



IVA 1T GUIDANCE NOTES

**APPLICATION FOR INDIVIDUAL VEHICLE APPROVAL (IVA) - O1 / O2 / O3 / O4 TRAILERS
& ENTRY INTO SERVICE CONSENT - O3 / O4 TRAILERS**
The Road Vehicles (Approval) Regulations 2020

SECTION A – GENERAL

NOTE: Dangerous Goods Vehicles – A trailer 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.

If this IVA application is for a trailer that is required to comply with Regulation 7 (Consent to Supply) of the Road Vehicles (Approval) Regulations 2020 and the Goods Vehicles (Plating and Testing) Regulations 1988, it will also be considered to be an application under these regulations in respect of a 'Consent to Supply' and 'Plating' respectively.

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'complete' trailer and is subsequently modified prior to the issue of a 'consent to supply', such that the approval is no longer valid, further approval (e.g. IVA) in the modified condition will be required.

Trailers submitted for an IVA are required to be complete. The trailer must be fitted with all the equipment necessary for it to be used on the road.

Where the application is for a 'complete' trailer and is supported by a copy of an EC Certificate of Conformity, it will not be necessary to complete the items that have a shaded (blue) background (i.e. items 4j, 4k, 4l, 6c, 6d, 6e and in part 7a).

If the trailer has been previously used and has a date of manufacture more than 12 months prior to an application for 'consent to supply', a roadworthiness test will also be required. A separate application should be made to the chosen testing station for the roadworthiness test to be conducted.

The trailer must be presented coupled to a compatible towing vehicle suitable to enable all the testable items to be fully assessed.

1a. APPLICATION TYPE

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 trailer's ability to comply with the technical schedules will be made and only where the trailer 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.

1c. MANUFACTURER DETAILS

If applying for 'Consent to Supply', please provide full details of the manufacturer including company registration number if applicable.

2. APPOINTMENT DETAILS**2a. Which test location would you prefer?**

Please provide a second choice of test location as an appointment at your first choice test location may not be available. A list of **DVSA IVA test locations** is available via www.gov.uk/vehicleapproval. 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 for contact details. 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. TRAILER DETAILS**3a. Trailer Identification Number**

For 17 digit chassis numbers please provide the number in full. The Trailer Identification Number must be made up of 17 alpha and numeric characters having at least 2 alpha characters. See the [Trailer Inspection Manual](#) Item 18 'Statutory Plates' for full specification.

When you receive your appointment letter, in the case of a trailer required to be 'plated' you will be told what the Trailer Identification Mark allocated by DVSA is.

3b. What is the category of trailer?

Category O1 – Trailers with a maximum mass not exceeding 750kg.

Category O2 – Trailers with a maximum mass exceeding 750kg but not exceeding 3,500kg.

Category O3 – Trailers with a maximum mass exceeding 3,500kg but not exceeding 10,000kg.

Category O4 – Trailers with a maximum mass exceeding 10,000kg.

In the case of a semi trailer or centre axle trailer 'maximum mass' is the load transmitted to the ground by the axles (the total axle weight) when coupled to a towing vehicle and fully laden to its maximum load.

In general a trailer of category O3, O4 and some O2 trailers will require annual testing or plating and testing under the Goods Vehicles (Plating and Testing) Regulations 1988 as amended by Statutory Instrument 2017 No. 849. For a list of those trailers that do not require plating please refer to Schedule 2 of the 'Plating and Testing' regulations.

3e. Date of manufacture

This is the date the trailer was completed to the extent that it can be inspected to the full IVA inspection criteria. You can get the date your trailer was made from the manufacturer's information plate or the manufacturer.

3f. Number of axles

O1 and O2 trailers exceeding 7.0 metres in length must have 2 axles.

Note - The drawbar or drawbeam can be classed as the coupling device and thus excluded when the measurement takes place (unless it has a function beyond being a coupling device - e.g. it has a box on it which carries a load).

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SECTION B – APPROVAL

4. TRAILER COMPLIANCE

In support of this application, it is necessary to provide evidence of compliance with the 'Relevant Directives'.

'Relevant Directives' for a trailer are those relating to brakes, steering effort (if a steered axle is fitted) and in addition for trailers of O3 and O4, rear under-run.

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

- **Directive Compliance** - Showing that European Approval Standards are met – by, for example, documentary evidence from the manufacturer. This may be demonstrated by a copy of a Certificate of Conformity for the trailer together with a manufacturer's declaration (see Annex 'A') as to which Directive items the trailer's approval covers. Alternatively a letter from the manufacturer, listing the European Community (EC) Directives that the trailer met at the time it was made. You must send a copy of this with the application; however, ***you must produce the originals or evidence of an email document trail to the origins of the information at the time of test.***
- **Comparison Test** - A comparison check at a designated Technical Service (Test Laboratory) with a known type approved trailer.
- **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).

4a. Value added tax or Customs Duty.

(For trailers imported from a place outside of the United Kingdom only.)

Please tick the check box in this section when applicable. By doing so and signing the declaration in section C, you declare that this condition is satisfied.

This declaration is necessary for all trailers imported into the United Kingdom but is not required for those trailers constructed within the United Kingdom or those transferred after first use between Great Britain and Northern Ireland. Trailers imported from outside the European Union must have import duty and VAT identified on a Single Administrative Document HMRC form C88 and certified discharged by HMRC form N3. Trailers imported to the United Kingdom from elsewhere within the European Union must have the acquisition tax due identified at outputs box 2 of the relevant VAT quarterly return. For more information on this item only see www.hmrc.gov.uk or contact HMRC enquiries on **0845 010 9000**.

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 include trailer caravans.

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 trailer is to be approved for dual use, evidence of brake compliance will be requested at the maximum design weights for both modes of operation.

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4. TRAILER COMPLIANCE *(Continued)***4c. Is the trailer 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. If the trailer has been approved, it will be capable of being issued with an approval certificate e.g. as an 'incomplete' trailer. If the trailer is non-compliant with an ECWVTA or NSSTA 'complete' or 'completed' approval but only due to being over 4 metres high or is a 'low loader' trailer that is non-compliant with the EC requirements for 'turning circle' and in either case no changes have been made to the trailer, it will be possible in some cases to obtain an IVA certificate without an examination. The answer to 4c (ii) would be 'YES' in this case.

The maximum height of an EC approved trailer under Directive 97/27/EC (Masses and Dimensions) is 4 metres. Great Britain has a derogation allowing a trailer to be of a height greater than 4 metres. Where a trailer is of a type issued 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. There is also an exemption for certain low loader trailers in respect of the EC turning circle requirements. Please ensure item 2a (Test Station Choice) is completed as some (but not all) trailers will be subject to an inspection under this scenario.

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

Modifications to any part of the trailer must be indicated in this section if you have ticked 'YES'. Please list all the changes/additions that have been made to the trailer (i.e. fitting body, tail lift, winch, towing attachment, crane etc).

Where the trailer 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 EC height limits'.

4f (i). Has the trailer been fitted with any electronic equipment (in addition to braking and lighting systems)?**4f (ii). Is the equipment operational when the trailer is being used on the road?**

This item relates to compliance with the EMC requirements (Electro Magnetic Compatibility). Please advise us of any electronic equipment fitted to the trailer, in addition to the items fitted on the braking system and the lighting system. 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 trailer is travelling on the road.

4h (i). Is the trailer fitted with a rear under-run device? (O3 & O4 only)

Vehicles that are eligible for a specific exemption are listed in the **O3/O4 IVA Inspection manual, item 03B (Rear Protective Devices)** – 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**.

4i (i). What is the coupling device / pin approval number?

This relates to the Type Approval number of the coupling eye of a centre axle or drawbar coupling and the coupling pin on a semi trailer. The information will be available from the manufacturer of the component.

4j. Is the trailer a 'One-Off' with supportive documentation from a Technical Service?

A 'One-Off' trailer is one that will be tested as an individual trailer where the information provided will include documentation from a Technical Service (a Test Laboratory) that will not be used for any other trailer applications.

4. TRAILER COMPLIANCE *(Continued)*

4I. Is the trailer to be assessed against an existing Model Report?

A Model Report is a document created as a result of a trailer 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 trailers of the same specification.

If presenting a trailer 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 trailer 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.

The compliance check is part of the 'approval' process. If we decide to carry out the check on your trailer, we will tell you when you bring the trailer for the test. You will have to leave the trailer at the test station. We will then transport it to an Independent Technical Service, who will carry out a full check of the trailer against the relevant Model Report. We will not charge for transporting the trailer to or from the Laboratory 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 trailer 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.

5. BRAKES, TYRES AND SUSPENSION – Item 5 needs to be completed in all cases.

5a. What type of brake system is fitted?

This question relates to the basic mode of operation of the braking system. Where a braking system is primarily operated by air, although incorporating an electronic control system e.g. ABS or EBS, the system is considered to be an 'Air' system. A **hydraulic system** is one that is primarily hydraulic and may be air or vacuum assisted. An **electric brake** is one where the foundation brake is operated solely by electrical energy.

5e. Which tyre use condition applies? (2B, 2J, 2R etc.) *(Trailers requiring plating only)*

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 trailer is limited at times 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.
2M	Operation of a low platform trailer fitted with tyres of 20 inch rim diameter or below and carrying a rectangular plate 7" x 9" displaying two letter 'L'.

5. BRAKES, TYRES AND SUSPENSION – Item 5 needs to be completed in all cases.

5f. Tyre/suspension fitment details
 Please specify the tyre size and type. The size and type can be obtained from the manufacturer’s side wall markings e.g. 8.5R 17.5, or 10R 22.5, the type being ‘Radial’ or ‘Crossply’.
 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. Centre of foremost axle to centre of rearmost axle.
 When completing the application in respect of a centre axle drawbar trailer, disregard this question.

6b. Overall Length – The maximum length of the vehicle excluding :-

- ◆ Rear registration plates
- ◆ Lighting equipment
- ◆ 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 (coupling and drawbeam unless drawbeam serves as a load platform).
- ◆ Trolley booms of electrically-propelled vehicles

6b. Overall Width – The maximum width of the vehicle at its widest point excluding :-

- ◆ Tyre-pressure or tyre failure indicators.
- ◆ Protruding flexible parts of the wheel guards.
- ◆ Lighting equipment.
- ◆ 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.
- ◆ 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 from centre of coupling to the back of the trailer.
 Please specify minimum and maximum dimensions where coupling, axles or chassis incorporate variable positions.

7a. Trailer Weights
 Mass of trailer with bodywork in running order is the weight of the trailer unladen including tools and spare wheel if normally carried on the trailer.

SECTION D – DATA PROTECTION, DECLARATION & 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.

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ANNEX A

This application is required to be supported by evidence of compliance with certain EC Directives. Where this evidence is not available from the trailer manufacturer, you will be responsible for providing the required information. Some of the options available to achieve this are listed in the 'Trailer Compliance' section of these notes.

Item 3B – Rear Under-run

Where the trailer is required to have a rear under-run device and has a date of manufacture from **29th April 2009**, evidence of EC Directive compliance is required. This can be in the form of documentary evidence of EC Approval from the trailer or component manufacturer. 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 trailers that are exempt from the rear under-run requirements, please refer to the **O1 – O4 Inspection manual** item 03B – Rear Protection Devices (www.gov.uk/vehicleapproval). Devices fitted to trailers manufactured before **29th April 2009** do not need an Approval but will be subject to visual inspection.

Item 9 – Braking.

In the case of a trailer having an 'over-run' braking system, it is necessary to provide either an approval or test report for the completed trailer. Alternatively evidence of Directive compliance (e.g. an approval or Test report) for the brake control device and the foundation brakes (braking components fitted to each axle) and also a compatibility report (confirming compatibility between the control device and the foundation brakes) from a brake system manufacturer or a technical service.

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 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.

SECTION E – IVA CANCELLATION AND REFUND POLICY

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