



Trade licence renewal application form

VTL318

Business name:

Holder number:

Business address:

The trade licence runs out on:

 / /

Official use

Date received at DVLA

Please put an x in the box if the above is a new address

You must do one of the following:

Option 1: Renew your trade licence

I want to have a trade licence for:

6 months (please see rates of duty table)

12 months (please see rates of duty table)

Note: 12 month licences can only start from January.

Cheque or postal order number:

Do not send cash or blank postal orders.

Your checklist. You must:

Enclose a cheque or postal order made payable to 'DVLA Swansea'.

We cannot accept damaged or altered cheques. If you send us a damaged or altered cheque, your application will be rejected and returned to you.

Enclose a copy of your motor trade insurance certificate showing the motor trade policy covers you for motor trade purposes (do not send the original).

Make sure the name on the insurance certificate matches the name on this application form.

Rates of duty (per set)

If you use the trade licence for:

	12 months	6 months
All vehicles	£165.00	£90.75
Motorcycles (bicycles and tricycles) (not exceeding 450kg unladen weight)	£117.00	£64.35

Declaration: I declare that the information given on this application form is correct and I will notify DVLA in the event of this information changing. I continue to be a motor dealer, motor trader or vehicle tester. Making a false declaration is an offence and can lead to prosecution.

Signature: Date: / /

Name (capital letters):

Position in company:

Phone number:

Email address:

Note: If you cannot provide a copy of your motor trade insurance, please tell us why and provide details of your Companies House registration number.

A trade plate cannot be used on unroadworthy vehicles. All vehicles must be covered by insurance and have a valid MOT in place, unless they are legally exempt from MOT requirements. All unroadworthy vehicles must be transported.

Further information is available to view on www.gov.uk/trade-licence-plates

Please return this form with the correct fee to DVLA, Swansea, SA99 1DZ.

You should receive your licence confirmation within 4 weeks.

Option 2: No longer need a trade licence

I do not want to hold a trade licence, or do not wish to reapply.

You must:

Fill in an Application for a refund of tax on surrender of a trade plate (VTL308).

Return the trade plates to DVLA, Swansea, SA99 1DZ with this form.

