



IVA 1P GUIDANCE NOTES

INDIVIDUAL VEHICLE APPROVAL (IVA)

Passenger Vehicles having more than 8 passenger seats – M2 & M3 CATEGORY VEHICLES

The Road Vehicles (Approval) Regulations 2020

SECTION A - GENERAL

1a. APPLICATION TYPE

If the vehicle is registered with the **Driver and Vehicle Licensing Agency (DVLA)** and the application is for a Voluntary IVA, please enter the *Registration Number*. A 'registered' vehicle cannot be subject to a statutory IVA. An application for a statutory Individual Vehicle Approval is subject to the provisions of the Road Vehicles (Approval) Regulations 2020. This includes specific provisions appertaining to the application of the process by or on behalf of the approval authority and provisions, either required to be met by the applicant or available to the applicant e.g. the right of appeal.

The provisions of the Road Vehicles (Approval) Regulations 2020 do not apply to a Voluntary application, however an assessment of the vehicle's ability to comply with the technical schedules will be made and only where the vehicle complies fully with the technical requirements will a 'Confirmation of Compliance' be issued.

1b. APPLICANT CONTACT DETAILS

Please include the full name and address including postcode.

For limited companies, partnerships or sole proprietor, the registered name should be given. If a trading name is used, it should be given. If applying as a company, please supply a contact name and number.

2. APPOINTMENT DETAILS

2a. Which test location would you prefer?

Please provide a second choice of test location as an appointment at your first choice may not be available. Please provide a test location in all cases including where the vehicle may be issued an approval, potentially without inspection. The Authority reserves the right to inspect all vehicles. When your application has been processed, you will be sent an email to arrange an inspection (this will include the payment of any required fee). Alternatively, you can arrange for an inspection at one of the authorised **Privately Owned Testing Facilities (POTF)** – go to www.gov.uk/vehicleapproval. An appointment time will be allocated to test the vehicle relative to the vehicle type and test required. If due to unforeseen circumstances the test cannot be completed in the time available, you may be asked to book another appointment at a later time/date to enable the inspection to be completed.

3. VEHICLE DETAILS

3a. Vehicle Identification Number (VIN) or Chassis Number.

You can find the **Vehicle Identification** or **Chassis Number** on the manufacturer's plate under the bonnet, on the chassis, around the door opening or, where registered in a previous country, on a previous registration document or, if available, on the Type Approval document. If we consider the number to be unsuitable, we will refer you to DVLA who will give you a new number. Please make sure you write the number in **full**.

3. VEHICLE DETAILS *(Continued)***3c (i). What is the category of vehicle?**

The vehicle category is dependant on the number of seating positions and the 'maximum mass', i.e. the Design Gross Vehicle Weight.

- An M2 vehicle is a passenger vehicle having more than eight seats in addition to the driver's seat and having a maximum mass **not** exceeding 5,000kg.
- An M3 vehicle is a passenger vehicle having more than eight seats in addition to the driver's seat and having a maximum mass exceeding 5,000kg.

3c (ii). Was the vehicle built from a base vehicle of a different category?

Please advise us if the vehicle (which is now an M2 or M3 vehicle) was built from a vehicle that was originally a different category e.g. built from an N2 Goods vehicle or an N1 Goods vehicle etc.

The vehicle's original category can be found on either the original manufacturer's certificate of conformity, statement of compliance or from the manufacturer.

3d. What class is the vehicle?

For vehicles having a capacity **exceeding 22 passengers** in addition to the driver, there are three classes of vehicles :

Class I : Vehicles constructed with areas for standing passengers, to allow frequent passenger movement.

Class II : Vehicles constructed principally for the carriage of seated passengers and designed to allow the carriage of standing passengers in the gangway and/or in an area which does not exceed the space provided for two double seats.

Class III : Vehicles constructed exclusively for the carriage of seated passengers.

Class IIIS : A 'Class III' vehicle specifically designed for the carriage of school children.

A vehicle may be regarded as belonging in more than one Class. In such case, it may be approved for each Class to which it corresponds.

For vehicles having a capacity **not exceeding 22 passengers** in addition to the driver, there are two classes of vehicles :

Class A : Vehicles designed to carry standing passengers; a vehicle of this Class has seats and shall have provision for standing passengers.

Class B : Vehicles not designed to carry standing passengers; a vehicle of this Class has no provision for standing passengers.

3f (ii). Date of manufacture of complete/completed vehicle?

This is the date the vehicle was completed to the extent that it can be inspected to the full IVA inspection criteria. You can obtain the date your vehicle was made from the final stage manufacturer's information plate, the final stage manufacturer or, if available, the Type Approval document for the complete vehicle.

3g. What type of transmission does it have?

'Automatic' includes any transmission where a 'drive mode' can be selected that automatically provides changes in gear selection as vehicle speed increases/decreases.

Gearboxes having an electronic control that provides individual gear selection only will be considered to be a 'Manual' transmission.

3h. Is a speed limiter fitted?

Evidence that a speed limiter is not required must be in the form of documentary evidence :

- from the manufacturer/converter that the vehicle is unable to reach the speed due to overall gearing of the drive train,
- from a speed limiter or tachograph calibration centre, or
- declaring exemption due to its use i.e. an Emergency Vehicle.

3. VEHICLE DETAILS *(Continued)***3j. Number of passengers (maximum).**

If the vehicle is approved to 2001/85/EC or ECE Reg. 107.02, and the approval covers a range of seating, please enter the minimum and maximum e.g. 36/50.

3k. Fuel Type

Please tick the appropriate boxes and indicate all the options that are applicable to your vehicle.

- 'Gas lpg' - refers to 'liquefied petroleum gas'.
- 'Gas cng' - refers to 'compressed natural gas'.
- 'Gas lng' - refers to 'liquefied natural gas'.
- 'Gas hydrogen'

GB legislation allows the use of vehicles fitted with a hydrogen fuel system or a natural gas fuel system only if the vehicle has been approved under the Road Vehicles (Approval) Regulations 2020 for that system at the time of registration.

The Road Vehicles (Approval) Regulations do not apply to vehicles after registration. Vehicles fitted with a Hydrogen or Natural Gas fuel system after registration can only be used under strict conditions and only after a Vehicle Special Order (VSO) made under Section 44 of the Road Traffic Act 1988 has been issued in respect of the vehicle.

3m. Capacity of fuel tank(s).

This applies to fuel tanks used to store fuel to operate the engine.

3q. Where is the engine number located?

Please indicate where the engine number is located i.e. L/H side of block (when viewed from driver's seat).

3r. Date of manufacture of engine.

This information can be obtained from the manufacturer of the engine or the engine data plate.

3s. Engine capacity.

Please provide the manufacturer's quoted engine capacity in cubic centimetres cm³ (i.e. 'cc').

3t. What is the engine maximum power AND the engine speed at which it is obtained?

This is the engine's maximum power in kilowatts (kW) and the engine speed in revolutions per minute (RPM) at which the engine produces maximum power. You should try to obtain this information from either the manufacturer's plate, the vehicle handbook, by contacting the manufacturer or viewing manufacturer's information on the internet.

3u. (i) Is the vehicle equipped with a self-driving system(s) sometimes known as Automated Driving Systems (ADS)?

Automated Driving Systems (ADS) allow the vehicle to be driven without human interaction with the vehicle controls.

Automated Driving Systems are not to be confused with Advanced Driver Assistance Systems (ADAS).

ADAS would include (and not be limited to) the following functions :

- Automatic Emergency Braking (AEB)
- Active Cruise Control (ACC) (including traffic, queue assist and intelligent speed assist)
- Lane Departure Warning Systems (LDWS)
- Blind spot indication systems
- Vehicle hill start assist/hill hold assist
- 'Active' headlight systems etc.

3u. (ii) Does the vehicle have a conventional in-vehicle driving position (known as a 'User-in-Charge' UiC vehicle)?

A UiC vehicle will retain a driver seating position to enable a human to command the vehicle.

3. VEHICLE DETAILS *(Continued)***3u. (iii) Does the vehicle's ADS access or modify any previously approved vehicle systems to be examined under this application?**

Where the vehicle *is* fitted with ADS, has this system been installed by obtaining access to, or by making modification to, a previously approved/existing vehicle system (as installed by an Original Equipment Manufacturer (OEM) who holds an approval for the original system)?

3v. Is the vehicle fitted with a 'drive-by-wire' system(s)?

A 'drive-by-wire' system is a system which has no direct physical linkage between the driver's input and resulting output beyond the wiring harness, i.e. for a steering system, the steering wheel and the steering transmission/rack/mechanism are not physically connected. Similarly for a braking system, there is no connection between the brake pedal and the brake caliper on the wheel hub(s).

4. BRAKES, TYRES AND SUSPENSION**4a. What type of brake system is fitted?**

This relates to the basic mode of operation of the braking system. Where a brake system is primarily operated by air, although incorporating an electronic control system e.g. ABS or EBS, the system is considered to be a 'Full Air' system.

An 'Electric' brake system is one where the foundation brake is operated solely by electrical energy.

4b (i). What is the 'split' arrangement of the Service brake system?

This relates to the configuration of the Service brake system which is divided (split) into two separate systems capable of operating independently of each other, but having a common control (the brake pedal). This indicates which wheels are braked on each part of the system or how the system is 'split' e.g. on a two axle vehicle Front/Rear, Diagonal etc., or on a three axle vehicle 1+3 & 2 or 1+2 & 1+3 etc.

4b (ii). Is the manufacturer's designated secondary brake part of the service brake system?

The 'designated secondary brake' is the part of the brake system nominated by the manufacturer within his EC Brake Approval as the secondary brake. It may be achieved by the operation of part of the service brake or an independent brake (e.g. spring brakes).

If the vehicle has been subject to a Directive test at a Technical Service, the secondary brake will be the system used during the secondary brake tests.

4c. Is a transmission parking brake fitted?

This question relates to a parking brake that operates on the gearbox or propshaft of the vehicle. Do not include engine braking devices.

4e. Tyre/suspension fitment details.

Please specify the tyre size and type. The size and type can be obtained from the manufacturer's side wall markings e.g. 8.5R 17.5, or 10R 22.5, the type being 'Radial' or 'Crossply'.

The 'load index' and 'speed rating' are also displayed on the tyre side wall markings, a typical marking being e.g. '156/150L'. '156/150' being the code that is used to establish the tyre's carrying capacity and the speed rating (e.g. 'L') being the code indicating the speed up to which the tyre can carry the designated weight.

'Twin' or 'Single' indicates whether the tyres are fitted in twin or single formation i.e. two on each side of the axle or one on each side of the axle.

5. EXTERNAL DIMENSIONS

5a. Overall length.

The maximum length of the vehicle excluding :

- wiper and washer devices,
- front or rear registration plates,
- lighting equipment,
- mirrors and other devices for indirect vision,
- access steps and hand-holds,
- lifting platforms, access ramps and similar equipment in *running order* (i.e. in the position they would be on a moving vehicle), not exceeding 300mm, provided that the loading capacity of the vehicle is not increased,
- coupling devices,
- trolley booms of electrically-propelled vehicles,
- external sun visors.

5b. Overall width.

The maximum width of the vehicle at its widest point excluding :

- tyre-pressure or tyre failure indicators,
- protruding flexible parts of wheelguards,
- lighting equipment,
- mirrors and other devices for indirect vision,
- access ramps in *running order* (i.e. in the position they would be on a moving vehicle), provided that they do not exceed 10mm from the side of the vehicle and the requirements of section 16 (Exterior Projections) are met,
- retractable steps,
- the deflected part of the tyre walls immediately above the point of contact with the ground,
- handles and hinges of external lockers,
- trim protruding not more than 10mm from the bodywork.

6. WEIGHT DETAILS

6a. Vehicle Weights (kg).

(i) Maximum design weights required

Please enter the 'Maximum design weights' as those declared by the original vehicle manufacturer or if you require higher or lower design weights, provide the weights that you require. Evidence of compliance for the suspension/axles/brakes (as appropriate) at the higher weight(s) will be required.

6a (ii) Original design weights

Enter the 'Original design weights' where you have requested a 'Maximum design weight' higher or lower than that allocated by the original manufacturer.

6a (iii) Maximum weights (anticipated) in Great Britain

Enter the 'Maximum weights (anticipated) in Great Britain'. These will be the maximum design weights unless they are limited by GB legislation.

6a (iv) Is the vehicle an 'alternatively fuelled vehicle'?

An 'alternatively fuelled vehicle' means a motor vehicle powered wholly or in part by an alternative fuel and which has been approved under the Framework Directive :

“‘alternative fuel’ means a fuel or power source which serves, at least partly, as a substitute for fossil oil sources in the energy supply to transport and which has the potential to contribute to its de-carbonisation and enhance the environmental performance of the transport sector, consisting of –

- electricity consumed in all types of electric vehicles;
- hydrogen;
- natural gas, including biomethane, in gaseous form and liquefied form;
- liquefied petroleum gas;
- mechanical energy from on-board sources, including waste heat.”

6. WEIGHT DETAILS *(Continued)***6b. Unladen weight.**

If the vehicle has 3 axles (2 rear axles) the rear axles should be weighed together and the combined weight of the axles entered.

6c. Approximate amount of fuel in tank(s) when weighed.

This applies to tank(s) used to store fuel to operate the engine.

SECTION B - APPROVAL**7. VEHICLE COMPLIANCE**

This application is required to be supported by evidence of compliance with the EC Directives listed in Annex A, Section 1 for the appropriate M2 or M3 category. This also applies to vehicles based on a different category of vehicle i.e. for a vehicle based on an N1 or N2 vehicle, evidence of compliance is required for the 'M' category standard for all the items listed including 'Seat Strength' which is not otherwise required for an N1 or N2 vehicle. **'Relevant Directives' relating to a passenger vehicle of category M2/M3** are those relating to noise, emissions, fuel tanks, rear protection devices, steering effort, braking, EMC, anti-theft (if fitted), seat strength, seat belt anchorages, interior to 2001/85/EC or ECE Reg. 107.02, AEBS, LDWS and electrical safety. Demonstrating compliance can be achieved by one of more of the following methods :

- **Directive Compliance** – Showing that European Approval Standards are met, for example, by documentary evidence from the manufacturer. This may be demonstrated by a copy of a Certificate of Conformity for the vehicle, together with a manufacturer's declaration (see Annex A) as to which Directive items the vehicle's approval covers. Alternatively a letter from the manufacturer, listing the European Community (EC) Directives that the vehicle met at the time it was made. You must send a copy of this with the application and **YOU MUST SHOW US THE ORIGINAL AT THE TIME OF TEST OR AN EMAIL TRAIL CONFIRMING THE COPY WAS SUPPLIED BY THE MANUFACTURER.**
- **Comparison Test** - A comparison test at a designated Technical Service (Test Laboratory) with a known type approved vehicle.
- **Directive Test** - Physically having a test conducted at a designated Technical Service (Test Laboratory) to the appropriate Directive standard.
- **Model Report** - The use of a Model Report compiled from data obtained from a designated Technical Service (Test Laboratory).

Immobiliser/Alarm (if fitted).

You must show us documentary evidence from the vehicle manufacturer, an authorised technical service (a test laboratory), or an installer from an approved installer scheme that the immobiliser meets the European Directive standards at the time the vehicle is presented for test. If the vehicle also has an alarm fitted you will also need to provide evidence that it complies with the required standard. Evidence from an approved installer scheme must be **an original document** and can be either :

- A Thatcham Registered Installer (TRI) certificate of installation or installation report (telephone 01635 868855 or visit www.thatcham.org), or
- A Mobile Electronics Security Federation (MESF) certificate of installation (selected installers only, telephone 01376 561040 or visit www.mesf.org.uk).

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7. VEHICLE COMPLIANCE *(Continued)***7a. Is the vehicle suitable for use in 'left hand' traffic?**

'Left hand' traffic refers to the vehicle's suitability for use in the UK i.e. headlamps dip to the left, rear fog lamp mounted in the centre or to the offside of the vehicle and speedometer capable of reading in miles per hour (mph).

7b. Is the vehicle compliant with either a European Whole Vehicle Type Approval (ECWVTA) or National Small Series Type Approval (NSSTA) as a complete/completed or incomplete vehicle?

For definitions of 'incomplete', 'complete' and 'completed' please refer to the **IVA Information Guide** on www.gov.uk/vehicleapproval. If the vehicle has been approved, it will be capable of being issued with an approval certificate e.g. as an 'incomplete' vehicle. A manufacturer may produce a vehicle that is compliant with an approval standard that is no longer valid for registration purposes; an approval certificate will not be issued and an IVA will be required. The approval standard could provide evidence of directive compliance for the purposes of IVA which is less onerous than EC or National approval standards in some areas.

7f (i). Is the vehicle to be assessed against an existing tilt report?

Evidence of compliance is not required for a Class B vehicle (vehicles not designed to carry standing passengers) having less than 17 passenger seats (including crew seat) or a 'Single Deck' vehicle that has been approved to UNECE Regulation 13.11. If the vehicle is not the same specification in all relevant items listed in the nominated tilt report, it will be necessary to complete the '**Tilt Specification Report**', available from www.gov.uk/vehicleapproval.

7f (ii). Has the vehicle structure been strength tested?

This refers to the requirement of the vehicle to comply with the structural strength requirement of UNECE Regulation 66. Evidence of compliance is only required for a Class II or Class III vehicle (see item **3d** for definitions).

7f (vi). If 'YES' has the vehicle been tested to the requirements of UNECE Regulation 33?

Evidence of compliance is required where there are two or more sliding doors fitted and one is an emergency door.

7f (vii). Is the vehicle fitted with a retractable step?

If the vehicle is fitted with a retractable step, a test report demonstrating compliance must be available on request.

7g. Has the vehicle been modified since either being approved or completed to a known NSSTA or ECWVTA approval standard?

Modifications to any part of the vehicle must be indicated in this section if you have ticked 'YES'. Please list all the changes/additions that have been made to the vehicle (i.e. fitting body, wheelchair lift, towing attachment etc). Where the vehicle is approved or built to a known approval standard which is no longer valid and no modifications or changes have been made, please indicate why the approval is no longer valid i.e. the reason for requiring an IVA e.g. 'non-compliant with the latest EC emission limits'.

7h. Has the vehicle been fitted with any electronic equipment following approval?

This item relates to compliance with the requirements of EMC (Electro Magnetic Compatibility). Please advise us of any electronic equipment that has been fitted to the vehicle, following the issue of an approval to the base vehicle. If equipment is fitted, it is required to meet Directive requirements as demonstrated by a manufacturer's approval marking, if it is in operation when the vehicle is travelling on the road.

7. VEHICLE COMPLIANCE *(Continued)***7k. Is the vehicle fitted with AEBS?**

AEBS means “Advanced Emergency Braking System”. A vehicle is exempt from the requirement to have AEBS if it :

- is a complete vehicle having a date of manufacture before 1 September 2018
- is a completed vehicle based on a complete or incomplete vehicle having a date of manufacture before 1 September 2018
- is a completed vehicle based on a complete or incomplete vehicle having a date of manufacture before 1st November 2020 and either;
 - has a GVW not more than 8000 kg, or
 - has a hydraulic braking system, or
 - does not have pneumatic (air) rear suspension
- is a rigid or articulated class A, class I or class II vehicle
- is an “off road vehicle” as defined in 2007/46 Annex 2 Part A 4.2 & 4.3
- a “special purpose vehicle” as defined in 2007/46 i.e.
 - armoured vehicle
 - ambulance
- is a completed vehicle based on an N1 or M1 vehicle
- is a vehicle built by a manufacturer which made less than 1000 units (total of chassis and monocoque vehicles) in the previous calendar year.
- has more than three axle vehicles

7m. Is the vehicle fitted with LDWS?

LDWS means “Lane Departure Warning System”. A vehicle is exempt from the requirement to have a LDWS if it :

- is a complete vehicle having a date of manufacture before 1 September 2018
- is a completed vehicle based on a complete or incomplete vehicle having a date of manufacture before 1 September 2018
- is a rigid or articulated class A, class I or class II vehicle
- is an “off road vehicle” as defined in 2007/46 Annex 2 Part A 4.2 & 4.3
- a “special purpose vehicle” as defined in 2007/46 i.e.
 - armoured vehicle
 - ambulance
- is a completed vehicle based on an N1 or M1 vehicle
- is a vehicle built by a manufacturer which made less than 1000 units (total of chassis and monocoque vehicles) in the previous calendar year.
- has more than three axle vehicles

7n. Has the vehicle had a ‘One-off’ Test?

A ‘One-off’ test is a test on an individual vehicle where the information provided will include documentation from a Technical Service that will not be used for any other vehicle applications.

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7. VEHICLE COMPLIANCE *(Continued)*

7q. Is the vehicle to be assessed against an existing Model Report?

A Model Report is a document created as a result of a vehicle being submitted to a Technical Service (an authorised Test Laboratory) and being fully documented such that the report can be used to establish compliance on future vehicles of the same specification. You may be able to obtain the use of an existing **Model Report**, some of which are listed on www.gov.uk/vehicleapproval.

If presenting a vehicle using a Model Report, you should be prepared to remove or dismantle trim and other parts so that the examiner can gain access to critical parts.

If you want your vehicle to be tested against an existing Model Report, we may choose to carry out a 'compliance check'. This is a check we carry out on a sample of vehicles to make sure that :

- they are built to the same specification as the original vehicle described in the Model Report (the original vehicle having been tested and found to meet the relevant technical requirements), and
- they actually meet the technical requirements and are built to the specification described in the Model Report.

The compliance check is part of the 'approval' process. If we decide to carry out the check on your vehicle, we will tell you when you bring the vehicle for the test. You will have to leave the vehicle at the Test Station. We will then transport it to a designated Technical Service, who will carry out a full check of the vehicle against the relevant Model Report. You may claim a refund of the cost of your intended return journey to your home or place of work. We will not charge for transporting the vehicle to or from the Technical Service or for the compliance check. The process is likely to take around two weeks. We will tell you when the check has been completed, when the vehicle will be returned to the Test Station and the result of the check.

The result of this compliance check can affect the future use of the Model Report in question.

7q (iii). The application **IVA 9** for an examination will be processed in parallel with the statutory application. The examinations are likely to be on different days.

SECTION D - DATA PROTECTION, DECLARATION AND SIGNATURE

Please ensure the form is signed, dated and your name printed in full. If the application is to be submitted electronically, please ensure your name is typed into the signature space.

ANNEX A

This application is required to be supported by evidence of compliance with certain EC Directives listed in **Annex A, Section 1**. Where this evidence is not available from the vehicle manufacturer, you will be responsible for providing the required information. Some of the options available to achieve this are listed in the '**Vehicle Compliance**' section (see **Guidance Note Section 7 - 'Vehicle Compliance'**).

Section I of Annex A lists the mandatory items for which evidence of compliance is required.

Section II is optional, however evidence of compliance, if available, may be used instead of DVSA conducting a visual inspection to establish compliance.

Item 3A – Fuel Tank(s).

Evidence of compliance is required for any main tank fitted.

Item 3B – Rear Under-run.

Directive Compliance – Required if a separate technical unit is fitted or where the Examiner considers the rear of the vehicle is of inadequate strength to comply. As an alternative to providing Directive compliance, evidence can be demonstrated by submitting calculations that confirm the equipment and its securing arrangements comply with the Directive strength requirements.

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ANNEX A *(Continued)*

Item 19 – Seat Belt Anchorages.

Evidence can be provided by way of an Approval or Test Report from a Technical Service for the complete installation. Where this is the case, the Approval or Test Report Number must be given in Annex A. Where compliance is based on a number of individual approvals/test reports (e.g. for a seat, floor tracking system etc), a **Compliance and Compatibility Declaration - IVA 19a*** (or a form containing the same data) completed by the flooring manufacturer or a Technical Service will be required.

At the time of inspection, a completed **Installation Declaration - IVA 19b*** will be required.

*All IVA forms are available from www.gov.uk/vehicleapproval.

Item 36 – Heating System.

Evidence of Directive compliance is required only if the vehicle is fitted with a Combustion Heater.

Item 52 – Buses & Coaches.

Where the vehicle does not have evidence of compliance with Directive 2001/85/EC or ECE Regulation 107.02 it will be necessary to provide documentary evidence of the Items 52A, B, J, N & Z and complete Item '7f'.

Item 52Z – Wheelchair Restraints.

Evidence of compliance is required in respect of wheelchair restraints for a forward facing wheelchair position, and in respect of the back support only for a rearward facing wheelchair position.

SECTION E – CANCELLATION AND AMENDMENT POLICY

Should you wish to **cancel** the IVA application:

- **before** it is released from processing to allow examination of the vehicle, the fee paid will be refunded
- **after** it has been processed and released to allow examination of the vehicle, **a fee of £100 will be retained** and the remaining amount refunded

Should you wish to cancel the IVA application after an appointment has been given then:

1. **If you give more than 3 working days' notice** prior to the appointment date, then either:
 - you can request a later appointment (subject to a maximum of three appointments being allocated to any one application) or if not,
 - a fee of £100 will be retained by DVSA and the remaining amount refunded to the payee
2. **If you give 3 working days or less notice** prior to the appointment date then the whole fee will be forfeited.

If you would like to keep an appointment time that has been allocated and change the vehicle nominated you can get a different vehicle tested at a previously appointed time (subject to a maximum of 3 appointments per application), provided:

- both vehicles already have an appointment time allocated
- the appointment is booked using the same prefunded account, or by the same applicant if paying by card
- the vehicle is the same test category with the same test duration
- the change is made before midday on the working day before the appointment

Please note:

- a) If you do not present the nominated vehicle at the allocated time the fee will be forfeit and a **new application** required.
- b) If a previously allocated appointment is not filled with another vehicle application the above cancellation policy will apply.

To cancel or amend an appointment email the Booking Team on ivaappointments@dvsa.gov.uk