



POSTAL APPLICATIONS ONLY

APPLICATION FOR INDIVIDUAL VEHICLE APPROVAL (IVA)

Light goods vehicles having a gross vehicle weight not more than 3500kgs – N1

The Road Vehicles (Approval) Regulations 2020

Before completing this form, you **MUST READ** and understand the information provided in the corresponding **IVA 1LG Guidance Notes**.

If your vehicle is a goods vehicle requiring a passenger vehicle test, please use form **IVA 1C**.

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



Please select the appropriate box below ▼
(See 1a in Guidance Notes)

1a. APPLICATION TYPE

☐

STATUTORY (Required for registration)

☐

VOLUNTARY

1b. APPLICANT AND OWNER DETAILS

(See Note 1b in Guidance Notes)

APPLICANT



OWNER (if different from applicant)



Name

Name

Address

Address

Postcode

Postcode

Tel No.

Tel No.

Email

Email

2. TEST LOCATION

Please tick/complete the appropriate boxes below ▼
(See Note 2 in Guidance Notes inc. restrictions at Northam)



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

or

Note 1 : Restrictions on vehicle types apply at Northam (Southampton).

Note 2 : Only specific sites can test vehicles having an unladen weight over 3500kgs and/or a wheelbase exceeding 4.0 metres.



3. VIN / REGISTRATION MARK & VEHICLE TEST CLASS DETAILS

Please tick/complete the appropriate boxes below ▼ (See Note 3 in Guidance Notes)

3a (i). Vehicle Registration Mark (Voluntary Tests Only) :

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3a (ii). Vehicle Identification (Chassis) Number (VIN) :

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3. VIN / REGISTRATION MARK & VEHICLE TEST CLASS DETAILS (Continued)

Please tick/complete the appropriate boxes below ▼

(See Note 3 in Guidance Notes)

3b. Position of stamped VIN on vehicle :

3c. Please provide the vehicle class or if a Voluntary application, the class you require the vehicle to be tested to. You must tick at least one box, in some cases more than one. Please refer to the **IVA 1LG Guidance Notes** for detailed descriptions of the classes listed below and any relevant supporting documents that must be sent with your application.

- | | |
|---|--|
| ☐ N Left Hand Drive | ☐ L A vehicle manufactured in very low volume |
| ☐ P Personal Import | ☐ T Armoured Vehicle |
| ☐ A Amateur Built | ☐ E European Approved to the IVA standard of a Member State |
| ☐ S Rebuilt Vehicle | ☐ R A vehicle not meeting any other category and therefore requiring a Normal IVA |
| ☐ C A vehicle built by a person in the business of building vehicles, using parts of a vehicle registered in the UK. | |

3d. If your vehicle is to be tested as 'L' class (very low volume) :

- (i) Was any part assembled by a person not carrying on a business in which motor vehicles are normally constructed or assembled (e.g. an amateur builder)? YES ☐ NO ☐
- (ii) Was the vehicle assembled using an engine and other parts (which may be re-conditioned/re-manufactured) that were previously used in a registered vehicle? YES ☐ NO ☐

4. VEHICLE DETAILS

Please tick/complete the appropriate boxes below ▼

(See Note 4 in Guidance Notes)

4a. Vehicle make / full model description : 4b. What is the date of manufacture? : Month Year

4c. Has the vehicle been previously registered? YES ☐ NO ☐
(In any country including the UK)

If 'YES' please confirm the date of first registration ► (dd/mm/yyyy)

4d. Has the vehicle been imported into the UK other than by the manufacturer? YES ☐ NO ☐

If 'YES', from which country and when?

(Only confirm **date** if applying as a **Personal Import** class)Country : Date : 4e. Is the vehicle a goods vehicle requiring a passenger vehicle test? YES ☐ NO ☐4f. Type of body? (e.g. box van, tipper) Colour : 4g. What is the engine number? 4h. Where is the engine number located?

4. VEHICLE DETAILS (Continued)Please tick/complete the appropriate boxes below ▼
(See Note 4 in Guidance Notes)4j. Is the gear box : Manual ☐ Automatic ☐4k. How many designated seating positions does the vehicle have including the driver's? 4m. Is the vehicle fitted with : Immobiliser ☐ Alarm ☐ Not Fitted ☐

Where the application is CLASS 'R' only and is supported by a copy of an EC Certificate of Conformity, it will not be necessary to complete the items that have a blue background (i.e. items 4n, 4p, 4q, 4r (i), 4r (ii), 4s, 4t, 4u, 4v and 4w (i)).

4n. Is the engine : Turbocharged ☐ Non Turbocharged ☐4p. Does the vehicle have anti-lock brakes (ABS)? YES ☐ NO ☐4q. If the vehicle is a 4x4, is it : Permanent 4x4 ☐ Selective 4x4 ☐4r (i). Is the vehicle a hybrid YES ☐ NO ☐4r (ii). Fuel Type: Petrol ☐ Diesel ☐ Gas lpg ☐ Gas cng ☐ Gas lng ☐ Gas hydrogen ☐ Electric ☐4r (iii). If 'Electric' what is the operating voltage? volts4s. What is the cylinder capacity? cc or cm³4t. What is the number and arrangement of cylinders?
(Please Note : for classes A, C & L ONLY)

4u. What is the engine maximum power AND the engine speed at which it is obtained?
(DO NOT take the figures from the rev counter – see note 4u in Guidance Notes)

kw @ rpm
or
 bhp @ rpm

4v. What is the maximum design road speed of the vehicle?
(DO NOT take figure from the speedometer – see note 4v in Guidance Notes)

mph

4w (i). What are the ORIGINAL laden weights of the vehicle?*

*Note 1 : 'Original laden weights' means those allocated at the time of manufacture.***Refer to the weights plate on the vehicle, or the vehicle handbook or contact the manufacturer for this information.*

Axle 1 (lb / kg)	Axle 2 (lb / kg)	Axle 3 (lb / kg)	Gross (lb / kg)	Train (lb / kg)	Towable Mass (lb / kg)

4w (ii). If you require HIGHER or LOWER design laden weights than those allocated by the original manufacturer, please provide them below. Evidence of the vehicle's capability at a higher weight will be required. *Note 2 : A lower weight cannot be nominated that results in the vehicle changing from its original category.*

Axle 1 (lb / kg)	Axle 2 (lb / kg)	Axle 3 (lb / kg)	Gross (lb / kg)	Train (lb / kg)	Towable Mass (lb / kg)

4. VEHICLE DETAILS (Continued)

Please tick/complete the appropriate boxes below ▼
(See Note 4 in Guidance Notes)

4x. Does the vehicle have one or more ECWVTA or NSSTA Certificate of Conformity? If 'YES', does the vehicle have approval as ▼ YES ☐ NO ☐
an incomplete vehicle? ☐ a completed vehicle? ☐ a complete vehicle? ☐

If 'YES', please give approval number(s) :

4y (i). Is the vehicle equipped with a self-driving system(s) sometimes known as Automated Driving Systems (ADS)? YES ☐ NO ☐

4y (ii). Does the vehicle have a conventional in-vehicle driving position (known as 'User in-Charge' (UiC) vehicle)? YES ☐ NO ☐

4y (iii). Does the vehicle's ADS access or modify any previously approved vehicle systems to be examined under this application? YES ☐ NO ☐

4z. Is the vehicle fitted with a 'drive-by-wire' system(s)? YES ☐ NO ☐

5. CHANGES SINCE MANUFACTURER'S APPROVAL

Please tick/complete the appropriate boxes below ▼ (See Note 5 in Guidance Notes)

5a. Has the vehicle been modified since being previously approved? YES ☐ NO ☐

If 'YES', please give the details below ▼

(Please continue in a separate document if necessary. Include modifications to the original vehicle, also all additional bodywork, features or fittings.)

If **'NO'** and the vehicle already has a completed or complete approval, please confirm the reason for the IVA. ▼

5b. Has the vehicle been fitted with additional seats since being previously approved? YES ☐ NO ☐

If 'YES' • how many additional seats?

- if the total number of seats including the driver's does not exceed 7 seats, what is the mass of the vehicle in running order?

5c. Has the speedometer been converted to read in mph? YES ☐ NO ☐

For presenters of vehicles which require a conversion to the speedometer to read in mph ▼

DECLARATION - I confirm that the conversion meets the requirements of section 17 of the inspection manual (speedometers and reverse gear)*.

**Evidence may be required at time of test.*



6. EVIDENCE OF ELIGIBILITY (NOT INCLUDING CLASS 'R')

You will need to provide evidence that you are eligible to apply for your chosen vehicle class
(See Guidance Notes for more details)

CLASS A (*Amateur Built*) :

Original amateur built declaration and copy of evidence of build e.g. photos and invoices.

CLASS C (*A vehicle built by a person in the business of building vehicles using parts of a vehicle registered in the UK*) :

Copy of evidence of the donor registration number and a list of parts used from the donor.

CLASS E (*European Approved*) :

Original approval certificate and copy of evidence of approval standards applied.

CLASS L (*A vehicle manufactured in very low volume*) :

Evidence from the manufacturer of the total number of vehicles produced of this vehicle type for each of the 36 months prior to the month in which the vehicle manufacture was completed. In the case of an application by someone who is not the manufacturer, evidence of authorisation (a chassis specific letter) from the manufacturer to use the class 'L' quota is required.

CLASS P (*Personal Import*) :

Copies of :

- **6 months' possession** – for example, a previous registration document from the country of export.
- **6 months use of the vehicle** – for example, an insurance certificate (quoting the Vehicle Identification Number (VIN) and applicant name) covering a minimum of 6 months **from the country of export**.
- **12 months' residency** – for example, utility bills covering the last 12 months or more **from the country of export**.

CLASS S (*Rebuilt vehicle*) :

Copy of evidence of previous registration mark and receipt for replacement body.

CLASS T (*Armoured vehicle*) :

Copy of evidence of anti-bullet compliance.

Please list below the documentation you are enclosing with this application ▼

Note : For assessment purposes where indicated, a copy of the evidence of compliance will be acceptable (*however, we may require originals in some instances*).

YOU MUST PRODUCE THE ORIGINALS OR EVIDENCE OF AN EMAIL DOCUMENT TRAIL TO THE ORIGINS OF THE INFORMATION AT THE TIME OF TEST



7. EVIDENCE OF COMPLIANCE

7.1 Evidence of Compliance – All classes except Class 'R' (*i.e. 'Basic' IVA*) ▼

ITEM	MINIMUM DIRECTIVE REQUIREMENT
Electrical Safety (if applicable)	ECE Reg. 100.01
Fuel Tanks (if applicable)	LPG ECE Reg. 67.01 CNG ECE Reg. 110 Hydrogen EC 79/2009 or ECE Reg. 134

7.2 Evidence of Compliance - Class 'R' (A vehicle not meeting any other class) ▼

ITEM	MINIMUM DIRECTIVE REQUIREMENT
Noise	70/157/EEC to 92/97EEC
Emissions	Dependant on date of manufacture
Gas fuel tanks	ECE Reg. 67.01 (lpg) / ECE Reg. 110 (cng) EC 79/2009 or ECE Reg. 134 (Hydrogen)
Brakes	71/320/EEC to 98/12/EC
Anti-theft / Immobiliser	74/61/EC to 95/56/EC
Protective steering (design weight 1500kg or less)	74/297/EEC to 91/662/EEC
Seat belt anchorages	76/115/EEC to 90/629/EEC (from 24/4/2009 to 2005/41)
CO ₂ and fuel consumption (1 Jan 2009 onwards – see Guidance Notes)	80/1268/EEC to 93/116/EEC (from 01/01/2009 to 2004/3/EC)
Side impact (vehicle having seat reference point 700mm or lower)	96/27/EC
Electrical Safety (if applicable)	ECE Reg. 100.01

7.3 Evidence of Compliance – All Classes ▼

You will need to provide evidence of compliance with the Directives listed above for **statutory** and **voluntary** applications - either a Certificate of Conformity (CoC), a letter of Directive compliance from the manufacturer, a Test Report, a Model Report or evidence of a comparable standard.

Note : If the vehicle only has a CoC for an 'Incomplete' vehicle, you must provide a chassis specific letter of compliance from the manufacturer.

7.3 (a). Is the evidence of compliance provided by :

Certificate of Conformity YES ☐ NO ☐ Manufacturer's letter of compliance YES ☐ NO ☐

7.3 (b). If 'NO' to 7.3 (a), has the vehicle had a 'One-off' Test? (Please refer to the **Guidance Notes** for more information)

YES ☐ NO ☐

If 'YES' please write the Test Report Number ►

7.3 (c). Is the vehicle a precedent vehicle used to create a Model Report?

YES ☐ NO ☐

If 'YES' please write the Test Report Number ►

7.3 Evidence of Compliance – All Classes ▼ (Continued)

7.3 (d). Is the vehicle to be tested against an existing Model Report? YES ☐ NO ☐

(i) If 'YES' please write the Model Report Number ►

(ii) Is the Model Report required to confirm brake compliance at a specified design weight? YES ☐ NO ☐

If yes and the vehicle is fitted with hydraulic foundation brakes it may need to be examined at a non-DVSA site. Please check with the report owner or DVSA approvals team and if this is required in addition submit form **IVA9*** on the Technical Application System.

(*Application form for a Model Report / Tilt Examination at a non DVSA site.)

8. 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.

Potential for the Approval Authority to consider a Remote Assessment – Vehicles subject to “Normal” IVA, except imported vehicles, including those previously approved to a non - EU standard.

*The approval authority **may** choose to offer an examination following a Remote Assessment Procedure (RAP) i.e. a process where our examiner is office based and connects with your facility remotely through a video link and guides your employee to demonstrate vehicle compliance by enabling the examiner to see all the relevant items.*

This process requires the following to be met :

- Suitable connectivity in the inspection area:
 - that you test your video/audio equipment prior to the test date;
 - that your camera/phone has a fully charged battery.
- Level area free from obstructions.
- Vehicle/trailer clearance: Front/rear – 3 metres – Side - 2 metres.
- Underside inspection facility: Inspection pit, vehicle hoists or ramps:
 - hoist – attached equipment used to raise vehicle i.e. column lift
 - ramp - platform that supports vehicle being raised i.e. four post lift.
- Adequate lighting for both topside and underside inspections.
- Your nominated employee will require an assistant.

Equipment required :

- 5 metre tape measure
- Plumb bob
- Chalk
- Hand Torch

Note - *The Examiner will suspend/terminate the inspection, if due to technical issues a thorough test cannot be carried out.*

You (the presenter) are responsible for ensuring compliance with all Health & Safety requirements during the assessment.

8. EXAMINATION REQUIREMENTS *(Continued)*

Please confirm :

a. You can meet all the above RAP requirements and would accept
a RAP if the option is offered to you?

YES

☐

b. From what date the vehicle will be available for examination ►

If 'YES' please provide the contact details for the person nominated to conduct the examination ▼

Name :

Phone Number :

Email :

PLEASE CONTINUE TO ITEM 9 – DATA PROTECTION, DECLARATION AND SIGNATURE

9. DATA PROTECTION, DECLARATION AND SIGNATURE

DATA PROTECTION – We collect, use and store your personal data so that we can process your IVA 1LG 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

DECLARATION – I the undersigned declare that :

- The vehicle specified in this application will, at the time of examination, be built in accordance with the required standards contained in the relevant IVA Inspection Manual and/or Technical Standards.
- If the vehicle is examined by the Remote Assessment Procedure (RAP), the requirements in Section 8 will be met.
- If the vehicle is examined by the Remote Assessment Procedure I accept that;
 - it may be subject to future inspection;
 - the issue of an Approval Certificate must not be taken as absolute evidence that the vehicle can legally be used on the road, as there may be other applicable requirements contained in other regulations.
- As far as I know, all statements in this application are true and copies of the evidence of eligibility and compliance are true copies of the original documents.
- If this application is for a **PERSONAL IMPORT**, the vehicle is for my personal or household use in the United Kingdom or I am authorised by the person importing the vehicle to act on their behalf.
- I agree to the speedometer requirements as mentioned in Section 5.
- I agree to use the Model Report procedure on the conditions that apply to the compliance check arrangements described in the Guidance Notes of this form.
- I have read and understand the IVA Cancellation and Amendment Policy.

I confirm that, to the best of my knowledge, all statements in this application are true.

Signature :

Date :

Print Full Name :

PLEASE CONTINUE TO ITEM 10 - PAYMENT DETAILS

10. PAYMENT OPTIONS & DETAILS - POSTAL APPLICATIONS ONLY

Please tick/complete the appropriate boxes below ▼

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](#).

You can see the [Vehicle Approvals fees online](#) or by telephoning our **Customer Service Centre** on **0300 123 9000**.

IVA Cancellation and Refund Policy - Please refer to the [IVA 1LG Guidance Notes](#) (Section 10) for further details.

10a. 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 for an IVA inspection.

£ .

10b. Signature details : Please sign and print your name if you are the **DVSA customer account** delegate.

Signature :

Date :

Print Full Name :

The DVSA has implemented an interactive digital smart form via the [MYVT](#) service to submit applications for Individual Vehicle Approval (IVA).

The smart form is the most efficient method for applying for an IVA examination.

This form is for postal applications only.

ON COMPLETION

To use this service to Apply for Individual Vehicle Approval (IVA), post your fully completed application form along with supporting documentation to :

Driver and Vehicle Standards Agency (DVSA), Ellipse, Padley Road, Swansea, SA1 8AN

Please Note : When your application for an IVA has been processed, you will receive an email asking you to book an appointment.

An appointment can be requested by contacting **0300 200 1188**.

For further information, please email enquiries@dvsa.gov.uk or telephone the

DVSA Customer Service Centre – 0300 123 9000.