



**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

Before completing this form, you **MUST READ** and understand the information provided in the corresponding **IVA 1C GUIDANCE NOTES**.

**FAILURE TO COMPLETE THE FORM ACCURATELY OR IN FULL COULD RESULT IN DELAYS OR REJECTION**

**1a. APPLICATION TYPE** Please select the appropriate box below ▼  
(See 1a in Guidance Notes)

**STATUTORY** (Required for registration)  **VOLUNTARY**

**1b. APPLICANT AND OWNER DETAILS** (See Note 1 in Guidance Notes)

APPLICANT		OWNER (if different from applicant)	
Name	<input type="text"/>	Name	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Postcode	<input type="text"/>	Postcode	<input type="text"/>
Tel. No.	<input type="text"/>	Tel. No.	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>

**2. TEST LOCATION** Please tick/complete the appropriate boxes below ▼  
(See Note 2 in Guidance Notes inc. restrictions at Northam)

2a. Which **test location** would you prefer?  or

**Note 1 :** Restrictions on vehicle types apply at Northam (Southampton).

**Note 2 :** Only specific sites can test vehicles having an unladen weight over 3500kgs and/or a wheelbase exceeding 4.0 metres.

**3. VIN / REGISTRATION MARK & VEHICLE TEST CLASS DETAILS** Please tick/complete the appropriate boxes below ▼  
(See Note 3 in Guidance Notes)

3a (i). Vehicle Registration Mark (Voluntary Tests Only) :

3a (ii). Vehicle Identification (Chassis) Number (VIN) :

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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### 3. VIN / REGISTRATION MARK & VEHICLE TEST CLASS DETAILS s

Please tick/complete the appropriate boxes below ▼ (See Note 3 in Guidance Notes)

3b. Position of stamped VIN on vehicle :

3c. Please provide the vehicle class or if a Voluntary application, the class you require the vehicle to be tested to. You must tick all of the boxes that are applicable to your vehicle. Please refer to the [IVA 1C Guidance Notes](#) for detailed descriptions of the classes listed below and any relevant supporting documents that must be sent with your application.

- |                            |  |                            |   |
|----------------------------|--|----------------------------|---|
| <input type="checkbox"/> N | Left Hand Drive  | <input type="checkbox"/> L | A vehicle manufactured in very low volume                                     |
| <input type="checkbox"/> P | Personal Import  | <input type="checkbox"/> T | Armoured Vehicle  |
| <input type="checkbox"/> A | Amateur Built  | <input type="checkbox"/> E | European Approved to the IVA standard of a Member State                       |
| <input type="checkbox"/> S | Rebuilt Vehicle  | <input type="checkbox"/> M | Hearse, Motor Ambulance or Motor Caravan <b>not more than</b> 3500kg GVW      |
| <input type="checkbox"/> C | A vehicle built by a person in the business of building vehicles, using parts of a vehicle registered in the UK. | <input type="checkbox"/> M | Hearse, Motor Ambulance or Motor Caravan <b>more than</b> 3500kg GVW          |
|                            |  | <input type="checkbox"/> R | A vehicle not meeting any other category and therefore requiring a Normal IVA |

In addition to being one of the above classes, is the vehicle a  W  Wheelchair Accessible Vehicle (WAV)?

3d. If your vehicle is to be tested as 'L' class (very low volume) :

- (i) Was any part assembled by a person not carrying on a business in which motor vehicles are normally constructed or assembled (e.g. an amateur builder)? YES  NO
- (ii) Was the vehicle assembled using an engine and other major parts\* (which maybe re-conditioned/re-manufactured) that were previously used in a registered vehicle? (\*See Notes for 'Class C') YES  NO

### 4. VEHICLE DETAILS

Please tick/complete the appropriate boxes below ▼ (See Note 4 in Guidance Notes)

4a. Vehicle make and full model description :

4b. What is the date of manufacture? Month  Year

4c. Has the vehicle been previously registered? YES  NO   
 (In any country including the UK)  
 If 'YES' please confirm the date of first registration ► (dd/mm/yyyy)

4d. Has the vehicle been imported into the UK other than by the manufacturer? YES  NO   
 If 'YES', from which country and when\*?  
 (\*Only confirm **date** if applying as a **Personal Import**)  Date :

4e. When presented, will the vehicle be a goods vehicle requiring a passenger vehicle test? If 'YES', please provide the following below ▼ YES  NO

the design gross weight ► <input type="text"/> kg	the overall length of the vehicle ► <input type="text"/> cm	the overall length of the load area ► <input type="text"/> cm
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<b>4. VEHICLE DETAILS (Cont)</b>	Please tick/complete the appropriate boxes below ▼ <i>(See Note 4 in Guidance Notes)</i>
<span style="float: left; margin-right: 5px;">?</span> <b>4f (i). Type of body?</b> <i>(e.g. saloon, limo, estate, pick up)</i> <input style="width: 150px; height: 20px;" type="text"/> Colour : <input style="width: 100px; height: 20px;" type="text"/>	
<b>4f (ii). If the vehicle is a motor caravan, is it based on an EC compliant base vehicle?</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>4f (iii). If 'YES', what is the :</b> <ul style="list-style-type: none"> <li>• Base vehicle emissions approval number <input style="width: 250px; height: 20px;" type="text"/></li> <li>• WLTP combined CO<sub>2</sub> figure <i>(if issued by manufacturer)</i> <input style="width: 150px; height: 20px;" type="text"/> g / km</li> </ul> <p><i>Note : Evidence of the 'base vehicle' Certificate of Conformity will be required at the time of inspection.</i></p>	
<b>4g. What is the engine number?</b> <input style="width: 550px; height: 25px;" type="text"/>	
<span style="float: left; margin-right: 5px;">?</span> <b>4h. Where is the engine number located?</b> <input style="width: 450px; height: 20px;" type="text"/>	
<span style="float: left; margin-right: 5px;">?</span> <b>4j. Is the gear box :</b> Manual <input type="checkbox"/> Automatic <input type="checkbox"/>	
<span style="float: left; margin-right: 5px;">?</span> <b>4k. How many designated seating positions does the vehicle have including the driver's?</b> <input style="width: 20px; height: 20px;" type="text"/>	
<span style="float: left; margin-right: 5px;">?</span> <b>4m. Is the vehicle fitted with :</b> Immobiliser <input type="checkbox"/> Alarm <input type="checkbox"/> Not Fitted <input type="checkbox"/>	
Where the application is CLASS 'R' only and supported by a copy of an EC Certificate of Conformity, it will <u>not</u> be necessary to complete the items that have a blue background (i.e. items 4n, 4p, 4q, 4r (i), 4r (ii), 4s, 4t, 4u, 4v and 4w (i)).	
<span style="float: left; margin-right: 5px;">?</span> <b>4n. Is the engine :</b> Turbocharged <input type="checkbox"/> Non-Turbocharged <input type="checkbox"/>	
<b>4p. Does the vehicle have anti-lock brakes (ABS)?</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>4q. If the vehicle is a 4x4, is it :</b> Permanent 4x4 <input type="checkbox"/> Selective 4x4 <input type="checkbox"/>	
<b>4r (i). Is the vehicle a hybrid?</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	
<span style="float: left; margin-right: 5px;">?</span> <b>4r (ii). Fuel type :</b> Petrol <input type="checkbox"/> Diesel <input type="checkbox"/> Gas lpg <input type="checkbox"/> Gas cng <input type="checkbox"/> Gas lng <input type="checkbox"/> Gas hydrogen <input type="checkbox"/> Electric <input type="checkbox"/>	
<b>4r (iii). If 'electric' what is the operating voltage?</b> <input style="width: 100px; height: 20px;" type="text"/> volts	
<b>4s. What is the cylinder capacity?</b> <input style="width: 100px; height: 20px;" type="text"/> cc / cm <sup>3</sup> <i>(Please confirm the 'cc' or 'cm<sup>3</sup>' of the engine)</i>	
<span style="float: left; margin-right: 5px;">?</span> <b>4t. What is the number and arrangement of cylinders? *</b> <input style="width: 300px; height: 25px;" type="text"/> <i>*(Please Note : for classes A, C &amp; L ONLY)</i>	
<span style="float: left; margin-right: 5px;">?</span> <b>4u. What is the engine maximum power <u>AND</u> the engine speed at which it is obtained?</b> <input style="width: 80px; height: 20px;" type="text"/> kw @ <input style="width: 80px; height: 20px;" type="text"/> rpm <i>(DO NOT take these figures from the rev counter – see note 4u in Guidance Notes)</i>	or <input style="width: 80px; height: 20px;" type="text"/> bhp @ <input style="width: 80px; height: 20px;" type="text"/> rpm

**4. VEHICLE DETAILS (Cont)** Please tick/complete the appropriate boxes below ▼  
(See Note 4 in Guidance Notes)



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

(DO NOT take this figure from the speedometer – see note 4v in Guidance Notes)



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

(Not required for classes R, P and E but must be completed for any vehicle where :

a) the design weights have been increased

b) the vehicle is intended to tow a trailer where “Train” or “Towable Mass” must be provided.

\*Refer to the weights plate on the vehicle, or the vehicle handbook or contact the manufacturer for this information.

Axle 1 (lb / kg)	Axle 2 (lb / kg)	Axle 3 (lb / kg)	Gross (lb / kg)	Train (lb / kg)	Towable Mass (lb / kg)

4w (ii). If you require HIGHER design laden weights than those allocated by the original manufacturer, please provide them below. Evidence of the vehicle’s capability at the higher weight will be required. (Not applicable to a Voluntary application.)

Axle 1 (lb / kg)	Axle 2 (lb / kg)	Axle 3 (lb / kg)	Gross (lb / kg)	Train (lb / kg)	Towable Mass (lb / kg)



4x. Does the vehicle have one or more ECWVTA or NSSTA Certificate of Conformity? If ‘YES’, does the vehicle have approval as :

YES  NO

an incomplete vehicle?  a completed vehicle?  a complete vehicle?

If ‘YES’, please give approval number(s) :

  


If ‘YES’ what is the recorded mileage? ►  
(including the mileage before any modification)

m ►  km ►

**5. CHANGES SINCE MANUFACTURER’S APPROVAL**

Please tick/complete the appropriate boxes below ▼ (See Note 5 in Guidance Notes)



5a. Has the vehicle been modified since being previously approved? YES  NO

If ‘YES’, please give the details in the box below (please continue on a separate sheet if necessary).

(Include modifications to the original vehicle, also all additional bodywork, features or fittings.)

If ‘NO’ and the vehicle already has a completed or complete approval, please confirm the reason for the IVA. ▼

**6. CONVERTED VEHICLES ONLY** Please tick/complete the appropriate boxes below ▼  
(See Note 6 in Guidance Notes)



6. Has your vehicle been converted to increase the number of passenger seats? YES  NO

If 'YES', has it been :-

a. converted into a 'limousine' by increasing the number of seating positions? YES  NO

b. converted from a passenger vehicle that had more than 8 passenger seats? YES  NO

c. converted from a goods vehicle?  
(This includes wheelchair accessible vehicles) YES  NO

d. converted from a goods vehicle that has a design weight of 1500kgs or more? YES  NO

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? YES  NO

e. adapted for a person with a disability? YES  NO

If you have ticked 'YES' to '6d' or '6e', please confirm the design weight of the vehicle ►  kg

f. adapted to accommodate one or more wheelchairs? YES  NO

If 'YES', please state maximum number of wheelchair positions ►



**7. EVIDENCE OF ELIGIBILITY** (Not Applicable to Class 'R' or Voluntary Test)

You will need to provide evidence that you are eligible to apply for your chosen vehicle class. (See Guidance Notes for more details)

**CLASS A (Amateur Built) :**

Original amateur built declaration and copy of evidence of build e.g. photos and invoices.

**CLASS C (A vehicle built by a person in the business of building vehicles using parts of a vehicle registered in the UK) :**

Copy of evidence of the donor registration number and a list of parts used from the donor.

**CLASS E (European Approved to the IVA standard of a Member State) :**

Original approval certificate and copy of evidence of approval standards applied.

**CLASS L (A vehicle manufactured in very low volume) :**

Evidence from the manufacturer of the total number of vehicles produced of this vehicle type for each of the 36 months prior to the month in which the vehicle manufacture was completed. In the case of an application by someone who is not the manufacturer, evidence of authorisation (a chassis specific letter) from the manufacturer to use the class 'L' quota is required.

**CLASS P (Personal Import) :**

Copies of :

- **6 months possession of the vehicle** – for example, a previous registration document from the country of export.
- **6 months use of the vehicle** – for example, an insurance certificate (quoting the vehicle identification number and applicant's name) covering a minimum of 6 months from the country of export.
- **12 months residency** – for example, utility bills covering the last 12 months or more from the country of export.

**CLASS S (Rebuilt vehicle) :**

Copy of evidence of previous registration mark and receipt for replacement body.

<b>7. EVIDENCE OF ELIGIBILITY</b>	<b>(Not Applicable to Class 'R' or Voluntary Test)</b>
<b>CLASS T (Armoured vehicle) :</b> Copy of evidence of anti-bullet compliance.	
Please list below the documentation you are enclosing with this application :	
<p><b>Please Note :</b> For assessment purposes where indicated, a <b>copy</b> of the evidence of compliance must be provided (however, we may require originals in some instances).</p> <p><b>YOU MUST PRODUCE THE ORIGINALS OR EVIDENCE OF AN EMAIL DOCUMENT TRAIL TO THE ORIGINS OF THE INFORMATION AT THE TIME OF TEST</b></p>	

<b>8. EVIDENCE OF COMPLIANCE</b>	
<b>8.1 Evidence of Compliance – All classes except Class 'R' (i.e. 'Basic' IVA) ▼</b>	
ITEM	MINIMUM DIRECTIVE REQUIREMENT
? <b>Electrical Safety</b> (if applicable)	<b>ECE Reg. 100.01</b>
<b>Fuel Tanks</b> (if applicable)	<b>LPG ECE Reg. 67.01 CNG ECE Reg. 110 Hydrogen EC 79/2009 or ECE Reg. 134</b>
<b>8.2 Evidence of Compliance - Class 'R' ▼ (A vehicle not meeting any other class) :</b>	
ITEM	MINIMUM DIRECTIVE REQUIREMENT
<b>Noise</b>	<b>70/157/EEC to 92/97EEC</b>
<b>Emissions</b>	<b>Dependant on date of manufacture</b>
<b>Gas fuel tanks</b>	<b>ECE Reg. 67.01 (lpg) / ECE Reg. 110 (cng) EC 79/2009 or ECE Reg. 134 (Hydrogen)</b>
<b>Brakes</b>	<b>71/320/EEC to 98/12/EC</b>
<b>Anti-theft / Immobiliser</b>	<b>74/61/EC to 95/56/EC</b>
<b>Protective steering</b>	<b>74/297/EEC to 91/662/EEC</b>
<b>Seat belt anchorages</b>	<b>76/115EEC to 90/629/EEC (from 24/4/2009 to 2005/41)</b>
<b>Front impact</b> (design weight 2500kg or less)	<b>96/79/EC</b>
<b>CO<sub>2</sub> and fuel consumption</b>	<b>80/1268/EEC to 93/116/EEC (from 01/01/2009 to 2004/3/EC)</b>
<b>Side impact</b> (vehicle having seat reference point 700mm or lower)	<b>96/27/EC</b>
? <b>Electrical Safety</b> (if applicable)	<b>ECE Reg. 100.01</b>

## 8. EVIDENCE OF COMPLIANCE

### 8.3 Evidence of Compliance – All Classes ▼

You will need to provide evidence of compliance with the Directives listed above for **statutory** and **voluntary** applications - either a Certificate of Conformity (COC), a letter of Directive compliance from the manufacturer, a Test Report, a Model Report or evidence of a comparable standard.

**Note :** If the vehicle only has a CoC for an 'incomplete' vehicle, you must provide a chassis specific letter of compliance from the manufacturer. If the vehicle is based on a light goods vehicle, the Directive standards applicable to the light goods vehicle will be considered acceptable.

#### 8.3 (a). Is the evidence of compliance provided by :

Certificate of  
Conformity

YES

NO

Manufacturer's letter  
of compliance

YES

NO

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

(Please refer to the **Guidance Notes** for more information)

YES

NO

If 'YES' please write the Test Report Number ►

#### 8.3 (c). Is the vehicle a precedent vehicle used to create a Model Report?

YES

NO

If 'YES' please write the Test Report Number ►

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

YES

NO

(i) If 'YES' please write the Model Report Number ►

(ii) Is the Model Report required to confirm brake compliance at a specified design weight?

YES

NO

(i.e. requiring 'hydraulic' foundation brakes to be examined at a privately owned facility)?

(iii) If 'YES' to 8.3 (d) (ii), please submit form **IVA 9\*** as a separate request.

(\*Application form for a Model Report / Tilt Examination at a non DVSA site).

## 9. EXAMINATION REQUIREMENTS

The conditions that apply at the time of examination are listed in the application appointment letter you will receive after your application has been processed.

**PLEASE CONTINUE TO ITEM 10 – DATA PROTECTION, DECLARATION AND SIGNATURE**



**10. DATA PROTECTION, DECLARATION AND SIGNATURE**

**DATA PROTECTION** – We collect, use and store your personal data so that we can process your IVA 1C application.

We may share your personal data if we have a lawful reason. For example, as part of a criminal investigation or to prevent fraud. Find out more at [www.gov.uk/dvsa/privacy](http://www.gov.uk/dvsa/privacy).

**DECLARATION** – I the undersigned declare that :

- If this application is for a **PERSONAL IMPORT**, the vehicle is for my personal or household use in the United Kingdom or I am authorised by the person importing the vehicle to act on their behalf.
- I agree to use the Model Report procedure on the conditions that apply to the compliance check arrangements described in the Guidance Notes of this form.
- The vehicle specified in this application will, at the time of examination, be built in accordance with the required standards contained in the relevant IVA Inspection Manual and/or Technical Standards.
- I have read and understand the IVA Cancellation and Amendment Policy.

I confirm that, to the best of my knowledge, all statements in this application are true.

**Signature :**

**Date :**

**Print Full Name :**

**PLEASE CONTINUE TO ITEM 11 - PAYMENT DETAILS**



**11. PAYMENT DETAILS**

Please tick/complete the appropriate boxes below ▼

You can pay the application fee by one of several methods :

1. **Cheques/Postal Orders** - Payable to the **'Driver and Vehicle Standards Agency'** (or **'DVSA'**) and **only accepted with postal applications**.
2. **Credit/Debit card** - If you choose to pay by this method, then once your application has been received, you will be contacted by email with instructions on how to arrange your card payment.
3. **DVSA Pre-Funded Customer Account** - If you are a regular user of the scheme this is the quickest method to use. For pre-funded customer accounts, the signatory on the application must be a delegate authorised to use the account. Find out how you can [apply for a DVSA pre-funded customer account](#).

You can see the [Vehicle Approvals fees online](#) or by telephoning our **Customer Service Centre** on **0300 123 9000**.

**IVA Refund Policy** - Please refer to the [IVA 1C Guidance Notes](#) (Section 11) for further details.

**11a. How are you paying the fee required for this application?** *(Please tick one box)*

**Cheque / Postal Order**  *Payable to 'Driver and Vehicle Standards Agency' or 'DVSA' (only with postal applications).*

**Credit / Debit Card**  *Payment to be made after application is received.*

**DVSA Pre-funded Customer Account**  **Account 'C' No. :**

I hereby authorise the **Driver and Vehicle Standards Agency** to take the amount stated below from my bank / pre-funded customer account in respect of my application for an IVA inspection.

£  .

**11b. Signature details** : Please sign and print your name if you are either the **card holder** or **DVSA customer account delegate**. A **typed signature** is acceptable if sending your form electronically.

**Signature :**

**Date :**

**Print Full Name :**

**ON COMPLETION**

Use the service to [Apply for Individual Vehicle Approval \(IVA\)](#) to send your **fully completed** application form to the Driver and Vehicle Standards Agency (DVSA).

For further information, please email [enquiries@dvsa.gov.uk](mailto:enquiries@dvsa.gov.uk) or telephone the **DVSA Customer Service Centre – 0300 123 9000**.