



Failure to complete the form accurately or in full could result in delays or rejection.

*Please Note : If an accessibility certificate (DDA) is required, please complete and submit a separate application form - **PSVA 1**.*

Section 1 – Applicant Details

Name

Company Name (if applicable)

Address (including postcode)

Telephone Number

Email Address

Section 2 – Test Details

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

1st Choice 2nd Choice

Section 3 – Vehicle Details

3a (i). Vehicle Registration Mark (VRM) and Vehicle Identification Number (VIN)

VRM VIN

3a (ii). Date of First Registration (in GB) (dd/mm/yyyy) :

3b.	Make	Model	Date of Manufacture (mm/yyyy)	
Chassis	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Body	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3c. Vehicle Completion Date (mm/yyyy) :

3d. Engine Make : Fuel Type :

3e. Engine Model : Power (kW) :

3f. Number of Passengers (Maximum) ▼

Upper Deck	Lower Deck	Standees	Wheelchairs
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3g. External Dimensions (mm) ▼

Height Length Wheelbase

3h. Original Manufacturer's Design Weights (kg) ▼

Axle 1	Axle 2	Axle 3	GVW
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3j. Are the design weights changing as part of the conversion? YES NO

If 'YES', what are the post conversion design weights (if different from above)? (kg)

Axle 1	Axle 2	Axle 3	GVW
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3k. Type of suspension (e.g. Air, Leaf etc.) ▼

Axle 1 Axle 2 Axle 3

3m. Braking System Description :

i. What is the 'split' arrangement of the service brakes system?

This is a description of the service brake system which is likely to be made up of two separate systems each working on different wheels of the vehicle. Create brake code options [here](#).

3m. Braking System Description

ii. Is the manufacturer's designated secondary brake part of the service brake system? YES NO

Note : The manufacturer may nominate a different system as the secondary brake i.e. a spring brake system or a mechanical park brake system.

3n. Is the vehicle fitted with seat belts? YES NO

3p. Special Features

Air Conditioning YES NO If YES, please give the location in the box below ▼

Alloy Wheels YES NO Crew Seats YES NO If 'YES', how many?

Retarder YES NO If 'YES', please give type

Toilet YES NO Entertainment Monitor / Screen YES NO

Double Glazing YES NO Wheelchair Lift or Ramp YES NO

Crew Compartment YES NO

Please Note : DVSA may require evidence that certain installations and/or systems have been type approved or tested to the requirements of the Regulations. This relates to those items which require specialist test facilities and applies to new chassis, body or engine models for which DVSA has no previous record of compliance.

Section 4 – Approval Details

4a. What category was the base vehicle (before any conversion)? ▼

M1 passenger vehicle up to 8 seats

N1 Goods Vehicle - Not more than 3500kg

N2 Goods Vehicle - More than 3500kg GVW

N3 Goods Vehicle – More than 12,000kg GVW

M2 - A passenger vehicle with more than 8 passenger seats in addition to the driver's seat, not more than 5000kg GVW

M3 - A passenger vehicle with more than 8 passenger seats in addition to the driver's seat more than 5000kg GVW

4b. Do any of the following apply to your vehicle? ▼

i. Type Approved to the requirements of Directive 2001/85/EC?

(If so, please provide a copy of the Type Approval Certificate)

ii. Built (but not approved) to the requirements of Directive 2001/85/EC?

iii. Type Approved to ECE Regulation No. 107.02?

(If so, please provide a copy of the Type Approval Certificate)

iv. Built (but not approved) to ECE Regulation No. 107.02?

v. Not known

Please provide evidence of EC Directive compliance (to the standard appertaining to the date on which the vehicle was manufactured) for the following items :

- **Brakes** to Directive 71/320/EEC as amended or ECE Reg 13 as amended.
(Applicable to vehicles having a date of manufacture from 1st October 1982 and first used from 1st April 1983.)

Note : Brake compliance is required for the vehicle category (M2 or M3) at the operational weight required. Where the base vehicle (prior to conversion) is of M1 or N1 category, existing approvals are only acceptable if the original design weights are unchanged.

- **Engine Emissions** to Directive 70/220/EEC as amended, or 88/77/EEC as amended or ECE Reg 83 as amended, or Reg ECE Reg 49 as amended or EU 2017/1151 as amended. *(Applicable to vehicles having a date of manufacture from 1st July 2000 and first used from 1st January 2001.)*
- **Sound Levels** to Directive 70/157/EEC (now 77/212/EEC) as amended or in either case, any equivalent ECE Regulation. *(Applicable to vehicles having a date of manufacture from 1st April 1983 and first used from 1st October 1983 or in the case of a Leyland Atlantian Bus, 1st April 1984 / 1st October 1984 respectively.)*

This information must be obtained from the vehicle manufacturer.

4c. Has evidence of the above compliance been provided by attaching a copy of :

Registration document showing Type Approval Number

Certificate of Conformity

Manufacturer’s Compliance Statement

Other (please specify)

Section 5 – 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.

Section 6 – Data Protection, Declaration and Signature

We collect, use and store your personal data so that we can correctly process your application for a Certificate of Initial Fitness (COIF).

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.

I, the undersigned, declare that;

- the vehicle listed above will be built in accordance with the required standards contained in the relevant COIF/DDA Regulations;
- as far as I know, all statements in this application are true.

Signature :

Print Full Name : **Date :**

Please Note : All ‘Declaration’ sections above **must be completed**. If sending your form electronically, a typed ‘Signature’ is acceptable.

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

1. **Cheques/Postal Orders** – payable to the ‘Driver and Vehicle Standards Agency’ (DVSA). 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](#).

Refund Policy

Should you wish to withdraw the request for a Certificate of Initial Fitness prior to it being issued, a full refund will be given.

You can see the [Vehicle Approvals fees online](#). Alternatively, you can telephone our **Customer Service Centre** on **0300 123 9000**.

How are you paying for this application? (Please tick one box)

Cheque / Postal Order	<input type="checkbox"/>	Payable to ‘ Driver and Vehicle Standards Agency ’ or ‘ DVSA ’ (only with postal applications).
Credit / Debit Card	<input type="checkbox"/>	Payment to be made after application is received.
DVSA Customer Account	<input type="checkbox"/>	Account ‘C’ No. : <input style="width: 150px; height: 20px;" type="text"/>

I hereby authorise the **Driver and Vehicle Standards Agency** to take the amount stated from my bank / pre-funded customer account in respect of my application ►

£	.
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Signature Details : Please sign and print your name if you are either the **card holder** or **customer account delegate**. If sending your form electronically, a typed ‘Signature’ is acceptable.

Signature :

Print Full Name :

ON COMPLETION

Use the service to [Apply for a vehicle test or certificate for a coach or bus](#) to send your **fully completed** form to the Driver and Vehicle Standards Agency (DVSA).

DVSA Customer Service Centre - 0300 123 9000