCE** *(Continued)***4c. Is the vehicle compliant with either a European Community Whole Vehicle Type Approval (ECWVTA) or National Small Series Type Approval (NSSTA) as a complete/completed or incomplete vehicle?** *(Continued)*

If the vehicle is non-compliant with an ECWVTA or NSSTA 'complete' or 'completed' approval but only due to being over 4 metres high or if a 4 axle vehicle, it qualifies for exemption from the requirements for 'turning circle' and if in either case no changes have been made to the vehicle, it will be possible in most cases to obtain an IVA certificate without an examination. The answer to 4c (ii) would be 'YES' in this case. Please ensure item 2a (test location choice) is completed as some (but not all) vehicles will be subject to an inspection under this scenario.

**4e. Has the vehicle been modified since either being approved or completed to a known NSSTA or ECWVTA approval standard?**

Modifications to any part of the vehicle must be indicated in this section if you have ticked 'YES'. Please list all the changes/additions that have been made to the vehicle (i.e. fitting body, tail lift, winch, towing attachment, crane etc.). Where the vehicle is approved or built to a known approval standard which is no longer valid and no modifications or changes have been made, please indicate why the approval is no longer valid i.e. the reason for requiring an IVA e.g. 'non-compliant with latest EC emission limits'.

**4f. Has the vehicle been fitted with any electronic equipment following approval?**

This item relates to compliance with the requirements of EMC (Electro Magnetic Compatibility). Please advise us of any electronic equipment, e.g. tail-lift, fridge etc., that has been fitted to the vehicle following the issue of an approval to the base vehicle. If equipment is fitted it is required to meet Directive requirements, as demonstrated by a manufacturer's approval marking if it is in operation when the vehicle is travelling on the road.

**4h. Is the vehicle fitted with a rear under-run device?**

Vehicles that are eligible for a specific exemption are listed in the **N2/N3 IVA Inspection manual, item 03B (Rear Protective Devices)** – [www.gov.uk/vehicleapproval](http://www.gov.uk/vehicleapproval). A tail-lift or other device stored (when not in use) in a position where a rear under-run device would otherwise be required is itself required to meet the rear under-run Regulations if applicable to the vehicle. Separate evidence of compliance is required. Please refer also to **Note Annex A, Item 3b**. If you consider the vehicle to be exempt from the rear under run requirements due to the device being incompatible with the vehicle use, **please include photographs with your application**.

**4j. Is the vehicle fitted with AEBS?**

AEBS means "Advanced Emergency Braking System". A vehicle is exempt from the requirement to have AEBS if it :

- is a complete vehicle having a date of manufacture before 1 September 2018
- is a completed vehicle based on a complete or incomplete vehicle having a date of manufacture before 1 September 2018
- is a completed vehicle based on a complete or incomplete vehicle having a date of manufacture before 1<sup>st</sup> November 2020 and either;
  - has a GVW not more than 8000 kg, or
  - has a hydraulic braking system, or
  - does not have pneumatic (air) rear suspension
- is an articulated tractor unit not more than 8000kg GVW
- is an "off road vehicle" as defined in 2007/46 Annex 2 Part A 4.2 & 4.3

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**4. VEHICLE COMPLIANCE** *(Continued)*

**4j. Is the vehicle fitted with AEBS?** *(Continued)*

- is a “special purpose vehicle” as defined in 2007/46 i.e.
  - Armoured vehicle
  - Mobile Crane
  - Exceptional Load Transport N3 vehicle
  - Where its special purpose necessitates the fitment of equipment that obstructs camera/sensor devices
- is a completed vehicle based on an N1 or M1 vehicle
- is a vehicle built by a manufacturer which made less than 1000 chassis in the previous calendar year
- has more than three axles

**4k. Is the vehicle fitted with LDWS?**

LDWS means “Lane Departure Warning System”. A vehicle is exempt from the requirement to have LDWS if it :

- is a complete vehicle having a date of manufacture before 1 September 2018
- is a completed vehicle based on a complete or incomplete vehicle having a date of manufacture before 1 September 2018
- is an articulated tractor unit not more than 8000kg GVW
- is an “off road vehicle” as defined in 2007/46 Annex 2 Part A 4.2 & 4.3
- is a “special purpose vehicle” as defined in 2007/46 i.e.
  - Armoured vehicle
  - Mobile Crane
  - Exceptional Load Transport N3 vehicle
  - Where its special purpose necessitates the fitment of equipment that obstructs camera/sensor devices.
- is a completed vehicle based on an N1 or M1 vehicle
- is a vehicle built by a manufacturer which made less than 1000 chassis in the previous calendar year
- has more than three axles

**4m. Has the vehicle had a ‘One-off’ Test?**

A ‘One-off’ test is a test on an individual vehicle where the information provided will include documentation from a Technical Service that will not be used for any other vehicle applications.

**4p. Is the vehicle to be assessed against an existing Model Report?**

A Model Report is a document created as a result of a vehicle being submitted to a Technical Service (a designated Test Laboratory) and being fully documented such that the report can be used to establish compliance on future vehicles of the same specification.

If presenting a vehicle using a Model Report, you should be prepared to remove or dismantle trim and other parts so that the examiner can gain access to critical parts.

If you want your vehicle to be tested against an existing Model Report, we may choose to carry out a ‘compliance check’. This is a check we carry out on a sample of vehicles to make sure that :

- they are built to the same specification as the original vehicle described in the Model Report (the original vehicle having been tested and found to meet the relevant technical requirements) and;
- they actually meet the technical requirements and are built to the specification described in the Model Report.

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**4. VEHICLE COMPLIANCE** *(Continued)***4p. Is the vehicle to be assessed against an existing Model Report?** *(Continued)*

The compliance check is part of the 'approval' process. If we decide to carry out the check on your vehicle, we will tell you when you bring the vehicle for the test. You will have to leave the vehicle at the Test Station. We will then transport it to an Independent Technical Service, who will carry out a full check of the vehicle against the relevant Model Report.

You may claim a refund of the cost of your return journey to your home or place of work. We will not charge for transporting the vehicle to or from the Technical Service or for the compliance check. The process is likely to take around two weeks. We will tell you when the check has been completed, when the vehicle will be returned to the Test Station and the result of the check. The result of this compliance check can affect the future use of the Model Report in question.

**4p (iii).** The application **IVA 9** for an examination will be processed in parallel with the statutory application. The examinations are likely to be on different days.

**5. BRAKES, TYRES AND SUSPENSION – Item 5 needs to be completed in all cases.****5a. What type of brake system is fitted?**

This relates to the basic mode of operation of the braking system. Where a brake system is primarily operated by air, although incorporating an electronic control system e.g. ABS or EBS, the system is considered to be a 'Full Air' system. An 'Electric' brake system is one where the foundation brake is operated solely by electrical energy.

**5b (i). What is the 'split' arrangement of the service brake system?**

This relates to the configuration of the service brake system which is divided (split) into two separate systems capable of operating independently of each other, but having a common control (e.g. the brake pedal). This indicates which wheels are braked on each part of the system or how the system is 'split' e.g. on a two axle vehicle front/rear, diagonal etc, or on a three axle vehicle 1+3 & 2 or 1+2 & 1+3 etc.

**5b (ii). Is the manufacturer's designated secondary brake part of the service brake system?**

The 'designated secondary brake' is the part of the brake system nominated by the manufacturer within his EC brake approval as the secondary brake. It may be achieved by the operation of part of the service brake or an independent brake (e.g. spring brakes).

If the vehicle has been subject to a Directive test at a Technical Service, the secondary brake will be the system used during the secondary brake tests.

**5c. Is a transmission parking brake fitted?**

This question relates to a parking brake that operates on the gearbox or prop shaft of the vehicle. Do not include engine braking devices.

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**5. BRAKES, TYRES AND SUSPENSION** (Continued)

**5d. Which tyre use condition applies? (2B, 2J, 2R etc.)**

The tyre use conditions provide for the use of tyres of a lesser capability under specified conditions.

TYRE CODE	CONDITION
2B	No special condition.
2J	The use on roads of the motor vehicle is limited to use by a local authority, or a person acting in pursuance of a contract with local authority, for road cleansing, road watering or the collection or disposal of refuse; night soil or the contents of cesspools or for the purposes of the enactments relating to weights and measures or the sale of food and drugs and at speeds not in excess of 40mph and <u>only</u> within a radius of 25 miles from the permanent base from which it is normally used.
2R	The use on roads of the vehicle is limited at all times to speeds not in excess of 50mph and subject to the requirement to display at the rear a '50' plate in accordance with the Road Vehicles (Construction and Use) Regulations 1986, Schedule 13.

**5e. Tyre/suspension fitment details.**

Please specify the tyre size and type. The size and type can be obtained from the tyre manufacturer's side wall markings e.g. 8.5R 17.5 or 10R 22.5, the type being 'Radial' or 'Cross ply'. The 'load index' and 'speed rating' are also displayed on the tyre side wall markings, a typical marking being e.g. '156/150L'. '156/150' being the code that is used to establish the tyre's carrying capacity and the speed rating (e.g. 'L') being the code indicating the speed up to which the tyre can carry the designated weight.

'Twin' or 'Single' indicates whether the tyres are fitted in twin or single formation i.e. two on each side of the axle or one on each side of the axle.

**6. DIMENSIONS**

**6a. Overall Length** – Please provide the actual dimension taken from the vehicle or engineering drawings of the finished product. **Do not quote a dimension from the Certificate of Conformity** as this may not represent the information required. The maximum length of the vehicle excludes :

- wiper and washer devices
- front or rear registration plates
- lighting equipment
- mirrors and other devices for indirect vision
- access steps and hand-holds
- lifting platforms, access ramps and similar equipment in *running order* (i.e. in the position they would be on a moving vehicle), not exceeding 300mm, provided that the loading capacity of the vehicle is not increased
- coupling devices
- trolley booms of electrically-propelled vehicles
- external sun visors

**Overall Width** – The maximum width of the vehicle at its widest point excluding :

- tyre-pressure or tyre failure indicators
- protruding flexible parts of wheel guards
- lighting equipment
- mirrors and other devices for indirect vision
- access ramps in running order (i.e. in the position they would be on a moving vehicle), provided that they do not exceed 10mm from the side of the vehicle and the requirements of section 16 (Exterior Projections) are met. (*'Overall width' continued overleaf ►*)

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## 6. DIMENSIONS (Continued)

**Overall Width (Continued)** – The maximum width of the vehicle at its widest point excluding :

- retractable steps
- the deflected part of the tyre walls immediately above the point of contact with the ground
- handles and hinges of external lockers
- trim protruding not more than 10mm from the bodywork.

### 6c. Distance between closely spaced axles.

The '*distance between closely spaced axles*' relates to the dimension between the centre line of one axle and the centre line of the next axle ('1-2' relating to axles 1 and 2 etc.). Providing the wheels are the same on each of the axles, the measurement can be taken from the rearmost edge of the wheel rim (at the height of axle centre line) and the corresponding position on the adjacent wheel.

## 7. WEIGHTS

### 7a (i). Vehicle Weights.

Mass of vehicle with bodywork in running order means :

- with all fluids (such as oils and engine coolant) necessary for the vehicle to be driven, the fuel tanks full and a spare wheel and tool kit if standard equipment.

Mass in running order is required at the time of application for all artic units fitted with a crane. For other vehicles, please provide this information if available. If it is not available at the time of application, you may be requested to provide it at the time of test.

Where a vehicle has been previously approved, the weights allocated should be available from the Certificate of Conformity (including the manufacturer's intended weight in GB). If the vehicle has not been previously approved, the manufacturer's design weights must be completed and where available (if known), their intended GB weights.

If the vehicle is to be approved to operate at weights and dimensions greater than that permitted under general haulage conditions i.e. it will be operating under the Road Vehicles (Authorisation of Special Types) (General) Order 2003 (referred to as 'STGO'), please provide the '**Maximum weight for STGO**'. A separate plate displaying the STGO weights must be displayed on the vehicle.

**7a (ii). 'Load compensation between the axles'** means that the suspension on each axle is interconnected such that the load on the axles remains the same during suspension movement.

### 7c. Do you require a lower Gross Vehicle Weight than allocated by the manufacturer?

You can apply to reduce the GVW from that originally nominated by the vehicle manufacturer. You don't need to make a physical change to the vehicle to reduce its GVW.

To apply, your vehicle must :

- have originally been issued with an EC 'incomplete' or 'complete' approval at its original manufacturer's weight
- remain in the same Approval category
- keep a usable 'payload' (this would be decided by the DVSA)
- have its original manufacturer's plate
- be fitted with a 'second stage' manufacturer's plate showing the revised weights.

**7d.** An 'alternatively fuelled vehicle' means a motor vehicle powered wholly or in part by an alternative fuel and which has been approved under the Framework Directive : (**Note : This provision only applies to 'rigid' motor vehicles.**)

“‘alternative fuel’ means a fuel or power source which serves, at least partly, as a substitute for fossil oil sources in the energy supply to transport and which has the potential to contribute to its de-carbonisation and enhance the environmental performance of the transport sector, consisting of –

- (a) electricity consumed in all types of electric vehicles;
- (b) hydrogen;
- (c) natural gas, including biomethane, in gaseous form and liquified form;
- (d) liquefied petroleum gas;
- (e) mechanical energy from on-board sources, including waste heat.”

**SECTION D - DATA PROTECTION, DECLARATION AND SIGNATURE**

Please ensure the form is signed, dated and your name printed in full. If the application is to be submitted electronically, please ensure your name is typed into the signature space.

**ANNEX A**

This application is required to be supported by evidence of compliance with the EC Directives listed in **Annex A, Section 1**. Where this evidence is not available from the vehicle manufacturer, you will be responsible for providing the required information. Some of the options available to achieve this are listed in the '**Vehicle Compliance**' section. (See also **Guidance Note Section 4 – 'Vehicle Compliance'**.)

**Section I of Annex A** lists the mandatory items for which evidence of compliance is required. **Section II** is optional, however evidence of compliance, if available, may be used instead of DVSA conducting a visual inspection to establish compliance.

**Item 3A – Fuel Tank(s).**

Evidence of Directive Compliance is required only for the main fuel tank(s) i.e. those storing fuel for the purpose of engine propulsion.

**Item 3B – Rear Under-run.**

Where the vehicle is required to have a rear under-run device and has a date of manufacture from the **29<sup>th</sup> April 2009** onwards, evidence of EC Directive compliance is required. This be in the form of documentary evidence of EC Approval from the vehicle or component manufacturer. **Where a device is fitted by the 'body builder' that was not supplied by the vehicle manufacturer, separate evidence of compliance must be provided for the component (in addition to the manufacturer's statement of compliance).**

As an alternative to providing Directive compliance, evidence can be demonstrated by submitting a test report witnessed by the Approval Authority or calculations that confirm the equipment and its securing arrangements comply with the Directive strength requirements that have been considered and found to be satisfactory to the Approval Authority.

For a list of the vehicles that are exempt from the rear under-run requirements, please refer to the **N2/N3 IVA Inspection manual, item 03B (Rear Protective Devices) found on the GOV.UK website – [www.gov.uk/vehicleapproval](http://www.gov.uk/vehicleapproval)**. Devices fitted to vehicles manufactured before the **29<sup>th</sup> April 2009** do not need an Approval but will be subject to visual inspection.

**Item 9 – Braking.**

If a vehicle is to be approved for STGO use, it is necessary to demonstrate brake compliance at the STGO weights.

This can be demonstrated by evidence that the vehicle has been issued with a brake approval to the STGO weight or greater, or alternatively demonstrated by calculations verified by a Technical Service.

**Item 36 – Heating System.**

Evidence of Directive compliance is **only** required if the vehicle is fitted with a Combustion Heater.

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## SECTION E – IVA CANCELLATION AND REFUND POLICY

Should you wish to **cancel** your IVA application :

- **Before** it is released from processing (to allow examination of the vehicle), the fee paid will be refunded.
- **After** it has been processed and released to allow examination of the vehicle, **a fee of £100 will be retained** and the remaining amount refunded.

For either of these instances above, please email [approvals@dvsa.gov.uk](mailto:approvals@dvsa.gov.uk) to confirm cancellation of your application.

Should you wish to cancel the IVA application *after* an appointment has been given then :

1. **If you give more than 3 working days' notice** prior to the appointment date, then either;
  - you can request a later appointment (subject to a maximum of three appointments being allocated to any one application) or if not,
  - a fee of **£100** will be retained by DVSA and the remaining amount refunded to the payee.
2. **If you give 3 working days' or less notice** prior to the appointment date then the whole fee will be forfeited.

If you would like to keep an appointment time that has been allocated and change the vehicle nominated you can get a different vehicle tested at a previously appointed time (subject to a maximum of 2 appointments per application), provided:

- both vehicles already have an appointment time allocated
- the appointment is booked using the same prefunded account, or by the same applicant if paying by card
- the vehicle is the same test category with the same test duration
- the change is made before midday on the working day before the appointment

**Please note:**

- a) If you do not present the nominated vehicle at the allocated time the fee will be forfeit and a **new application** required.
- b) If a previously allocated appointment is not filled with another vehicle application the above cancellation policy will apply.

To cancel or amend an appointment email the Booking Team on [ivaappointments@dvsa.gov.uk](mailto:ivaappointments@dvsa.gov.uk)