



POSTAL APPLICATIONS ONLY

APPLICATION FOR INDIVIDUAL VEHICLE APPROVAL (IVA)

O1/O2/O3/O4 TRAILERS & ENTRY INTO SERVICE CONSENT FOR O3/O4 TRAILERS

The Road Vehicles (Approval) Regulations 2020

Before completing this form, you **MUST READ** and understand the information provided in the corresponding **IVA 1T GUIDANCE NOTES**.

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

Where the application is supported by a copy of a valid 'incomplete' or 'complete' EC Certificate of Conformity and the 'base' trailer has not been modified, it will not be necessary to complete the items that have a shaded (blue) background (i.e. items 4j, 4k, 4l, 6c, 6d, 6e & in part 7a).

SECTION A - GENERAL

1a. APPLICATION TYPE

Please tick the appropriate box below ▼
(See Section A & 1a in Guidance Notes)

☐

STATUTORY (Required for Trailer Consent)

☐

VOLUNTARY

NOTE : If the trailer has been previously used, it may also need a roadworthiness test.

1b. APPLICANT CONTACT DETAILS

(See note 1b in Guidance Notes)

Contact Name :			
Company Name (if applicable) :			
Address :			
Postcode :		Tel. No. :	
Email :			

1c. MANUFACTURER DETAILS

(If Consent to Supply is required)

Please complete the boxes below ▼
(See note 1c in Guidance Notes)

Company Name :				Company Registration Number (if any) :		
Address :						
Postcode :		Tel. No. :				

2. APPOINTMENT DETAILS

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

NOTE : The trailer must be presented coupled to a compatible towing vehicle.

2a. Which **test location** would you prefer? or
Note : Restrictions on vehicle types apply at Northam (Southampton).

3. TRAILER DETAILSPlease tick/complete the appropriate boxes below ▼
(See note 3 in Guidance Notes)**3a. Trailer Identification Number :**

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3b. What is the category of trailer?**Category O1** - Not more than 750kg ☐**Category O2** - Over 750kg and not more than 3500kg ☐ Does the Trailer require testing or plating and testing? YES ☐ NO ☐**An O2 Goods Trailer requires plating if it has an Unladen Weight exceeding 1020kg and is fitted with 'power' brakes.****Category O3** - Over 3500kg and not more than 10,000kg ☐ Does the Trailer require testing or plating and testing? YES ☐ NO ☐**Category O4** - Over 10,000kg ☐ Does the Trailer require testing or plating and testing? YES ☐ NO ☐**3c. Trailer make and model :**

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3d. Type of Trailer : Full Draw Bar ☐ Centre Axle Draw-bar ☐ Semi Trailer ☐**3e. Date of Manufacture :** Month : Year : **3f. Number of axles :** **3g. Number of steerable axles :** **3h. Steered axle operation method :** Self-Steer ☐ Assisted Steer ☐**3i. Type of body (e.g. flat/box) :** **Colour :** **SECTION B - APPROVAL****4. TRAILER COMPLIANCE**Please tick/complete the appropriate boxes below ▼
(See note 4 in Guidance Notes)**4a (i). Has the Trailer been imported into Great Britain?** YES ☐ NO ☐**(ii). If 'YES' to 4a (i) above, from which country?** **(iii). Was the Trailer 'used' before being imported into Great Britain?** YES ☐ NO ☐**VALUE ADDED TAX OR CUSTOMS DUTY****(For trailers imported from a place outside of the United Kingdom only)**

Where this application is for a trailer imported from outside the United Kingdom, any Value Added Tax or customs duty charged on or arising from its importation has been or will be paid or remitted.

Important - please refer to the information in the [IVA 1T Guidance Notes](#).If applicable, please tick here to confirm that this condition has been satisfied ► ☐**4b (i). Is it a Special Purpose Vehicle?** YES ☐ NO ☐**4b (ii). If 'YES' which type of SPV?** **If STGO :**• Is the trailer to be approved for STGO only? YES ☐ NO ☐• Is the trailer to be approved for both STGO and general use? YES ☐ NO ☐

4. TRAILER COMPLIANCE (Cont)		Please tick/complete the appropriate boxes below ▼ (See note 4 in Guidance Notes)	
?	4c (i). Is the trailer compliant with either a European Community Whole Vehicle Type Approval (ECWVTA) or National Small Series Type Approval (NSSTA) as : • a complete/completed trailer? YES ☐ NO ☐ • an incomplete trailer? YES ☐ NO ☐ 4c (ii). If 'NO' to 4c (i), is the trailer non-compliant ONLY because it is : • of a height more than 4 metres, or YES ☐ NO ☐ • a low loader exempt from the turning circle requirements YES ☐ NO ☐ If 'YES' to 4c (i) or 4c (ii), please give the Approval and Variant numbers ► If 'YES' is the trailer suitable for left hand traffic? YES ☐ NO ☐		
	4d. Does the trailer have an Individual Approval Certificate from another EU Country? If 'YES', please enclose a copy.	YES ☐	NO ☐
?	4e. Has the trailer been modified since either being approved or completed to a known NSSTA or ECWVTA approval standard? If 'YES' please give details below. If 'NO' please explain why you require an IVA certificate ▼	YES ☐	NO ☐
?	4f (i). Has the trailer been fitted with any electronic equipment (in addition to braking and lighting systems)? If 'YES' what equipment is fitted? ►	YES ☐	NO ☐
	4f (ii). Is the equipment operational when the trailer is being used on the road? If 'YES' to 4f (ii) is the equipment approved and displaying a manufacturer's 'e', 'E' or 'CE' approval marking? ►	YES ☐	NO ☐
	4g. Is the trailer fitted with a Combustion Heater? If 'YES' is the equipment approved and displaying a manufacturer's 'e' or 'E' approval marking? ►	YES ☐	NO ☐
?	4h (i). Is the trailer fitted with a rear under-run device? (O3 & O4 only) (ii). If 'YES', is the device : • original trailer manufacturer's equipment? YES ☐ NO ☐ • an 'after-market' product supplied by a component manufacturer? YES ☐ NO ☐ If 'YES', has it got : • An approval? YES ☐ NO ☐ • Calculations and/or a report to demonstrate compliance? YES ☐ NO ☐	YES ☐	NO ☐

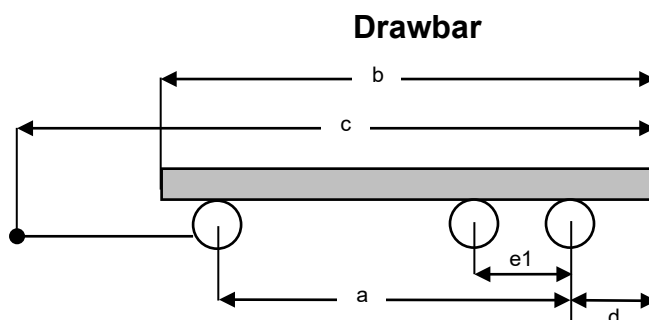
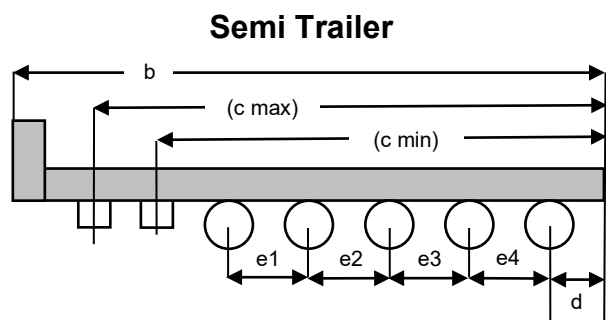
4. TRAILER COMPLIANCE <i>(Cont)</i>		Please tick/complete the appropriate boxes below ▼ <i>(See note 4 in Guidance Notes)</i>
If 'NO' to 4h (i) <i>(rear under-run device)</i> , is the trailer considered exempt? YES ☐ NO ☐		
If 'YES' why is it exempt?*		
<i>*Where the trailer is considered exempt, but not for one of the reasons listed in the 03/04 IVA Inspection Manual, item 3B (Rear Protective Devices), please provide a photograph showing why the device would be incompatible with its use. See IVA 1T Guidance Notes.</i>		
?	4i (i). What is the coupling device / pin approval number?	
(ii). Is the coupling device fitted to the manufacturer's instructions? YES ☐ NO ☐		
?	4j. Is the Trailer a 'One-Off' with supportive documentation from a Technical Service? YES ☐ NO ☐	
If 'YES' please give the Test Report Number (if known) :		
4k. Is the Trailer a precedent trailer that has a Test Report? YES ☐ NO ☐		
If 'YES' please give the Test Report Number (if known) :		
?	4l. Is the Trailer to be assessed against an existing Model Report? YES ☐ NO ☐	
If 'YES' please give the Model Report Number :		

5. BRAKES, TYRES AND SUSPENSION		Please tick/complete the appropriate boxes below ▼ <i>(See note 5 in Guidance Notes)</i>
?	5a. What type of brake system is fitted?	
Air ☐ Hydraulic ☐ Electric ☐ Other ☐ Please state ► None fitted ☐		
5b. Type of parking brake system e.g. cable or spring :		
5c. Which axle(s) have parking brakes fitted?		
Axle 1 ☐ Axle 2 ☐ Axle 3 ☐ Axle 4 ☐ Axle 5 ☐ Axle 6 ☐		
5d. Does the Trailer have anti-lock brakes? YES ☐ NO ☐ <i>(O3 & O4 Trailers only)</i>		
?	5e. Which tyre use condition applies? (2B, 2J, 2R etc.) <i>(Trailers requiring plating only)</i>	

Continued overleaf ►

5. BRAKES, TYRES AND SUSPENSIONPlease tick/complete the appropriate boxes below ▼
(See note 5 in Guidance Notes)**5f. Tyre/suspension fitment details :**

Axle (numbered front to rear)	Tyre Size and Type	Load Index	Speed Rating	Twin or Single	Suspension Type (air, steel, hydraulic etc)
Axle 1					
Axle 2					
Axle 3					
Axle 4					
Axle 5					
Axle 6					

6. DIMENSIONSPlease complete the appropriate measurements below ▼
(See note 6 in Guidance Notes)

Questions 6a to 6e below refer to the dimensions shown on the diagrams.

6a. Centre of foremost axle to centre of rearmost axle :(Drawbar trailers **only** but not 'centre axle' drawbar trailers)

mm

6b. Overall Length :

mm

Overall Width :

mm

In the case of an O2, O3 or O4 trailer requiring plating, if an EC Certificate of Conformity is to be submitted with this application, complete STGO weights in section 7a if applicable, then go to 'Section C' – otherwise complete the remaining questions.

6c. Distance from centre of coupling to the back of the trailer :

Minimum : mm

Maximum : mm

6d. Distance between centre of rearmost axle and the back of the trailer : mm**6e. Distance between axle centres (multi-axle trailers only) :**

1-2 mm 2-3 mm 3-4 mm 4-5 mm 5-6 mm

Continued overleaf

7. WEIGHTS

Please tick/complete the appropriate boxes below ▼

**7a. Trailer Weights (kg) :**

	Maximum Weight (intended) in Great Britain	Maximum Design Weight	Maximum Weight for STGO (if applicable)	Steered Axle (S)
Gross Weight				
Axle 1				
Axle 2				
Axle 3				
Axle 4				
Axle 5				
Axle 6				
Maximum design load imposed on drawing vehicle ►				

Mass of trailer with bodywork in running order (O3 & O4 only) :

kg

SECTION C – 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.

*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 trailer compliance by enabling the examiner to see all the relevant items.*

Continued overleaf ►

SECTION C – EXAMINATION REQUIREMENTS

Potential for the Approval Authority to consider a Remote Assessment (cont) :

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 :
 - 30 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.

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 trailer 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 SECTION D – DATA PROTECTION, DECLARATION AND SIGNATURE



SECTION D - DATA PROTECTION, DECLARATION AND SIGNATURE

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

- If the trailer is examined by the Remote Assessment Procedure (RAP), the requirements in Section C will be met.
- If the trailer 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 trailer can legally be used on the road, as there may be other applicable requirements contained in other Regulations.
- 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 :



ANNEX A

(See note 'Annex A' in Guidance Notes)

This application is required to be supported by evidence of Directive compliance. Please indicate what evidence is being provided in respect of the items listed.

Where this application is made using an EC Certificate of Conformity, it will be necessary to demonstrate by **original evidence from the manufacturer**, which Directives are included within the approval to which the certificate relates.

As an alternative to compliance with the listed Directives, evidence of compliance with the comparable ECE Regulations will be acceptable.

Note: For assessment purposes, an authorised copy of the evidence of compliance will be acceptable in most cases.

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

MANDATORY EVIDENCE OF DIRECTIVE COMPLIANCE REQUIRED

Item No.	Subject	Directive Requirement	Test Report, Model Report or Approval Number or Statement Demonstrating Compliance	Photocopy Included (Please indicate)
3B	Rear Under-Run (O3/O4 only) *see Guidance Notes	70/221/EEC to 2006/20/EC		☐



MANDATORY EVIDENCE OF DIRECTIVE COMPLIANCE REQUIRED

Item No.	Subject	Directive Requirement	Test Report, Model Report or Approval Number or Statement Demonstrating Compliance	Photocopy Included (Please indicate)
5	Steering Effort (O3/O4 only) (if fitted)	70/311/EEC to 1999/7/EC		☐
9	Braking (Power Brakes) O2/O3/O4	71/320/EEC to 98/12/EC		☐
9a	Braking (Inertia / Over-run Brakes) O1 if fitted and O2 Control Device (Coupling)	71/320/EEC to 98/12/EC or 71/320/EEC Annex VIII Appendix 2 & 3		☐
9b	Braking (Inertia / Over-run Brakes) O1 if fitted and O2) Foundation Brake	71/320/EEC to 98/12/EC or 71/320/EEC Annex VIII Appendix 2 & 3		☐
9c	Braking (Inertia / Over-run Brakes) O1 if fitted and O2) Compatibility Calculations	71/320/EEC to 98/12/EC or 71/320/EEC Annex VIII Appendix 4		☐

EVIDENCE OF DIRECTIVE COMPLIANCE OPTIONAL

4	Rear Registration Plate Space	70/222/EEC		☐
10	EMC (O3/O4 only)	72/245/EEC to 2006/28/EC		☐
18	Statutory Plates	76/114/EEC to 78/507/EEC		☐
20	Installation of Lights	UNECE Reg. 48.03		☐
21	Retro Reflectors	76/757/EEC to 97/29/EC		☐
22	End Outline, Position, Stop and Side Marker Lamps	76/758/EEC to 97/30/EC		☐
23	Direction Indicators	76/759/EEC to 99/15/EC		☐
24	Rear Registration Lamp(s)	76/760/EEC to 97/31/EC		☐
28	Rear Fog Lamp(s)	77/538/EEC to 99/14/EC		☐
29	Reverse Lamps(s)	77/539/EEC to 97/32/EC		☐

EVIDENCE OF DIRECTIVE COMPLIANCE OPTIONAL				
Item No.	Subject	Directive Requirement	Test Report, Model Report or Approval Number or Statement Demonstrating Compliance	Photocopy Included (Please indicate)
36	Heating System (if fitted) *see Guidance Notes	2001/56/EC to 2006/119/EC		☐
42	Lateral Protection (O3/O4 only)	89/297/EEC		☐
43	Spray Suppression (O3/O4 only)	91/226/EEC		☐
45	Safety Glass	UNECE Reg. 43.00		☐
46	Tyres	92/23/EEC to 2005/11/EEC		☐
48	Masses and Dimensions	97/27/EC to 2003/19/EC		☐
50	Couplings	94/20/EC		☐

PLEASE NOW COMPLETE SECTION E ON PAGE 11 – PAYMENT DETAILS

SECTION E – PAYMENT OPTIONS & DETAILS – POSTAL APPLICATIONS ONLY

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 1T Guidance Notes](#) (Section E) for further details.

8a. How are you paying the fee required 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.

£ .

8b. 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 Contact Centre - 0300 123 9000**