

# 03

## Declaration – using a vehicle off road

Fill in this declaration and send it with an 'Application for first vehicle tax and registration of a used motor vehicle' (V55/5) when you register the vehicle for off road use.

I declare that vehicle:

(frame, chassis or VIN) **will be used exclusively off road.**

Signed:

Date:

**Important note:** If you need to use your vehicle on the public road you must tax it at

DVLA  
Swansea  
SA99 1DZ.

Please cut-out and return with a V55/5 application form



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## Protect your off road vehicle

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**Like all vehicles, off road vehicles are at risk of being stolen. However, if they are stolen they are more difficult to find if they are not registered at DVLA.**

**A scheme has been introduced to register off road vehicles in order to improve detection rates in theft.**

# 01

## What you need to do to register your off road vehicle

Before you apply to register your off road vehicle with DVLA, you must contact HM Revenue & Customs (HMRC). If you are a VAT registered trader, for more information about notifying HMRC go to [www.gov.uk/nova-log-in](http://www.gov.uk/nova-log-in). If you are a private individual or a non VAT registered trader please contact the CARS team at [ecsm.nchcars@hmrc.gov.uk](mailto:ecsm.nchcars@hmrc.gov.uk)

Fill in an 'Application for first vehicle tax and registration of a used motor vehicle' (V55/5) and sign the declaration attached to this booklet to confirm that your vehicle will not be used on the public road.

Send documentation showing the Vehicle Identification Number (VIN) and engine number with your application.

Send 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 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

Send your application to DVLA, Swansea, SA99 1BE. You will be given a registration number, but as long as the vehicle is not used or kept on the public road you do not have to display a number plate on the vehicle. A V5C registration certificate (log book) will be sent to you within 4 weeks.

### Further information

As this is a voluntary scheme, you do not pay the vehicle registration fee.

All vehicles will be given a Q or QNI prefix registration number.

You do not pay vehicle tax.

You do not need insurance or a vehicle tax certificate to register your vehicle for off road use.

You do not need to make a SORN declaration.

If at a later date you want to use your vehicle on the public road you will need to send an explanatory note, and the following to DVLA, Swansea, SA99 1DZ:

- the current existing Q or QNI plated V5C Registration Certificate (log book)
- the first registration fee
- a completed 'Application for vehicle tax' (V10)
- appropriate fee for the vehicle tax
- evidence of the vehicle's revenue (gross) weight (from the manufacturer)
- evidence of type approval (normally a certificate of conformity) unless your vehicle is exempt
- proof of a valid MOT (electronic copies are acceptable) or Goods Vehicle Test certificate (if applicable) (evidence of MOTs for light vehicles and motorcycles will not be returned)
- a Declaration of exemption from MOT (V112) (if the vehicle is exempt from MOT)

- a Declaration of exemption from goods vehicle testing (V112G) (if the vehicle is exempt from goods vehicle testing)
- a current certificate of motor insurance or cover note for vehicles registered with a Northern Ireland address
- evidence of the date of manufacture (only necessary if you want an age-related registration number)

All vehicles used on a public road are subject to construction and use requirements and must comply with the Road Vehicles (Construction and Use) Regulations 1986 or Motor Vehicles (Construction and Use) Regulations (NI) 1999. It is the keeper's responsibility to make sure that the vehicle meets the Construction and Use Regulations in place for road use.

# 02

## CESAR – the official security and registration scheme

The Plant Theft Action Group have introduced a scheme to protect and trace registered plant machinery. CESAR is administered by Datatag.

- 1 All vehicles registered under the scheme are permanently fitted with unique and highly visible triangular identification plates which are tamper evident and contain a unique Datatag transponder to aid in the recovery of the vehicles in the event of theft
- 2 Each machine and CESAR system is permanently registered on Datatag's secure and accredited database for police and customer enquiries
- 3 When requested, machinery and equipment will also be registered on the DVLA's Off Road Register (ORR) allowing police instant access to the police national computer and registered keeper files

For further information about CESAR contact Datatag ID Ltd on **08450 700 440** (24hr call centre). Please note: You should not contact DVLA if you have any queries regarding the CESAR scheme.