



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 | <input type="text"/> |
| Company Name (if applicable) | <input type="text"/> |
| Address (including postcode) | <input type="text"/> |
| Telephone Number | <input type="text"/> |
| Email Address | <input type="text"/> |

Section 2 – Test Details

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

| | | | |
|------------------------|----------------------|------------------------|----------------------|
| 1 st Choice | <input type="text"/> | 2 nd Choice | <input type="text"/> |
|------------------------|----------------------|------------------------|----------------------|

Section 3 – Vehicle Details

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

| | | | |
|-----|----------------------|-----|----------------------|
| VRM | <input type="text"/> | VIN | <input type="text"/> |
|-----|----------------------|-----|----------------------|

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

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

3g. External Dimensions (mm) ▼

Height

Length

Wheelbase

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

Axle 1

Axle 2

Axle 3

GVW

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

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. Which standards has the vehicle been built or approved to? ▼

i. **Directive 2001/85/EC?** ☐

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

ii. **ECE R107.0X?** ☐

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

iii. **The Public Service Vehicles (Conditions of Fitness, Equipment, Use and Certification) Regulations 1981 No. 257 inc. amendments?** ☐

(If so, please provide a copy of the approval certificate)

iv. **Regulation 41 of the Road Vehicles (Construction and Use), Regulations 1986 No. 1087 inc. amendments.** ☐

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.

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’ (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 once application is received. |
| DVSA Customer Account | <input type="checkbox"/> | Account ‘C’ No. : <input 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 ►

£ .

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

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.