



How to import a vehicle into the United Kingdom



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Filling in the form

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If you're registering a new vehicle, including new imports for the first time in the UK, download and print a:

- 'Application for first vehicle tax and registration of a new motor vehicle' (V55/4) (www.gov.uk/government/publications/apply-for-first-vehicle-tax-and-registration-of-a-new-motor-vehicle-v554) and follow the instructions in the 'Guide to filling in the V55/4' (V355/4)
- 'Declaration that a vehicle is new' (V267) (www.gov.uk/government/publications/declaration-that-a-vehicle-is-new)
- you can calculate new car tax rates by going to www.gov.uk/check-tax-rates-new-unregistered-cars or download all vehicle tax rates at www.gov.uk/government/publications/rates-of-vehicle-tax-v149

If you're registering a previously used vehicle, including used imports for the first time in the UK, download and print a:

- 'Application for first vehicle tax and registration of a used motor vehicle' (V55/5) (www.gov.uk/government/publications/register-a-used-vehicle-for-the-first-time-v555) and follow the instructions in the 'Guide to filling in the V55/5' (V355/5)

- you can calculate new car tax rates by going to **www.gov.uk/check-tax-rates-new-unregistered-cars** or download all vehicle tax rates at **www.gov.uk/government/publications/rates-of-vehicle-tax-v149**

Alternatively, contact us by:

- using our Contact form – **www.gov.uk/contact-the-dvla**
- phoning 0300 790 6802 for us to post out the forms for a new or used vehicle to you

1 Introduction

As part of our vehicle registration process you'll need to deal with different Department for Transport (DFT) agencies. Some information is not automatically shared with DVLA and the process you follow will depend on how you bring the vehicle into the country and whether it is a new or used vehicle.

If you bring a vehicle permanently into the UK

You must complete the steps below or pay an importer or shipping company to do this for you:

1. Tell HM Revenue and Customs (HMRC) (**www.gov.uk/importing-vehicles-into-the-uk/telling-hmrc**) within 14 days of the vehicle arriving in the UK.
2. Pay VAT and duty (**www.gov.uk/importing-vehicles-into-the-uk/paying-vat-and-duty**).
3. Register and tax the vehicle (**www.gov.uk/importing-vehicles-into-the-uk/registering-an-imported-vehicle**) with DVLA – they'll give you a registration number so you can get number plates made up.

DVLA cannot register and tax any imported vehicle that has been seriously damaged. Visit **www.gov.uk/importing-vehicles-into-the-uk**

After notifying HMRC about the vehicle, you must register, tax and insure your vehicle (**www.gov.uk/vehicle-insurance**) before using it on UK roads. If you're a UK resident you must not drive a vehicle displaying foreign number plates.

To avoid difficulties, we advise you to:

- transport, rather than drive, your vehicle from the port to your home or its first destination
- keep the vehicle off the road until it has been registered, taxed and insured

2 Telling HMRC

By law, you must provide HMRC with the necessary vehicle information within 14 days of bringing a new or used vehicle into the UK. HMRC will use the information you provide to assess the VAT position. If you do not do this within 14 days of the vehicle arriving in the UK, HMRC may issue a late notification penalty.

DVLA will have access to relevant information you've provided to HMRC about your vehicle.

We will not register your vehicle if the details in your registration application do not match those provided to HMRC.

How to notify HMRC

1. The quickest way to notify HMRC about the imported vehicle is by using the Notification of Vehicle Arrivals (NOVA) service (**www.gov.uk/nova-log-in**) within 14 days.
2. You (the purchaser) or someone on your behalf must provide information about the vehicle you bring into the UK.
3. As soon as the online notification has been successfully processed (usually within hours), the NOVA system will calculate any VAT due and once paid or accounted for, HMRC will provide online confirmation for you to apply to register your vehicle with DVLA.
4. You need to allow 48 hours after receiving confirmation from HMRC before you contact DVLA to register your vehicle. This is to allow time for DVLA to access the NOVA information.

You can find more information about notifying HMRC and paying VAT:

- at **www.gov.uk/nova-log-in**
- by filling in a NOVA1 form, available from **www.gov.uk/nova-log-in** but this will take longer for HMRC to process
- by phoning HMRC's Excise, Customs and International Trade (ExCIT) helpline on 0300 322 9434
- by textphone, if you're deaf or hard of hearing, contact Relay UK 18001 0300 200 3700 (www.relayuk.bt.com/)

The Excise, Customs and International Trade (ExCIT) helpline is open 8.00am to 6.00pm, Monday to Friday (closed weekends and bank holidays).

If you're a non-VAT registered company or private individual

You do not need to notify HMRC using NOVA or the NOVA1 form. However, there are certain customs forms you have to fill in before you can register your vehicle with DVLA.

For more information go to **www.gov.uk/importing-vehicles-into-the-uk/telling/hmrc** or phone HMRC's VAT general enquiry line on 0300 200 3700.

3 How to register a new vehicle you have imported

A vehicle can only be registered as new in the UK if it:

- is registered within 14 days of the date you collected it (normally the date of the invoice from the supplier)
- has the minimum mileage needed to deliver it
- has not been permanently registered before
- is a current model or a model that has stopped being made within the last 2 years

To register a new vehicle send the following to DVLA:

- a V55/4 application form (the V355/4 leaflet will help you fill in this form)
- the first registration fee (see section 7)
- the fee for vehicle tax (see leaflet V149) or calculate new car tax rates by going to **www.gov.uk/check-tax-rates-new-unregistered-cars**
- a certificate of insurance or cover note for vehicles registered with a Northern Ireland address (downloaded copies are acceptable, photocopies are not) which is valid on the date the vehicle tax comes into force
- form 'Declaration that a vehicle is new' (V267)
- evidence showing the date you collected the vehicle (normally the date of the invoice from the supplier), and how the vehicle was brought into the country (either the temporary registration form if the vehicle was driven, or evidence of transportation if it was transported)
- photocopies of documents confirming your name and address (see section 5)
- evidence of type approval (see section 6)

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

For GB and NI vehicles you'll need to insure the vehicle using the vehicle identification number (VIN) or chassis number. For more information contact the British Insurance Brokers' Association (BIBA):

- online at **www.biba.org.uk**
- by email to **enquiries@biba.org.uk**
- by phone on 0370 950 1790

Vehicle registration schemes for the motor trade

You can apply to join the V55/2 secure vehicle registration scheme if you're:

- a car manufacturer
- an import concessionaire
- an independent import trader

Using the V55/2 scheme

Under the secure scheme, designed to help small businesses regularly importing new vehicles, you do not need to provide a vehicle type approval certificate. Neither do you need to provide separate evidence of newness, evidence of type approval, or notify HMRC using the NOVA online service or by using HMRC's paper form. To apply to join the scheme send your details by email to **secureformsscheme@dvla.gov.uk**

4 How to register a used vehicle you have imported

To register a used vehicle send the following to DVLA:

- a V55/5 application form (the V355/5 leaflet will help you fill in this form)
- the fee for vehicle tax (see leaflet V149) or calculate new car tax rates by going to **www.gov.uk/vehicle-tax-rate-tables**
- an original non-UK registration document or certificate for your vehicle (this document or certificate will not be returned to you) – if you do not have a document or certificate, send a letter to DVLA explaining why this is not available together with a dating certificate from the manufacturer or other acceptable source
- a certificate of insurance or cover note for vehicles registered with a Northern Ireland address (downloaded copies are acceptable, photocopies are not) which is valid on the date the vehicle tax comes into force

- proof of a valid MOT (electronic copies are acceptable) or a Goods Vehicle Test (GVT) certificate (if appropriate) (evidence of MOTs for light vehicles and motorcycles will not be returned). For information about MOT or GVT testing, phone Driver and Vehicle Standards Agency (DVSA) on **0300 123 9000**
- photocopies of documents confirming your name and address (see section 5)
- evidence of type approval (see section 6)
- the first registration fee (see section 7)

To register a used vehicle previously registered in the UK that you have imported, send the following to DVLA:

- a V55/5 application form (the V355/5 leaflet will help you fill in this form)
- the fee for vehicle tax (see leaflet V149) or calculate new car tax rates by going to **www.gov.uk/check-taxrates-new-unregistered-cars**
- an original non-UK registration document or certificate for your vehicle (this document or certificate will not be returned to you) – if you do not have a document or certificate, send a letter to DVLA explaining why this is not available
- a certificate of insurance or cover note for vehicles registered with a Northern Ireland address (downloaded copies are acceptable, photocopies are not) which is valid on the date the vehicle tax comes into force
- proof of a valid MOT (electronic copies are acceptable) or a Goods Vehicle Test (GVT) certificate (if appropriate). Evidence of MOTs for light vehicles and motorcycles will not be returned. For information about MOT or GVT testing, phone Driver and Vehicle Standards Agency (DVSA) on **0300 123 9000**
- photocopies of documents confirming your name and address (see section 5)

Please note the first registration fee is not applicable.

For GB and NI vehicles you'll need to insure the vehicle using the vehicle identification number (VIN) or chassis number. For more information contact the British Insurance Brokers' Association (BIBA):

- online at **www.biba.org.uk**
- by email to **enquiries@biba.org.uk**
- by phone on 0370 950 1790

5 Proof of name and address

Send in a photocopy of your UK photocard driving licence with your application form to prove your identity.

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 you can use to confirm your name include 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 you can use to confirm your address include a:

- recent utility bill (within the last 3 months) – for example, gas, electricity, water or landline phone
- council tax bill for the current year
- recent bank or building society statement (within the last 3 months)
- medical card or letter

You can fill in a 'Notification of name and address check' (V959) (www.gov.uk/government/publications/v959-notification-of-name-and-address-check) instead of these documents to prove your identity if you're a current DVLA trade plate holder.

Identity documents from businesses and companies (including fleet operators)

Send in 2 documents to show your current business address:

- Companies House registration certificate (embossed)
- VAT registration certificate
- recent utility bill sent to your business (within the last 3 months) – for example, gas, electricity, water or landline phone
- national non-domestic rate bill
- bank or building society statement for your business (within the last 3 months)
- certificate of company insurance
- letter from HMRC showing your company details and tax reference number

- your company mortgage statement
- property leasing agreement
- solicitor's letter about buying the property the business is run from
- consumer credit licence

Please send the relevant documents, with your V55/4 or V55/5 application, to DVLA, Swansea, SA99 1BE or the motor dealer.

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

6 Getting vehicle type approval

Before a vehicle can be registered and taxed, by law we need proof your vehicle meets environmental and safety regulations.

You must produce one of the following:

Certificate of Conformity

For UK registration, if you've got the original EU Certificate of Conformity it must state that the speedometer shows miles per hour (imperial units) and that the vehicle is suitable for driving on the left-hand side of the road. If this is not shown then you'll require additional approval.

If the vehicle is registered (or manufactured) in the EU

If you do not have the EU Certificate of Conformity, contact the vehicle manufacturer as they may be able to issue this certificate. There may be a fee for issuing the EU Certificate of Conformity.

Getting a certificate of GB Conversion IVA

If your Certificate of Conformity does not confirm that the vehicle is suitable for UK registration, you may need 'GB Conversion IVA'. Contact the Vehicle Certification Agency (VCA) by:

- **vehicleimporting@vca.gov.uk**
- phone on 0300 330 5797

Type approval does not apply to certain vehicles

You might not need type approval for a vehicle that was first registered or manufactured more than 10 years ago. Check the exemptions at: **www.gov.uk/vehicle-approval/exemptions-from-vehicle-approval**

For more information:

- go to **www.gov.uk/vehicle-approval/individual**

If your vehicle is over 10 years old and meets one of the following criteria you may need type approval to enable your vehicle to be registered and taxed correctly:

- if the vehicle was first registered on or after 1 March 2001 under the law of a country or territory outside of the UK on the basis of an EU Certificate of Conformity which identifies the vehicle as an M1 vehicle with a CO2 emissions figure in g/km
- if the vehicle was first registered on or after 1 March 2001 under the law of a country or territory outside of the UK on the basis of an EU Certificate of Conformity which identifies the vehicle as an N1 vehicle

For more information:

- go to **www.gov.uk/vehicle-approval/individual-vehicle-approval**
- visit **www.vehicle-certification-agency.gov.uk/vehicle-importing/vehicle-importing-information.asp**
- phone VCA on 0300 330 5797

7 First registration fee

The fee is currently £55. You can pay by cheque or postal order made payable to DVLA – do not send cash. We cannot accept damaged or altered cheques. If you send us a damaged or altered cheque, your application will be rejected and returned to you.

You do not have to pay for some vehicles, including:

- vehicles first registered and taxed in the ‘Disabled’ tax class
- historic vehicles previously registered with the old local authorities (late conversions)
- imported vehicles previously registered in the UK under the Personal Export Scheme and New Means of Transport Scheme
- visiting forces vehicles
- crown exempt vehicles
- vehicles registered under the Direct Export Scheme
- vehicles registered on the Off Road Scheme

8 Where to send your application

Send your application to:

DVLA
Swansea
SA99 1BE

9 What happens next

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

If your application is approved:

- DVLA will allocate your vehicle a registration number appropriate to its age (based on the evidence you've provided)
 - if you've provided a non-UK registration document showing the full date of first registration, we'll use this to allocate the registration number
 - if your non-UK registration document does not show the full date of first registration you'll need to provide evidence of the month and year of manufacture so we can allocate the registration number more accurately
 - if you cannot provide evidence of the vehicle's age, we'll allocate a 'Q' or 'QNI' registration number
- send you a V5C registration certificate (log book) showing you as the registered keeper within 4 to 6 weeks of receiving your application
- return your documents, apart from your original non-UK registration document or certificate (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 one month of the date you made your application, otherwise we will not be able to carry out an investigation.

If you do not get any of the above within the specified time, please phone 0300 790 6802.

10 Further information or help

You can get general information on registering an imported vehicle:

- at **www.gov.uk/importing-vehicles-into-the-uk**
- by writing to Input Services Group, Correspondence Team, DVLA, Swansea, SA6 7JL
- using our contact form at **www.gov.uk/contactdvla**
- by phone 0300 790 6802

Our Contact Centre opening hours are:

Monday to Friday 8am to 7pm

Saturday 8am to 2pm

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

Go to: gov.uk/dvla/account

Vehicle Services

**How to import a vehicle
into the United Kingdom**

DVLA

Longview Road

Morrison

Swansea

SA6 7JL

www.gov.uk/dvla