



Guide to filling in the 'Application for first vehicle tax and registration of a new motor vehicle' (V55/4)

You should use the V55/4 form to register a new vehicle (for example, imported vehicles that have never been permanently registered before, kit cars, and so on).

As many types of vehicle can be registered using this form, it would be difficult to provide a guide that covers every circumstance. This guide deals with the common types of vehicle.

Imported vehicles – have you notified HM Revenue & Customs (HMRC)?

Before you can register your vehicle, you're required by law to notify details of any vehicle that will be imported permanently into the UK.

You must notify HMRC within 14 days of the vehicle being brought into the UK. The quickest way to do this is to use their online service, but a paper form is available for anyone who cannot notify online. HMRC will calculate any VAT due and inform you of any payment that is required. Once you've successfully completed your notification process, you'll receive written confirmation from HMRC (either online or by post) of your eligibility to register and tax your vehicle.

For more advice on importing a vehicle, go to www.gov.uk/importing-vehicles-into-the-uk

The details you provide on the V55/4 form will be put on DVLA's records, so make sure the information you give us is accurate. Please write clearly in black ink using CAPITAL LETTERS. If your form is difficult to read, it will take us longer than normal to issue the V5C registration certificate (log book).

We will not accept applications that are not signed or filled in properly.

For M1, M1G and M1SP type approved vehicles registered on or after 1 April 2017, you must provide the vehicle list price or notional price or your application will be rejected.

For DVLA registration purposes, applications to first register a vehicle in Great Britain **currently** need type approval starting with 'e', 'p', 'g' or 'n'. For a vehicle to be registered to a keeper in Northern Ireland, the above mentioned, **other than 'g'**, are acceptable. This is following the UK's exit from the EU. National individual type approval schemes (IVA and MSVA) also remain valid in both territories.

**You can now choose
to receive vehicle
tax reminders by
text or email.**

Go to: gov.uk/dvla/account

Confirming your name and address

Send a photocopy of your UK photocard driving licence with your application form to prove your identity. Do not send the original.

If you cannot do this, you must send in photocopies of one document that proves your name and another document that proves your address.

Documents we will accept to confirm your name are your:

- passport
- marriage or civil partnership certificate
- divorce or end of civil partnership document (decree nisi, decree absolute, conditional order or final order)
- birth certificate or adoption certificate
- gender recognition certificate
- current GB paper driving licence (not paper counterpart)

Documents we will accept to confirm your address are a:

- gas, electricity, water or landline phone bill issued in the last 3 months
- council tax bill for the current year
- bank or building society statement issued in the last 3 months
- medical card or letter

Applications from businesses and companies (including fleet operators)

You must provide a photocopy of 2 documents from the list below. One must show your current business address.

Documents we will accept are:

- your Companies House registration certificate (embossed)
- your VAT registration certificate
- a gas, electricity, water or landline phone bill sent to your business in the last 3 months
- a National Non-Domestic Rate bill or Northern Ireland rates bill
- a bank or building society statement for your business, issued in the last 3 months
- a certificate of company insurance
- a letter from HM Revenue & Customs showing your company details and tax reference number
- your company mortgage statement
- a property leasing agreement
- a solicitor's letter relating to you buying the property your business is run from
- a consumer credit licence

If you do not provide the documents we ask for above, we will not accept your application.

How to fill in the V55/4 form

The form has numbered sections which ask for specific information. The following is a guide to help you understand what information you need to provide and where you can get it from.

For vehicles that are being imported, in the top right-hand box on the V55/4 form, tell us the country you bought the vehicle from, then tick the box to tell us whether it's a left-hand or right-hand drive.

You need to fill in the following sections on page one of the V55/4 form.

1 Registration number	Leave this box blank. DVLA will fill this in.
2 Tax class	For example, petrol car or diesel car. For more advice please refer to the 'Notes about tax classes' leaflet (V355/1).
3 Period of tax applied for	Fill in whether you want to tax the vehicle for 6 months or 12 months.
4 Registration fee Tax payable	You must pay the first registration fee unless the vehicle is listed in Appendix A: 'Vehicle first registration fee' leaflet (INF54/1).
5 Manufacturer	Take this information from the Certificate of Conformity or the IVA or GB conversion certificate.
6 Make	For example, Ford, Vauxhall, Peugeot and so on.
7 Model (including full vehicle specification)	For example, Fiesta Azura Auto, Corsa GLS 12V, 406 GLDT and so on.
8 Type of body/vehicle	For example, 2-door saloon, estate, 3-door or 5-door hatchback, sports, convertible, coupe, motorcycle, tricycle, moped, flat lorry and so on.
9 Wheelplan	For example, for standard cars this is '2-AXLE RIGID', for motorcycles this is '2 WHEEL', and so on.
10 Colour	The colour may not be the full manufacturer's description, as we only use basic colour descriptions (for example, if the vehicle is lavender, it would be shown on the registration certificate as purple). Where a vehicle has 2 colours, both descriptions should be entered on the V55 form, for example 'black and white'. For a vehicle with 3 colours or more, enter 'multi-coloured'.
11 Type approval number/category details	Take this information from the Certificate of Conformity. If the vehicle does not need evidence of type approval because of how it's constructed, leave blank and fill in question 70 on page 2. If you're providing an Individual Vehicle Approval (IVA or GB conversion certificate), or Motorcycle Single Vehicle Approval (MSVA) certificate, DVLA will record the information in the 'Official Use Only' boxes on the form.
12 Type	Take this information from the Certificate of Conformity or the IVA or GB conversion certificate.
13 Variant	Take this information from the Certificate of Conformity. You do not need to fill this in if you're providing an IVA or GB conversion certificate, however, if you have this information, you should give it here.
14 Version	Take this information from the Certificate of Conformity. You do not need to fill this in if you're providing an IVA or GB conversion certificate, however, if you have the information, you should give it here.
15 Length of vehicle (mm)	Take this information from the Certificate of Conformity. You do not need to fill this in if you're providing an IVA or GB conversion certificate, however, if you have the information, you should give it here.
16 HC (g/km or g/kWh)	Take this information from the Certificate of Conformity or it may be on the IVA or GB conversion certificate.
17 Unladen weight (kg)	You do not need to give the weight if your vehicle weighs less than 3,500kg (for example, if it's a passenger car), unless the vehicle is a tricycle.
18 Number of seats (including the driver's seat)	Take this information from the Certificate of Conformity, or you can count the number of seats in the vehicle.

19 Max net power (kW)	Take this information from the Certificate of Conformity. Please do not use decimal places, and please round up or down to the nearest whole number.
20 Width of vehicle (mm)	Take this information from the Certificate of Conformity. You do not need to fill this in if you're providing an IVA or GB conversion certificate. However, if you have the information, you should give it here.
21 NOx (g/km or g/kWh)	Take this information from the Certificate of Conformity. You do not need to fill this in if you're providing an IVA or GB conversion certificate. However, if you have the information, you should give it here.
22 Revenue weight (kg)	You do not need to give the weight if the vehicle is a car or light van, or if it weighs 3,500kg or less. If your vehicle weighs more than 3,500kg, please give the weight and attach a weight certificate.
23 Number of standing places	This only applies to buses. You can get this information from the vehicle manufacturer.
24 Max permissible mass	Take this information from the Certificate of Conformity (you do not have to give this information for motorcycles or tricycles).
25 Technical permissible maximum towable mass of the trailer (a&b)	Take this information from the Certificate of Conformity.
26 Track width	Take this information from the Certificate of Conformity or the IVA or GB conversion certificate.
27 Euro status	Take this from the Certificate of Conformity (if shown). This is generally shown as Exhaust Emission Level (for example, Euro 6). You do not need to fill this in if you're providing an IVA or GB conversion certificate. However, if you have the information, you should give it here.
28 Euro status directive number	Take this from the Certificate of Conformity (if shown). This is generally shown with exhaust emissions (for example, 1999/102A/EC, 98/69/EC). You do not need to fill this in if you're providing an IVA or GB conversion certificate.
29 Date from which vehicle tax will start	This will normally be today's date or the first day of the next month.
30 Type of fuel	For example 'Petrol', 'Diesel', 'Electricity', and so on.
31 VIN/chassis/frame number	Give the full Vehicle Identification Number (VIN), chassis number or frame number, that is stamped into the vehicle.
32 Engine number	Give the full engine number, which you should get from the vehicle.
33 Cylinder capacity (cc)	Take this information from the Certificate of Conformity or get it from the vehicle manufacturer.
34 Wheelbase (mm)	Take this information from the Certificate of Conformity or the IVA or GB conversion certificate.
35 CO₂ (g/km)	Take this information from the Certificate of Conformity (the combined figure). This will be the New European Driving Cycle (NEDC) value or equivalent. For heavy duty vehicles, this should be the specific CO ₂ value recorded on the Certificate of Conformity
36 Specific CO₂ emissions (WLTP) (g/km)	Take this information from the Certificate of Conformity or the IVA or GB conversion certificate.
37 Mass in service (kg)	Take this information from the Certificate of Conformity or get it from the vehicle manufacturer.
38 Particulates (pm) (g/km or g/kWh)	Take this information from the Certificate of Conformity. You do not need to fill this in if you're providing an IVA or GB conversion certificate. However, if you have this information, you should give it here.
39 CO (g/km or g/kWh)	Take this information from the Certificate of Conformity. If you do not have this information, you can leave this section blank.
40 HC + NOx (g/km)	Take this information from the Certificate of Conformity. If you do not have this information, you can leave this section blank.

41 Trailer weight (kg)	You must fill this in if you have a rigid vehicle weighing 12,000kg and over drawing a laden trailer weighing over 4,000kg.
42 Stationary sound level (dB(A))	Take this information from the Certificate of Conformity. You do not need to fill this in if you're providing an IVA or GB conversion certificate. However, if you have this information, you should give it here.
43 Engine speed sound level (min-1)	Take this information from the Certificate of Conformity. The engine speed means the speed at which the readings are taken – for example, 81 (stationary) at 3,000 (engine speed) would be min – 1/70. You do not need to fill this in if you're providing an IVA or GB conversion certificate. However, if you have this information, you should give it here.
44 Drive-by sound level (dB(A))	Take this information from the Certificate of Conformity. You do not need to fill this in if you're providing an IVA or conversion certificate or MSVA certificate. However, if you have this information, you should give it here.
45 Power/weight ratio (kW/kg)	This only applies to motorcycles and tricycles. Take this information from the Certificate of Conformity or the MSVA certificate, or get it from the vehicle manufacturer.
46 Year of registration	This should be the current year if you are applying to register the vehicle as new.
47 RDE	Take this from the Certificate of Conformity (if shown). If you do not have this information, you can leave this section blank.
48 Complete RDE trip	Take this from the Certificate of Conformity (if shown). If you do not have this information, you can leave this section blank.
49 Urban RDE trip	Take this from the Certificate of Conformity (if shown). If you do not have this information, you can leave this section blank.
50 AV	<p>This is optional. When completed, must be 'Y' or 'N'.</p> <p>The Automated & Electric Vehicles Act (AEVA) 2018 requires the Secretary of State to hold a list of vehicles able to safely and lawfully drive themselves in at least some circumstances for insurance purposes.</p> <p>Manufacturers must check the eligibility of a vehicle's UK AV status against this list before providing that data to DVLA for first registration.</p> <p>The list will be hosted on the Centre for Connected and Autonomous Vehicles (CCAV) website on GOV.UK: www.gov.uk/guidance/self-driving-vehicles-listed-for-use-in-great-britain</p>
51 Vehicle family identification number	Take this information from the Certificate of Conformity. You do not need to fill this in if you're providing an IVA or GB conversion certificate. However, if you have the information, you should give it here.
52 Deviation factor	Take this information from the Certificate of Conformity. You do not need to fill this in if you're providing an IVA or GB conversion certificate. However, if you have the information, you should give it here.
53 Verification factor	Take this information from the Certificate of Conformity. You do not need to fill this in if you're providing an IVA or GB conversion certificate. However, if you have the information, you should give it here.
54 WLTP test mass (kg)	Take this information from the Certificate of Conformity. You do not need to fill this in if you're providing an IVA or GB conversion certificate. However, if you have the information, you should give it here.
55 Electric energy consumption (Wh/km)	Take this information from the Certificate of Conformity. You do not need to fill this in if you're providing an IVA or GB conversion certificate. However, if you have the information, you should give it here.
56 WLTP range	Take this information from the Certificate of Conformity (if shown). If you do not have this information, you can leave this section blank.
57 Code/group for innovative technology	Take this information from the Certificate of Conformity. You do not need to fill this in if you're providing an IVA or GB conversion certificate. However, if you have the information, you should give it here.

58 Emissions reduction through innovative tech (WLTP) (g/km)	Take this information from the Certificate of Conformity. You do not need to fill this in if you're providing an IVA or GB conversion certificate. However, if you have the information, you should give it here.
59 Emissions reduction through innovative tech (NEDC) (g/km)	Take this information from the Certificate of Conformity. You do not need to fill this in if you're providing an IVA or GB conversion certificate. However, if you have the information, you should give it here.
60 Code for bodywork	Take this information from the Certificate of Conformity (if shown). If you do not have this information, you can leave this section blank.
61 Class of hybrid	Take this information from the Certificate of Conformity (if shown). If you do not have this information, you can leave this section blank.
62 Maximum speed	Take this information from the Certificate of Conformity (if shown). If you do not have this information, you can leave this section blank.
63 Stage of completion	Take this information from the Certificate of Conformity (if shown). If you do not have this information, you can leave this section blank.
64 Cryptographic hash	Take this information from the Certificate of Conformity (if shown, it must be the first 8 characters). If you do not have this information, you can leave this section blank.
65 Average payload value	Take this information from the Certificate of Conformity (if shown). If you do not have this information, you can leave this section blank.
66 Partial postcode of purchaser	Please give the first half of the postcode (for example, SW19) for the address of the person who bought the vehicle. The motor industry uses the remaining boxes on page 1 of the V55/4 form to produce statistics and you do not need to fill them in.

The following sections need to be filled in on page 2 of the V55/4 form.

67 List price/notional price	You must provide the list price or notional price for M1 type approved vehicles only. This will be the price on the day before the date when the vehicle will be taxed and registered.
68 Name and address	Please give your full name, address and full postcode.
69 Date of birth and contact details	<p>Date of birth – you must give this if a person has been named as the keeper. We will hold this information, but it will not appear on the V5C registration certificate (log book).</p> <p>Contact details – please give contact details in case we need to get in touch. These include:</p> <ul style="list-style-type: none"> • dealer or vehicle keeper's phone number • dealer or vehicle keeper's email address
70 Is the vehicle exempt from type approval?	If yes, you need to give the full reason for the exemption. For example, Enduro bike.
71 – 73	Only for vehicles weighing over 3,500kg (not for cars or light vans). Answer the questions where appropriate.
Declaration	Sign and date the declaration at the bottom of the application form.

What happens next?

Send your completed form to the address below.

DVLA
Swansea
SA99 1BE

Make sure you include the appropriate payment for the vehicle tax and registration fee, plus any documents listed below, to support your application.

Supporting documents:

- valid documentation confirming the vehicle keeper's name and address details or a completed 'Notification of name and address check' (V959)
- duty payable (where appropriate)
- completed 'Small Islands Goods Vehicle – declaration of entitlement to tax at the basic goods rate of vehicle excise duty' (V900) (where appropriate)
- suitable evidence of revenue or unladen weight (where appropriate)
- original Certificate of Entitlement, WPA0442, Personal Independence Payment (PIP), Child Disability Payment (CDP) or Adult Disability Payment (ADP), Scottish Adult Disability Living Allowance (SADLA) – this is for the disabled tax class only
- certificate of Initial Fitness or its equivalent (PSV401, 408, 500, 506) where appropriate (in Northern Ireland PSV Certificate) or Pre Registration Inspection (PRI) Certificate
- European Community Whole Vehicle Type Approval (ECWVTA), GB or UK (NI) Certificate of Conformity
- GB conversion certificate, Individual Vehicle Approval (IVA) or Motorcycle Single Vehicle Approval (MSVA) certificate (where appropriate)
- Certificate of Newness or Declaration of Newness (where appropriate)
- evidence from manufacturer as to the newness of components (for example, kit car receipts) if appropriate
- certificate of insurance or cover note (downloaded copies are acceptable, photocopies are not) valid on the date the tax comes into force, for vehicles registered with a Northern Ireland address

Payments can be made by cheque or postal order payable to DVLA (do not send cash). We cannot accept damaged or altered cheques. If you send in a damaged or altered cheque, your application will be rejected and returned to you. Documents supporting your application should be originals, unless otherwise stated. For vehicles registered with a Northern Ireland address, downloaded or faxed copies of downloaded insurance certificates will be accepted. By law, all drivers must be covered by motor insurance when they use a motor vehicle on the road or in any other public place.

Your vehicle may need to be inspected. DVLA will contact you if this is needed.

If your application is approved, DVLA will do the following.

- 1) Give your vehicle a registration number appropriate to its age. If you cannot provide proof of the vehicle's age, you'll need to fill in an 'Application for first vehicle tax and registration of a used motor vehicle' (V55/5). Your vehicle will be registered as used and we will issue a "Q/QNI" registration number.
- 2) Send you a V5C registration certificate (log book) showing you as the registered keeper. We will send you this within 4 to 6 weeks of receiving your application. This will allow you to get number plates made up.
- 3) Return your documents. If you would like your documents returned by special delivery, please provide a prepaid special delivery envelope. We cannot guarantee to return your documents by a specific date or event, for example, a holiday.

If you do not receive your documents, you must contact DVLA within 1 month of the date you made your application, otherwise we will not be able to carry out an investigation.

If you do not receive any of the above within the specified time, please call **0300 790 6802**.



Driver & Vehicle
Licensing
Agency

Vehicle Services

Vehicle first registration fee

Since 1 January 2004, you will need to pay a fee when you first register and tax a motor vehicle in the United Kingdom. The fee – currently £55, will cover the administrative costs associated with registering of the vehicle for its life.

The fee will apply to all vehicles except for the following:

- those first registered and taxed in the 'Disabled Exempt' tax class
- historic vehicles previously registered with the old Local Authorities (late conversions)
- imported vehicles previously registered under the Personal Export Scheme and New Means of Transport Scheme
- Visiting Forces Vehicles
- Crown Exempt Vehicles
- vehicles registered under the Direct Export Scheme
- off road vehicles.

Registering vehicles, and keeping the register up-to-date when keepers move and vehicles change hands, is an important weapon in the fight against vehicle related and other crime and benefits individuals directly. The fee ensures that more of the cost of this service is placed on those who call upon it.

You will have to pay the fee when you first register and tax a vehicle. You will also need to pay the Vehicle Excise Duty (VED) and HGV road user levy, where applicable. This will be one payment made for vehicles first registered and taxed either at the DVLA or under the Register a Vehicle (RaV) service.

N.B. HM Customs and Excise advise that the fee is outside the scope of V.A.T.

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INF54/1
3/21