



# INDIVIDUAL VEHICLE APPROVAL NOTICE OF APPEAL IVA 17

The Road Vehicles (Approval) Regulations 2020

**PLEASE READ THE NOTES ON PAGE 4 BEFORE COMPLETING THIS NOTICE.**

I / We hereby appeal to the Secretary of State against the Refusal to Issue an Individual Approval Certificate for the vehicle described below :

## APPLICANT DETAILS

Name :

Address :

Postcode :  Tel. No. :

Email :

## VEHICLE DETAILS

Vehicle Identification / Chassis Number :

Vehicle Make / Model :

Application Reference No. :

## TEST DETAILS

Address of **Test Location** :   
  
 Postcode :

Date Notification of Refusal was issued :

## APPEAL DETAILS

Please state below the reason(s) for your appeal. Please continue on a separate sheet if necessary.

## MODIFICATION DETAILS

Please list below ALL rectification/modifications that have been carried out since the Notification of Refusal was issued.

## DATA PROTECTION, DECLARATION & SIGNATURE

**DATA PROTECTION** – We collect, use and store your personal data so that we can process your Notice of Appeal 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 confirm that, as far as I know, all statements in this application are true.

Signature :  Date :

Print Name :

## PAYMENT OPTIONS & DETAILS - POSTAL APPLICATIONS ONLY

If you choose to send your application by post, you can pay the required fee by one of several methods :

- 1. Cheques/postal orders** - Payable to the **'Driver and Vehicle Standards Agency'** (or **'DVSA'**).
- 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 customer pre-funded 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**.

**How are you paying 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 once 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.

£  .

**Signature details** : Please sign and print your name if you are the **DVSA customer account** delegate.

Signature :  Date :

Print Name :

## APPEAL NOTES

**Please read these notes before completing your Notice of Appeal application.**

1. Any appeal against a refusal to issue an Individual Approval Certificate must be received within 14 days beginning with the date on which the Notification of Refusal (IVA 30) was issued.
2. A Notice of Appeal must be submitted using this form and emailed to the following address: **approvals@dvsa.gov.uk**
3. Please state clearly the reason(s) why you are aggrieved by the decision to refuse the issue of a certificate, where appropriate with reference to the specific items listed on the 'Notification of Refusal' (IVA 30) and if possible, attach a copy.
4. In order to make a determination in respect of an appeal where a Notification of Refusal (IVA 30) has been issued it may be necessary to re-examine the vehicle. Such an examination may be carried out at the location that issued the notification.
5. If you would like more information or advice on the reason for failure or on the appeal process, please contact the Vehicle Approval section at the above address (see note 2) or telephone the **DVSA Customer Service Centre** on **0300 123 9000**. Alternatively, visit our Vehicle Approval page on the GOV.UK website – [www.gov.uk/vehicleapproval](http://www.gov.uk/vehicleapproval)