



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

## 1 – YOUR DETAILS

Contact Name :			
Company Name :			
Address :			
Postcode :		Tel. No. :	
Email :			

## 2 – VEHICLE OR TRAILER DETAILS

Full vehicle chassis number or trailer identification number to be completed for all Applications (see below).

**Note 1 (Vehicles) :** If notifying a cherished transfer, write the current registration mark and the previous one below.

**Note 2 (Vehicles) :** You will need to send DVSA your RPC certificate separately to allow us to issue an amendment. On receipt of your new plating documents, please destroy all previous copies.

Full Vehicle Chassis Number or Trailer Identification Number ▼

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Current VRM :		Previous VRM :		
Vehicle /Trailer Make :		Vehicle/Trailer Model :		
Trailer Ministry Number :			No. of Axles :	
Valid RPC / LEC?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

**Please Note :** Transport for London or DVLA won't be notified if you don't inform us that you have a valid RPC/LEC certificate. This may impact eligibility for the London Low Emission Zone or excise duty restrictions.

### 3 - EXAMINATION APPOINTMENT *(If applicable)*

**Note :** Please complete this section in all cases *(we reserve the right to inspect the vehicle)*.

At which Authorised Testing Facility/Station\* would you like the vehicle inspected?  
(Please give the location name and the number if known.)

Location Name :  Location Number :

\*Details of available test locations which can conduct this test can be found on our web site : [www.gov.uk/dvsa](http://www.gov.uk/dvsa) or by ringing the DVSA Customer Contact Centre on 0300 123 9000.

**Note :** If the vehicle carries dangerous goods, it must be presented safe for test.

### 4 – PLATING CERTIFICATE DETAILS

Attach a separate photocopy of your current plating certificate (VTG7) – **we may not be able to deal with your application without it.** Do not send originals, failure to provide this information may delay your application.

### 5 - NATURE OF ALTERATION, ERROR CORRECTION OR CHANGE TO PLATED DETAILS

**NOTE :** You do not need to notify us of normal replacement of worn, defective or damaged parts or components on a “like for like” basis.

**Do not** use the VTG10 for alterations on un-registered vehicles. If the alteration is to up-rate or down-rate the plated weight of the vehicle, **please confirm the new weight requirements in the box on page 3.** For changes made to the vehicle please provide full details of the alterations made. In particular :

- **For tyre changes**, tell us the sizes of the tyres on each axle, the load indices, and whether they are fitted in single or dual formation.
- **For error correction**, please supply manufacturer's supporting evidence. For example Certificate of conformity (Coc).
- **Give full details of any change to the braking system** - Please include a schematic diagram *(attach separately from application form – see page 3)* with a key to the components and confirm on which axles park brakes are fitted below :

Axle 1 ☐ Axle 2 ☐ Axle 3 ☐ Axle 4 ☐

- **For all applications for a design weight certificate (see Section 5(2))** please include evidence of the new design weight i.e. documentation from the manufacturer or converter or a copy of a revised manufacturer's plate.
- Where available, please supply us with the manufacturer's or converter's name and reference or technical contact details below ▼

Name :

Tel. No. :

Email :

## 5 - NATURE OF ALTERATION OR CHANGE TO PLATED DETAILS *(cont)*

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Please use the box below to confirm the new weight requirements if the alteration is to up-rate or down-rate the plated weight of the vehicle. Please refer to **page 2** for all the alteration requirements to include in this section.

**Please Note : Do not use this form to include any diagrams.** Please attach any diagrams separately making sure you include the following details for cross referencing purposes :

- Your name and Company name
- The Vehicle Identification Number (VIN) of the vehicle/trailer.
- Make and model of the vehicle/trailer

## DIMENSIONS

**For all chassis alterations and/or body changes**, please include a **diagram separately from this application\*** and provide the new dimensions below ▼

*\*Note : See page 3 for what vehicle/trailer details to include with any documents supplied separately from the application.*

**Overall Length :**  mm      **Overall width :**  mm

**Distance between closely spaced axles in mm (multi axle vehicles and trailers) ▼**

1 - 2       2 - 3       3 - 4       4 - 5

**Distance from centre of the coupling to front of the vehicle ▼**

*(For drawbar rigs and articulated tractors only. The minimum dimension is only needed for vehicles with a variable position e.g. sliding fifth wheel.)*

**Minimum :**  mm      **Maximum :**  mm

**Centre of foremost axle to centre of rearmost axle (drawbar trailers only) ▼**

**Minimum :**  mm      **Maximum :**  mm

**Distance from centre of coupling to centre of rearmost axle ▼**

**Minimum :**  mm      **Maximum :**  mm

**Distance from centre of coupling to the back of the trailer :**  mm

1. **Are any of the details on the vehicle's Plating Certificate affected?** *(If 'YES', a fee is payable)*      YES ☐      NO ☐
2. **If you are applying for a design weight certificate, please tick the box ►** ☐  
*(A fee is payable)*

## 6. DATA PROTECTION & DECLARATION

**DATA PROTECTION** – We collect, use and store your personal data so that we can correctly process your VTG10 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 hereby declare that, to the best of my knowledge, all statements in this application are true. I understand that to make a false statement is an offence under Section 174(2) of the Road Traffic Act 1988.

**Signature :**       **Date :**

**Print Name :**

**Position in Company :**

## 7. PAYMENT OPTIONS & DETAILS – POSTAL APPLICATIONS ONLY

You can see the [tests and certificate costs for heavy vehicles and trailers online](#) (Notifiable Alterations) or by telephoning our **Customer Contact Centre** on **0300 123 9000**.

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’**) 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](#).

**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 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 either the **card holder** or **DVSA customer account delegate**.

**Signature :**

**Date :**

**Print Name :**

### ON COMPLETION

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

For postal applications, please send to the address below :

**HGV Section, DVSA, Ellipse, Padley Road, Swansea, SA1 8AN**

For further information, please email :

[hgvtech@dvsa.gov.uk](mailto:hgvtech@dvsa.gov.uk)

or telephone :

**DVSA Customer Contact Centre - 0300 123 9000**