



POSTAL APPLICATIONS ONLY

APPLICATION FOR INDIVIDUAL VEHICLE APPROVAL (IVA)

Passenger cars having no more than 8 seats in addition to the driver's – M1
The Road Vehicles (Approval) Regulations 2020

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

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



1a. APPLICATION TYPE

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

☐

STATUTORY (Required for registration)

☐

VOLUNTARY

1b. APPLICANT AND OWNER DETAILS

(See Note 1 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) :

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3. VIN / REGISTRATION MARK & VEHICLE TEST CLASS DETAILS

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 all of the boxes that are applicable to your vehicle. Please refer to the [IVA 1C 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 | M ☐ Hearse, Motor Ambulance or Motor Caravan not more than 3500kg GVW |
| C ☐ A vehicle built by a person in the business of building vehicles, using parts of a vehicle registered in the UK. | M ☐ Hearse, Motor Ambulance or Motor Caravan more than 3500kg GVW |
| | R ☐ A vehicle not meeting any other category and therefore requiring a Normal IVA |

In addition to being one of the above classes, is the vehicle a **W** ☐ **Wheelchair Accessible Vehicle (WAV)?**

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 major parts* (which maybe re-conditioned/re-manufactured) that were previously used in a registered vehicle? (*See Notes for 'Class C') YES ☐ NO ☐

4. VEHICLE DETAILS

Please tick/complete the appropriate boxes below ▼

(See Note 4 in Guidance Notes)

4a. Vehicle make and full model description : **4b. What is the date of manufacture?**Month Year **4c. Has the vehicle been previously registered?**

(In any country including the UK)

YES ☐NO ☐

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**)

Date :

4e. When presented, will the vehicle be a goods vehicle requiring a passenger vehicle test? If 'YES', please provide the following below ▼YES ☐NO ☐

the design gross weight ►

kg

the overall length of the vehicle ►

cm

the overall length of the load area ►

cm

4. VEHICLE DETAILS (Cont)		Please tick/complete the appropriate boxes below ▼ (See Note 4 in Guidance Notes)	
?	4f (i). Type of body? (e.g. saloon, limo, estate, pick up)		Colour :
	4f (ii). If the vehicle is a motor caravan, is it based on an EC compliant base vehicle?	YES ☐	NO ☐
	4f (iii). If 'YES', what is the : - Base vehicle emissions approval number - WLTP combined CO₂ figure (if issued by manufacturer) g / km		
	<i>Note : Evidence of the 'base vehicle' Certificate of Conformity will be required at the time of inspection.</i>		
	4g. What is the engine number? 		
?	4h. Where is the engine number located? 		
?	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 supported by a copy of an EC Certificate of Conformity, it will <u>not</u> 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? volts		
	4s. What is the cylinder capacity? <i>(Please confirm the 'cc' or 'cm³' of the engine)</i> cc / cm ³		
?	4t. What is the number and arrangement of cylinders? * <i>*(Please Note : for classes A, C & L ONLY)</i> 		
?	4u. What is the engine maximum power <u>AND</u> the engine speed at which it is obtained? <i>(DO NOT take these figures from the rev counter – see note 4u in Guidance Notes)</i>		
	kw @ rpm or bhp @ rpm		

4. VEHICLE DETAILS (Cont)

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

4v. What is the maximum design road speed of the vehicle? mph

(DO NOT take this figure from the speedometer – see note 4v in Guidance Notes)

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

(Not required for classes R, P and E but must be completed for any vehicle where :

a) the design weights have been increased

b) the vehicle **is intended to tow** a trailer where “**Train**” or “**Towable Mass**” must be provided.

*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** design laden weights than those allocated by the original manufacturer, please provide them below. Evidence of the vehicle’s capability at the higher weight will be required. (Not applicable to a Voluntary application.)

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

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) :

If ‘YES’ what is the recorded mileage? ►
(including the mileage before any modification)

m ► ☐ km ► ☐

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 in the box below (please continue on a separate sheet 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 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. CONVERTED VEHICLES ONLY** Please tick/complete the appropriate boxes below ▼ (See Note 6 in Guidance Notes)**6. Has your vehicle been converted to increase the number of passenger seats?** YES ☐ NO ☐

If 'YES', has it been :-

a. converted into a 'limousine' by increasing the number of seating positions? YES ☐ NO ☐b. converted from a passenger vehicle that had more than 8 passenger seats? YES ☐ NO ☐c. converted from a goods vehicle? YES ☐ NO ☐
(This includes wheelchair accessible vehicles)d. converted from a goods vehicle that has a design weight of 1500kgs or more? YES ☐ NO ☐If 'YES' to 'd', does the vehicle also have a seat reference point (of the lowest front seat) of more than 700mm above the ground? YES ☐ NO ☐e. adapted for a person with a disability? YES ☐ NO ☐

If you have ticked 'YES' to '6d' or '6e', please confirm the design weight of the vehicle ►

 kgf. adapted to accommodate one or more wheelchairs? YES ☐ NO ☐

If 'YES', please state maximum number of wheelchair positions ►



7. EVIDENCE OF ELIGIBILITY

(Not Applicable to Class 'R' or Voluntary Test)

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 to the IVA standard of a Member State*) :

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 of the vehicle** – 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 and applicant's 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 :

Please Note : For assessment purposes where indicated, a **copy** of the evidence of compliance must be provided (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

8. EVIDENCE OF COMPLIANCE

8.1 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

8.2 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	74/297/EEC to 91/662/EEC
Seat belt anchorages	76/115EEC to 90/629/EEC (from 24/4/2009 to 2005/41)
Front impact (design weight 2500kg or less)	96/79/EC
CO ₂ and fuel consumption	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

8.3 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. If the vehicle is based on a light goods vehicle, the Directive standards applicable to the light goods vehicle will be considered acceptable.

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

Certificate of
Conformity

YES ☐

NO ☐

Manufacturer’s letter
of compliance

YES ☐

NO ☐

8.3 (b). 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 ►

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

YES ☐

NO ☐

If ‘YES’ please write the Test Report Number ►

8. EVIDENCE OF COMPLIANCE (Cont.)

8.3 (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 ☐

(i.e. requiring 'hydraulic' foundation brakes to be examined at a privately owned facility)?

(iii) If 'YES' to 8.3 (d) (ii), please submit form **IVA 9*** as a separate request.
(*Application form for a Model Report / Tilt Examination at a non DVSA site).

9. 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.

10. DATA PROTECTION, DECLARATION AND SIGNATURE

DATA PROTECTION – We collect, use and store your personal data so that we can process your IVA 1C 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 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.
- 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.
- 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 11 - PAYMENT DETAILS



11. 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 Refund Policy - Please refer to the [IVA 1C Guidance Notes](#) (Section 11) for further details.

11a. 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.

£ .

11b. 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**.