



## **IVA 1C GUIDANCE NOTES**

### **APPLICATION FOR INDIVIDUAL VEHICLE APPROVAL (IVA)**

#### **Passenger cars having no more than 8 seats in addition to the driver's – M1**

The Road Vehicles (Approval) Regulations 2020

### **1a. APPLICATION TYPE**

If your vehicle is not registered with the DVLA, a statutory test is required to obtain a certificate for registration. 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already approved as a 'complete' vehicle and is subsequently modified prior to registration, such that the approval is no longer valid, further approval (e.g. IVA) in the modified condition will be required.

An Individual Approval Certificate is not required for registration purposes and cannot be issued to a vehicle, the manufacture of which is more than 10 years prior to the date of application.

If you require a CO<sub>2</sub> fuel consumption figure to be shown on the IVA certificate to obtain a concessionary rate of excise duty, evidence of the fuel consumption figure and the EC standard that the vehicle was tested to when establishing the figure must be submitted with your application and the original (or email trail to the original source) made available to the Examiner at the time of test. This information is only likely to be available if the vehicle was originally subject to EC approval or been the subject of the emissions Model Report process to demonstrate compliance. Approvals issued will not be reassessed/amended if information is presented after the certificate has been issued.

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.

If your vehicle is registered with the DVLA, then unless it is 'radically altered' and given a new vehicle identification number, it can only have a Voluntary Examination. Vehicles used for 'taxi' work may require this examination.

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. Statutory functions such as the validation of weights, fuel consumption figures etc. do not apply to a Voluntary application.

### **1b. APPLICANT AND OWNER DETAILS**

**APPLICANT** - Please include the full name and address including postcode. For limited companies, partnerships or sole proprietor, the registered name should be given. Please supply a contact name and telephone number. This will be the point of contact responsible for providing the information to support the application.

**OWNER** - Please include the full name and address including postcode. You do not need to fill in this section if you are a dealer applying on behalf of a manufacturer.

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## 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 test location may not be available. **Please note that testing restrictions apply at Northam Test Centre (Southampton).** A full list of **DVSA IVA test locations (and Privately Owned Test Facilities)** is available via [www.gov.uk/vehicleapproval](http://www.gov.uk/vehicleapproval).

If your vehicle has an unladen weight of more than 3500kgs or has a wheelbase in excess of 4.0 metres, it can only be tested at specified test locations. Please contact us if your vehicle exceeds this limit. Vehicles in classes N, P, and R that fail an inspection can be inspected again at any IVA test location. Other classes of vehicle must be inspected at the same IVA test location that carried out the original inspection.

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) 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 inspection 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. VIN / REGISTRATION MARK & VEHICLE TEST CLASS DETAILS

### 3a. Vehicle Identification (chassis) Number (VIN) or if registered, Vehicle Registration Mark.

If the application is for a Voluntary test and the vehicle is registered, please enter the Vehicle Registration Mark.

A statutory test cannot be carried out on a vehicle that is already registered in the UK. The Vehicle Identification Number (VIN) is the identification number displayed on the manufacturer's plate and which is stamped on the vehicle chassis or monocoque body. You may find the vehicle identification and chassis number on the manufacturer's information plate under the bonnet, around the door opening, or, where previously registered in another country, on a previous registration 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 in **full**.

If it is an amateur-built vehicle, you must provide a new number. You cannot use the number from a donor vehicle. A number can be obtained from the DVLA. The VIN must consist of **17 digits** unless the vehicle is a mass produced vehicle, in which case the original manufacturer's number can be less than 17 digits but not less than 8 digits.

Vehicles previously registered in **New Zealand** may have more than one Vehicle Identification Number (VIN) plate; the original applied by the vehicle manufacturer and an additional variation of the original applied by the New Zealand authority. The number on any documentation used to support the IVA application would normally be the one used on the application to identify the vehicle. Please also provide the alternative number on the application form (if necessary, in box 3b – '*Position of stamped VIN on vehicle*').

### 3b. Position of stamped VIN on vehicle.

On all vehicles other than North American vehicles, the VIN should be stamped into the chassis frame or body. Please state where this number is stamped into the vehicle e.g. under bonnet L/H side (viewed from the driver's seat) or front chassis leg L/H side.

### 3c. Vehicle class (detailed descriptions)

In the case of a **voluntary test**, the level of test applied will depend on the vehicle class nominated. Where the **voluntary** inspection is being carried out at the request of a council hackney or private hire licensing authority, the applicant should confirm with the authority whether a 'Normal' or 'Basic' level of compliance is required.

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### 3. VIN / REGISTRATION MARK & VEHICLE TEST CLASS DETAILS

#### 3c. Vehicle class (detailed descriptions) *Continued*

For these purposes, a 'Normal' inspection equates to a class 'R' vehicle (where evidence of EC Directive Compliance must be submitted) and a 'Basic' inspection equates to a class 'P'. For the purposes of a voluntary inspection, a class can be nominated although it is not necessary to demonstrate that the definition has been met.

In any other case, it is the applicant's decision as to which class is used for the vehicle inspection. In the case of a **statutory** test, the vehicle will be inspected to the appropriate class as defined by the Regulations.

### VEHICLE CLASS DEFINITIONS

#### P – PERSONAL IMPORT

A vehicle imported by a person who has lived in the country of export for **12 months** or more and been in possession of and used the vehicle for **6 months** or more.

You must send us **photocopies** of documents demonstrating compliance with these requirements and present the originals or provide evidence of an email document trail to the origins of the information at the time of test.

**Note 1:** The owner of the vehicle or his/her appointed agent must complete and sign the declaration on the application form.

**Note 2:** Photocopies will be retained by DVSA.

#### A – AMATEUR BUILT

A vehicle, the majority of which was constructed, assembled or, if previously registered in the UK, structurally modified by you or by someone on your behalf who is not in the business of building motor vehicles and which is for **your** personal use. **Please complete the Amateur Built Declaration which can be downloaded from [www.gov.uk/vehicleapproval](http://www.gov.uk/vehicleapproval).** Hard copies can be posted/emailed to you on request by telephoning our Customer Service Centre on **0300 123 9000**.

Evidence of the date of manufacture of the engine will be required at the time of inspection to determine the emissions limits for the vehicle. The donor vehicle registration document (V5) may be acceptable evidence, where it indicates the engine to be the original engine fitted to the donor vehicle.

#### S – REBUILT VEHICLE

A vehicle which :

- has been rebuilt using a replacement chassis or combined chassis-body of the same design as the original. The chassis or combined chassis-body needs to be new or from a vehicle that has already been registered in the United Kingdom (UK). Please provide evidence of the previous registration mark of the vehicle being rebuilt and also details of where the chassis or body has come from (e.g. a receipt),
- DVLA has given a vehicle chassis or identification number,
- does not meet classes 'A' or 'C'.

(Evidence of the date of manufacture of the engine will be required at the time of test to determine the emissions limits for the vehicle).

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## VEHICLE CLASS DEFINITIONS

### **C – A VEHICLE BUILT BY A PERSON IN THE BUSINESS OF BUILDING VEHICLES USING PARTS OF A VEHICLE REGISTERED IN THE UK**

The engine and at least one other major part\* must come from the same donor vehicle. Where the engine used was not the **original** engine fitted to the donor vehicle, the registration document (V5) alone will not be sufficient evidence that the engine was from the donor vehicle. You must provide the following information :

- donor registration number.
- engine number.
- list of major parts used from the donor vehicle specified above.

(Evidence of the date of manufacture of the engine will be required at the time of test to determine the emissions limits for the vehicle).

*\*Major part means chassis, body, suspension, axle, transmission, or steering assembly.*

### **L – VEHICLE MANUFACTURED IN VERY LOW VOLUME**

A vehicle is manufactured in very low volume if the total number of vehicles of the family of types to which the vehicle in question belongs, which are manufactured in the world during any period of 12 months falling within the period of 36 months immediately preceding the month in which the vehicle was manufactured, does not exceed 500. Evidence will be required to demonstrate that this criteria has been met.

### **T – ARMoured VEHICLE**

A vehicle intended for the protection of conveyed passengers and/or goods and complying with armour plating anti-bullet requirements. 'Anti-bullet' requirements shall be interpreted as meaning; the driver and passenger compartment (front, rear and sides including doors and glazing) are capable of withstanding ballistic penetration from small arms fire e.g. materials to EN 1063 or an equivalent level of protection.

### **E – EUROPEAN APPROVED TO THE IVA STANDARD OF A MEMBER STATE**

A vehicle that has been found by another country in the European Community to meet the same requirements as the UK Individual Vehicle Approval (IVA) scheme.

You must send us the approval certificate issued to the vehicle and evidence of the technical standards to which the vehicle was tested by the Approval Authority. This category also includes vehicles that display an approval number on the VIN plate that was applied at the time the vehicle was manufactured that can be supported by manufacturer's confirmation of compliance and vehicles that have been issued with an EC Type Approval Certificate of Conformity that is now, due to legislation changes, no longer valid for registration.

### **M – HEARSE, MOTOR AMBULANCE OR MOTOR CARAVAN**

**HEARSE** - A vehicle intended for the transport of deceased people and having special equipment for the purpose. This shall be interpreted as a vehicle :

- having an enclosed glazed area to the rear of the driving position,
- being fitted with a permanent deck of suitable length to accommodate a full size coffin incorporating bier fittings such as coffin stops and/or rollers, and
- not fitted with any seats or seat mountings below the deck/bier, (although storage space may be provided).

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## VEHICLE CLASS DEFINITIONS

**MOTOR AMBULANCE** – A motor vehicle of category M intended for the transport of sick and injured people and having special equipment for such purpose. The interpretation applied to this definition is as follows :

The vehicle shall be readily identifiable as a vehicle used for the carriage of sick or injured people to or from welfare centres or places where medical or dental treatment is given by being permanently marked 'Ambulance' (or 'Ambiwans') on both sides and/or to the front and rear.

The vehicle must have the following equipment or characteristics;

- An optical warning system i.e. a blue warning beacon (or special warning lamp) or a device which fulfils the same function.
- An acoustical warning system.
- Be fitted with features to enable the carriage of special equipment such as a stretcher, medical equipment or supplies such as oxygen cylinders.

**MOTOR CARAVAN** – A special purpose M1 category vehicle (vehicle having 8 or less passenger seats) which meets the 'reasonableness test' and is constructed to include living accommodation which contains at least the following equipment.

- seats and table,
- sleeping accommodation which may be converted from the seats,
- cooking facilities, and
- storage facilities.

This equipment shall be rigidly fixed to the living compartment. For further information, please refer to the M1 IVA Inspection manual (Foreword) – [www.gov.uk/vehicleapproval](http://www.gov.uk/vehicleapproval).

### **R – A VEHICLE NOT MEETING ANY OF THE CATEGORIES LISTED ABOVE (Other than potentially 'W') – NORMAL IVA**

This includes commercially imported vehicles and vehicles subject to a second stage of manufacture i.e. where a vehicle approved by the manufacturer :

- is fitted with a body or;
- subject to a modification prior to registration.

You will need to provide evidence of compliance with certain EC Directive standards.

### **W – WHEELCHAIR ACCESSIBLE VEHICLE**

A vehicle constructed or converted specifically so that it can accommodate one or more person(s) seated in their wheelchair(s) when travelling on the road. This sub-class will also be one of the other classes listed.

## **4. VEHICLE DETAILS**

### **4b. What is the date of manufacture?**

This is the date the vehicle was completed such that it could be subject to a full inspection of all relevant criteria. You should be able to get the date your vehicle was made from the manufacturer's information plate or from the manufacturer.

In the case of an imported vehicle, where the date of manufacture is unavailable, the date of first registration (where the vehicle has been registered in another country) can be entered.

### **4e. When presented, will the vehicle be a goods vehicle requiring a passenger vehicle test?**

A goods vehicle can be considered as an M1 category passenger vehicle and tested as a passenger vehicle if it meets the following criteria; (a) has at least 4 seats, (b) a gross vehicle weight of not more than 6500kgs and (c) a load area not exceeding 40% of the vehicle length.

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4. VEHICLE DETAILS
<p><b>4f (ii) &amp; 4f (iii). If the vehicle is a motor caravan, is it based on an EC compliant based vehicle?</b></p> <p>In respect of a motor caravan, prior to 1<sup>st</sup> March 2021, only vehicles having approval to 'WLTP' limits need to be recorded. The CO2 emission figure for the base vehicle will be acceptable.</p>
<p><b>4h. Where is the engine number located?</b></p> <p>Please indicate where the engine number is located e.g. L/H side of block (when viewed from driver's seat).</p>
<p><b>4j. Is the gear box Manual/Automatic?</b></p> <p>'Automatic' includes automatic gear boxes that can be used in manual mode.</p>
<p><b>4k. How many designated seating positions does the vehicle have including the driver's?</b></p> <p>A designated seating position is a seat used for normal use when the vehicle is travelling on the road. In the case of a Motor Caravan, for example, this would not include seats used only when the vehicle is stationary.</p> <p>In respect of most production vehicles, seating positions can be determined by the number of seat belt anchorages. Where a vehicle is fitted with a bench seat, the number is determined by dividing the cushion width (in mm) by 400mm.</p>
<p><b>4m. Is the vehicle fitted with an immobiliser/alarm?</b></p> <p>Where an immobiliser is fitted and when the vehicle is presented for test, you must show us documentary evidence of compliance. This can be evidence of EC Directive compliance from the manufacturer or of an acceptable comparable standard, e.g. for vehicles registered in Japan from 1 July 2006 onwards, or from an authorised technical service (a test laboratory), or an installer from an approved installer scheme that the immobiliser meets the European Directive standards. If the vehicle has an alarm fitted you will also need to provide evidence that it complies with the required standard.</p> <p>Evidence from an approved installer scheme must be <b>an original document</b> and can be:</p> <ul style="list-style-type: none"> <li>• a Thatcham Registered Installer (TRI) certificate of installation or installation report (telephone 01635 868855 or visit <a href="http://www.thatcham.org">www.thatcham.org</a>), or</li> <li>• a Mobile Electronics Security Federation (MESF) certificate of installation (selected installers only, telephone 01376 561040 or visit <a href="http://www.mesf.org.uk">www.mesf.org.uk</a>).</li> </ul>
<p><b>4n. Is the engine Turbocharged/Non-Turbocharged?</b></p> <p>Turbocharged includes engines fitted with a supercharger.</p>
<p><b>4r. Fuel Type</b></p> <p>Please tick the appropriate boxes and indicate all the options that are applicable to your vehicle.</p> <ul style="list-style-type: none"> <li>• <b>'Gas lpg'</b> - refers to 'liquefied petroleum gas'.</li> <li>• <b>'Gas cng'</b> - refers to 'compressed natural gas'.</li> <li>• <b>'Gas lng'</b> - refers to 'liquefied natural gas'.</li> <li>• <b>'Gas hydrogen'</b></li> </ul> <p>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.</p> <p>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.</p> <p><b>Definition of a hybrid electric vehicle – 'A hybrid electric vehicle uses more than one means of propulsion – a petrol or diesel engine and an electric motor'.</b></p> <p>For a legal definition, please refer to the 'Glossary of Terms' in the : <a href="#">M1 Passenger Cars Inspection Manual</a> on GOV.UK.</p>



## 4. VEHICLE DETAILS

### 4t. What is the number and arrangement of cylinders? (*This question is for categories A, C, & L ONLY*)

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

### 4u. 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) or brake horse power (bhp) and the engine speed in revolutions per minute (rpm) at which the engine produces maximum power.

You should try to obtain this information from the manufacturer's plate, the vehicle handbook or by contacting the manufacturer or viewing manufacturer's information on the internet.

### 4v. What is the maximum design road speed of the vehicle?

**DO NOT** take this figure from the speedometer as it is unlikely to be the true figure. You should try to obtain it from the vehicle handbook or by contacting the manufacturer or viewing manufacturer's information on the internet. Where manufacturer's data relating to maximum speed is not available, a calculated speed may be acceptable.

### 4w (i). What are the ORIGINAL design laden weights of the vehicle?

This question is only for classes **A, C, L, M, S, T & W** vehicles, converted vehicles that have been allocated weights higher than those allocated by the original manufacturer (e.g. limousines and minibuses) and for vehicles intended to tow a trailer where either the 'train weight' or 'towable mass' **must** be provided. Evidence of the weight nominated must be provided at the time of test.

The design weights should be obtained from the manufacturer's plate where available, or the converters plate if the vehicle has been subject to a conversion. If the weights are not available on a plate they should be obtained from manufacturer's published information.

**Design weight** is the maximum weight that the vehicle is built to carry when fully loaded. The **gross weight** refers to the weight of the whole vehicle. The **axle weight** is the maximum weight an axle can carry. The **train weight**, for a vehicle fitted with a towing attachment, is the maximum weight of the vehicle and trailer when loaded. **Towable Mass** is the maximum weight of the trailer that can be towed by the vehicle.

Where the design weights have been increased i.e. you require them to be higher than the weights allocated by the original manufacturer, it will be necessary to demonstrate that the vehicle components are capable of carrying the higher weight.

### 4x. Does the vehicle have one or more ECWTA or NSSTA Certificate of Conformity?

A manufacturer may have an approval that will allow him to issue a certificate of conformity to a vehicle as an 'incomplete', 'complete' or 'completed' vehicle. An 'incomplete' vehicle is a vehicle that requires a further stage of approval before it can be registered i.e. approved as a 'completed' vehicle (a 'complete' vehicle is approved in a single stage). A certificate of conformity will indicate under the title of the first page the type of approval the certificate relates to.

## 5. CHANGES SINCE MANUFACTURER'S APPROVAL

### 5a. Has the vehicle been modified since being previously approved?

If the vehicle has been modified by the addition of bodywork, fixtures, or fittings, please advise us e.g. seats, tail lift etc. If a vehicle system or component that has been previously approved has been modified e.g. a modification to the exhaust system of a vehicle that has an emissions approval, please advise us of the changes made to the vehicle.

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## 6. CONVERTED VEHICLES ONLY

### 6. 'a', 'b', 'c' or 'd' – 'converted vehicle'

Where a vehicle of 'category 'R' (but not a 'disabled persons vehicle' or a 'wheelchair accessible vehicle') has been converted from a goods vehicle to a passenger vehicle, or is a passenger vehicle fitted with additional seats, evidence of compliance with the seat belt anchorage requirements must be provided using the declaration pro-forma **IVA 19a and 19b**, which is available via [www.gov.uk/vehicleapproval](http://www.gov.uk/vehicleapproval).

### 6d. Has your vehicle been converted from a goods vehicle that has a design weight of 1500kgs or more?

*If 'YES' to 'd', does the vehicle also have a seat reference point (of the lowest front seat) of more than 700mm above the ground?*

A passenger car would normally have a reference point below 700mm. For guidance only, it can be assessed with the front seat (if adjustable) in its lowest, most rearward position and by placing a rectangular block measuring 136mm long and 53mm high onto the back of the seat cushion against the back rest. The forward upper edge is the height of the reference point. If the measurement is close to the critical point (that is, above 700mm), you should get advice from us, the manufacturer, or a designated Technical Service (Test Laboratory).

## 7. EVIDENCE OF ELIGIBILITY

In respect of the vehicle class that you have chosen at item 3, it will be necessary to provide the evidence of eligibility listed against the relevant class. The vehicle will be subject to a 'Basic' level of test (refer to the **passenger car (M1) IVA Inspection Manual** for further details – [www.gov.uk/vehicleapproval](http://www.gov.uk/vehicleapproval)).

### 8.1 EVIDENCE OF COMPLIANCE – ALL CLASSES EXCEPT CLASS 'R'

**Electrical Safety (Compliance Item)** – Applicable to vehicles propelled by electric (including hybrid vehicles) having an operational voltage more than 48v. This does not apply to mass produced vehicles meeting the Personal Import criteria from Hong Kong and Singapore in relation to electrical safety (ECE Reg.100.01).

### 8.3 EVIDENCE OF COMPLIANCE – ALL CLASSES

To demonstrate compliance it will be necessary to provide evidence of compliance with the 'Relevant' EC Directives or evidence of a recognised standard from a non-European country that is considered comparable. These are listed in the IVA M1 Inspection Manual (see Section 7 above). Demonstrating compliance can be achieved by one or more of the following methods :-

- **Directive Compliance**
  - a Certificate of Conformity
  - a manufacturer's letter of Directive compliance

**Note :** *In the case of a Certificate of Conformity for an 'incomplete' approval, as the vehicle does not have full approval, it will be necessary to provide a vehicle specific letter from the manufacturer confirming which Directives the vehicle meets. 'Relevant Directives' relating to a passenger vehicle of category M1 are those listed on the application form.*

- **Comparison Test** – A comparison check (but not in respect of emissions) with a known type approved vehicle. This is conducted at a designated Technical Service (Test Laboratory).
- **Directive Test** – Physically having a test conducted to the appropriate Directive standard at a Technical Service.
- **Model Report** – The use of a Model Report compiled from data obtained from a designated Technical Service.
- **Comparable Standard** – Providing evidence that the vehicle meets a recognised standard from a non-European country that is considered to be comparable to that required for IVA e.g. Japanese, US or Australian standards.



### 8.3 EVIDENCE OF COMPLIANCE – ALL CLASSES *(Continued)*

#### COMPARABLE STANDARD FROM JAPAN

You will need to provide either a Japanese export certificate document or a letter from the manufacturer confirming that the vehicle has been built to a Type designation and specification standard in Japan.

If the vehicle has not been registered for at least six months in Japan, you will need to provide evidence of compliance with the EC Emissions Directive or, to demonstrate compliance using the comparable standards for emissions, submit your application more than six months after the vehicle was first registered in Japan.

If you require a CO<sub>2</sub> fuel consumption figure to be shown on the IVA certificate to obtain a concessionary rate of excise duty, evidence of the fuel consumption figure and the EC standard that the vehicle was tested to when establishing the figure must be submitted with your application and the original (or email trail to the original source) made available to the Examiner at the time of test.

**Electrical Safety (Compliance Item)** – This item is applicable to electrically propelled vehicles (including hybrid vehicles).

#### 8.3 (b). Has the vehicle had a ‘One-off’ test?

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

#### 8.3 (d). Is the vehicle to be tested against an existing Model Report?

A Model Report is a document created as a result of a vehicle being submitted to a designated Technical Service and being fully documented such that the report can be used to establish compliance on future vehicles of the same specification. You may be able to obtain the use of an existing Model Report all of which are listed on [www.gov.uk/vehicleapproval](http://www.gov.uk/vehicleapproval) (these are owned by members of the public or private companies). 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.

**8.3 (d) (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.

### 10. DATA PROTECTION, DECLARATION AND SIGNATURE

Please ensure the form is signed, dated and your name printed in full. If your application is for a Personal Import, the form must be signed by you or your authorised representative. If the application is to be submitted electronically, please ensure your name is typed into the signature space.

### 11. IVA CANCELLATION AND AMENDMENT POLICY

Should you wish to **cancel** the 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

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 two 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.

## 11. IVA CANCELLATION AND AMENDMENT POLICY *(Continued)*

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 two 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)