

**Details of Notifiable Alterations or Application for  
Change of Plated Details of a Goods Motor Vehicle  
or Trailer or Application for Design  
Weight Certificate**



Vehicle & Operator Services Agency

**ROAD TRAFFIC ACT 1988, PART II, SECTION 49  
VEHICLES EXCISE AND REGISTRATION ACT 1994 SECTION 61A**

**Complete all sections on application form.** Failure to do so may result in the form being returned or delayed in processing. Completed forms should be sent to **VOSA, Ellipse, Padley Road, Swansea SA1 8AN**

**PART A - YOUR DETAILS AND LEGAL DECLARATION**

Contact Name: .....

Company Name & Address: .....

..... Post Code: .....

Telephone Number: ..... Fax Number: .....

E-mail Address: .....

(Please tick here if e-mail is your preferred choice of confirmation / contact ☐).

I (print full name) .....

hereby declare that, to the best of my knowledge, all statements in this application are true. I understand that to make a false statement is an offence under Section 174(2) of the Road Traffic Act 1988.

Signature: ..... Date: .....

**PART B - FEE**

1 If the vehicle has a plating certificate or Certificate of Conformity, are any of the details shown affected?  
Please tick YES ☐ NO ☐ (if YES, a fee is payable)

2 If you are applying for a design weight certificate please tick ☐ (a fee is payable)

For details of current fees please visit our website **www.businesslink.gov.uk** or ring **0300 123 9000**

☐ I enclose a cheque/P.O. for £.....made payable to **Vehicle & Operator Services Agency**.  
(Please write your name and address on the back)

☐ OR Debit my Pre-funded Account (Note: Delegates must be pre-authorised to use the PFA Account.  
If you wish to add a delegate, please email the finance team (**finance.etb@vosa.gov.uk**).

A/C Number:..... Delegate Name:.....

☐ OR if you would to pay by Credit/Debit card VOSA will contact you by phone for the payment details.

Contact Name: ..... Telephone Number: .....

**PART C - VEHICLE DETAILS**

**VEHICLE REGISTRATION NUMBER**

(If notifying a cherished transfer, write the old registration mark on the top line and the new one below)

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**OR TRAILER MINISTRY NUMBER**

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**Note:** for cherished transfers  
If the vehicle has a valid MOT Certificate and/or RPC/LEC please return the **original** documents with the VTG10 application form.  
(Photocopies and expired MOT's are not acceptable)

**Full Vehicle chassis number or trailer identification number to be completed for all applications**

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Vehicle or trailer make: ..... Model: ..... No. of axles: .....

**PART D - EXAMINATION APPOINTMENT**

**Note: Please complete this section in all cases (we reserve the right to inspect the vehicle).**

At which Testing Station would you like the vehicle inspected? (Please give the station name, and the number if known)

Station Name: ..... Station Number: .....

Which day and date would you prefer? ..... AM or PM: .....

Do you want an annual test at the same time? ..... Remember to enclose the test fee as well.

**NOTE:** If the vehicle carries dangerous goods, it must be presented safe for test.

*An executive agency of the  
Department for  
**Transport***

## PART E - PLATING CERTIFICATE DETAILS

Attach a photocopy of your current plating certificate (VTG7); **we may not be able to deal with your application without it.** Do not send originals, failure to provide this information may delay your application.

For Unregistered motor vehicles, attach a copy of the Certificate of Conformity or Subsequent Minister's Approval Certificate (Sub MAC). If you do not have either of these, please tell us your Type Approval Certificate (NTA) number and Variant number. Failure to provide this information may delay your application.

NTA Number: ..... Variant Number: .....

## PART F - NATURE OF ALTERATION OR CHANGE TO PLATED DETAILS

**NOTE:** You do not need to notify us of normal replacement of worn, defective or damaged parts or components on a "like for like" basis.

If the alteration is to uprate or downrate the plated weight of the vehicle, please confirm the new weight requirement in the box below. For other changes made to the vehicle please provide full details of the alterations made. In particular:

- **For tyre changes**, tell us the sizes of the tyres on each axle, the load indices, and whether they are fitted in single or dual formation
- **For all chassis alterations** please include a diagram giving the new wheelbase and closely spaced axle dimensions
- **Give full details of any change to the braking system** please include a schematic diagram with key to the components and confirm on which axles park brakes are fitted  
☐ 1 ☐ 2 ☐ 3 ☐ 4
- **For all applications for a design weight certificate (see part B2)** please include evidence of the new design weight i.e. documentation from the manufacturer or converter or a copy of a revised manufacturer's plate.
- Where available, please supply us with the manufacturers or converter's name and reference, or technical contact details.

**Name:** .....

**Telephone Number:** .....

**Email:** .....

**Failure to complete this section will cause the application form to be delayed.**

Enter details here:

Continue on an extra sheet if necessary

### Data Protection

The personal information you provide on this form will be used for the purposes of VOSA's statutory functions. It will not be disclosed to other organisations unless required or permitted by law. For further information, visit our Information Charter available from VOSA's website: [www.dft.gov.uk/vosa](http://www.dft.gov.uk/vosa)

**For official use only. Do not write in this section.**

Make and Model					Speed Limiter Exempt		DTp Ref. No						
Function		YOR		YOM		OAWS		mm		CSA		mm	
Body Code		Chassis Code		Susp Code		Length		mm		Width		mm	
						Coupling centre to vehicle foremost part				max		min	
						Coupling centre to vehicle foremost part							
						C & U		EEC		Design			
						GVW							
						GTW							
						MTW						Tyre Code S/D	
						Axle 1							
						Axle 2							
						Axle 3							
						Axle 4							
						Maximum Kingpin Load							