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**All passenger vehicles and the cab area of all goods vehicles requiring examination.**

Please sign to confirm the following will be met at the time of examination :

- The vehicle will be fully vented prior to examination.
- Only those persons assisting the Examiner should be in the vicinity of the vehicle.
- All current Government guidelines in relation to Covid-19 will be adhered to.

**Note** – *At the time of examination other persons may be asked to leave the site while the examination is conducted. The examiner will refuse to test the vehicle if evidence suggests that the above conditions have not been met.*

**DECLARATION** – I the undersigned declare that the conditions listed above will be met at the time appointed for the examination.

**Signature :**

**Date :**

**Print Full Name :**

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**DATA PROTECTION**

We collect, use and store your personal data so that we can process your IVA 9 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)

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***Please refer to the Notes section overleaf ►***

## NOTES

This application does not apply to a vehicle where a Model Report check and statutory application will both be carried out at an authorised Privately Owned Testing Facility (POTF) or at a DVSA site.

To process this application (Model Report, Tilt Test, Step Deflection or TIR examination), a statutory application for each listed vehicle must also be submitted and the TAS number recorded on this application.

Only list vehicles that can be accommodated within a one day visit. A separate request must be made for each day.

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

The statutory application for each vehicle listed on this application must be processed and released for inspection **prior** to the date of the examination. You will be notified of application release by email. Please allow 10 working days for the applications to be processed and released when arranging a future visit at a non DVSA site.

An examination at the 'non-DVSA site' is subject to Health and Safety requirements. The Examiner may request evidence of the site risk assessment and may refuse to conduct an examination if Health and Safety requirements are considered to be compromised.

Vehicles requiring a Model Report examination must be dismantled and ready for examination in anticipation of the Examiner's arrival.

### ***In Respect of an IVA Related Examination***

The 'non DVSA site' examination process will run in parallel with the IVA application process. Either examination can be carried out first (following release of the application). It is likely that they will take place on different days.

An appointment for the 'non DVSA site examination' will be given by the DVSA resourcing team who will contact you. The IVA examination will need to be arranged independently by contacting **0300 200 1188** (after the IVA application has been released for inspection).

### ***In Respect of an HGV Notifiable Alteration / First Test related examination / TIR***

An appointment for the 'non DVSA site examination' will be given by the DVSA resourcing team who will contact you.

In the case of a **Notifiable Alteration/TIR GV65, GV69 and GV204**, revised documentation will subsequently be issued by DVSA, Ellipse Building, Swansea.

In the case of an **HGV First Test application**, following successful completion of this examination, the application will be released for the test to be arranged at your chosen location.

A fee will be charged for a site visit in respect of a Model Report examination associated with an HGV Notifiable Alteration or First Test and a Tilt or Step Deflection examination depending on the duration of the examination and travelling time.