

GUIDANCE NOTES (IVA 1) INDIVIDUAL VEHICLE APPROVAL

Passenger cars having no more than 8 seats in addition to the driver's – M1
The Road Vehicles (Approval) Regulations 2009

1. OWNER AND PRESENTER CONTACT DETAILS

PRESENTER <i>(if different from owner)</i>	OWNER
<p>Please include the full name and address including postcode.</p> <p>For limited companies, partnerships or sole proprietor, the registered name should be given. If a trading name is used, it should be given.</p> <p>If applying under a company please supply a contact name and number.</p>	<p>Please include the full name and address including postcode.</p> <p>You will also need to fill in this section if you have an Amateur Built vehicle or a Personal Import.</p>

2. APPOINTMENT AND PAYMENT DETAILS

2a. Which test station would you prefer (see attached Annex A)?

Please provide a second choice of Test Station as an appointment at your first choice Test Station may not be available. Vehicles in classes N, P, and R that fail an inspection can be inspected again at any IVA Test Station. Other classes of vehicle must be inspected at the same IVA Test Station that carried out the original inspection.

2b. When would you like the test?

Please give your preferred inspection day and time. For the latest information on the availability of appointments, please call our **Enquiry Line on 0300 123 9000**. The Test Station will give an appointment as near as possible to the day and time you prefer. Inspections outside 'normal' hours may be available at certain Test Stations i.e. before **8am** or after **5pm Monday to Thursday, before 8am or after 4.30pm on Fridays** or at any time at weekends or bank holidays. You will have to pay an extra fee for inspections outside 'normal' working hours. If you require this service please ask your preferred station if it is available.

2c. Payment Method.

Please make your cheque or postal order payable to 'VOSA'. You can check the fees on : www.businesslink.gov.uk/inspectionfees or www.direct.gov.uk/iva or by telephoning our **Enquiry Line - 0300 123 9000** or by emailing enquiries@vosa.gov.uk.

Please **do not** send notes, coins or Giro transfers in the post.

If you want to pay by credit card, tick the appropriate box but do **not** write your card details on the application. We will contact you by telephone to complete the transaction.

For pre-funded accounts the signatory on the application must be a delegate who is pre-authorised to use the account. If you wish to add a delegate, e-mail the PFA team at customer.accounts@vosa.gov.uk.

Refund Policy - Should you wish to **cancel** the IVA appointment date you have been allocated, the following options below will apply regarding the fee paid at the time of application :

1. If you give more than 3 working days notice prior to the appointment date you have been given, then either :

- you can request a later appointment or if not;
- a fee of **£100** will be retained by VOSA and the remaining amount refunded to the payee.

2. If you give not more than 3 working days notice prior to the appointment date you have been given, then :

- the whole fee will be forfeited.

Please Note : If you have another application pending at the Test location, it may be possible to substitute it for the application being deferred.

3. VEHICLE DETAILS

3a. Vehicle Identification Number (VIN) or chassis number.

This is the identification number displayed on the manufacturer's plate and which is stamped on the vehicle chassis or monocoque body.

You may find the vehicle identification and chassis number on the manufacturer's information plate under the bonnet, around the door opening, or where previously registered in another country, on a previous registration document. If we consider the number to be unsuitable, we will refer you to your local DVLA office, who will give you a new number. Please make sure you write the number in **full**.

If it is an amateur-built vehicle, please provide the kit-car chassis number, **not** the chassis number of any donor vehicle that may have been used.

The VIN must consist of **17 digits** unless the vehicle is a mass produced vehicle, in which case the original manufacturer's number can be less than 17 digits but not less than 8 digits.

Vehicles previously registered in **New Zealand** may have more than one Vehicle Identification Number (VIN) plate; the original applied by the vehicle manufacturer and an additional variation of the original applied by the New Zealand authority. The number on any documentation used to support the IVA application would normally be the one used on the application to identify the vehicle. Please also provide the alternative number on the application form (if necessary, in box 3b - "Position of stamped VIN on vehicle").

3b. Position of stamped VIN on vehicle.

On all vehicles other than North American vehicles, the VIN should be stamped into the chassis frame or body. Please state where this number is stamped into the vehicle e.g. under bonnet L/H side (viewed from the driver's seat) or front chassis leg L/H side.

3d. What is the date of manufacture?

This is the date the vehicle was completed such that it could be subject to a full inspection of all relevant criteria. You should be able to get the date your vehicle was made from the manufacturer's information plate or from the manufacturer.

In the case of an imported vehicle, where the date of manufacture is unavailable, the date of first registration (where the vehicle has been registered in another country) can be entered.

3i. Fuel Type : (Hydrogen)

Please enter the fuel type(s) used to propel the vehicle. GB legislation does not currently allow the general use of vehicles propelled by hydrogen. However, it is possible that a Vehicle Special Order (VSO) made under Section 44 of the Road Traffic Act 1988 may permit their road use under strict conditions. Guidance is available on the Department for Transport website at : www.dft.gov.uk/pgr/roads/vehicles/vssafety
Other than vehicles used specifically to perform a specific test programme under the responsibility of the manufacturer (i.e. prototypes), all other hydrogen propelled vehicles need to obtain a VSO before submitting an application for IVA.

3k. What is the number and arrangement of cylinders? (This question is for categories A, C, & L **ONLY**)

This information can be obtained from the manufacturer of the vehicle, from the engine or from their published data.

3m. Where is the engine number located?

Please indicate where the engine number is located e.g. L/H side of block (when viewed from driver's seat).

3n. Is the engine Turbocharged/Non Turbocharged?

Turbocharged includes engines fitted with a supercharger.

3o. Is the gear box Manual/Automatic?

"Automatic" includes automatic gear boxes that can be used in manual mode.

3q. How many designated seating positions does the vehicle have including the driver's?

A designated seating position is a seat used for normal use when the vehicle is travelling on the road. In the case of a Motor Caravan for example, this would not include seats used only when the vehicle is stationary.

In respect of most production vehicles, seating positions can be determined by the number of seat belt anchorages. Where a vehicle is fitted with a bench seat, the number is determined by dividing the cushion width (in mm) by 400mm.

3s. What is the maximum design road speed of the vehicle?

DO NOT take this figure from the speedometer as it is unlikely to be the true figure. You should try to obtain it from the vehicle handbook or by contacting the manufacturer or viewing manufacturer's information on the internet. Where manufacturers' data relating to maximum speed is not available, a calculated speed may be acceptable.

3t. What is the engine maximum power and the engine speed at which it is obtained?

This is the engine's maximum power in kilowatts (kw) and the engine speed in revolutions per minute (rpm) at which the engine produces maximum power.

You should try to obtain this information from the manufacturer's plate, the vehicle handbook or by contacting the manufacturer or viewing manufacturers' information on the internet.

3u. What are the design weights of the vehicle?

This question is only for categories A, C, L & S, GOODS vehicles and converted vehicles that have been allocated weights higher than those allocated by the original manufacturer e.g. Limousines.

The design weights should be obtained from the manufacturer's plate where available, or the converters plate if the vehicle has been subject to a conversion. If the weights are not available on a plate they should be obtained from manufacturers' published information.

Design weight is the maximum weight that the vehicle is built to carry when fully loaded. The **gross weight** refers to the weight of the whole vehicle. The **axle weight** is the maximum weight an axle can carry. The **train weight**, for a vehicle fitted with a towing attachment, is the maximum weight of the vehicle and trailer when loaded. **Towable Mass** is the maximum weight of the trailer that can be towed by the vehicle.

3v. Immobiliser/Alarm

Where an immobiliser is fitted you must show us documentary evidence from the vehicle manufacturer, an authorised technical service (a test laboratory), or an installer from an approved installer scheme that the immobiliser meets the European Directive standards at the time the vehicle is presented for test. If the vehicle also has an alarm fitted you will also need to provide evidence that it complies with the required standard. Evidence from an approved installer scheme must be **an original document** and can be :

- a Thatcham Registered Installer (TRI) certificate of installation or installation report (telephone 01635 868855 or visit www.thatcham.org) or,
- a Mobile Electronics Security Federation (MESF) certificate of installation (selected installers only, telephone 01376 561040 or visit www.mesf.org.uk) or,
- for a limited period, a Vehicle Security Installation Board (VSIB) installation certificate (please confirm prior to test that this option is available).

4. VEHICLE CLASS

P – Personal Import

A vehicle imported by a person who has lived in the country of export for **12 months** or more and has owned and used the vehicle for **6 months** or more.

We will accept the HM Revenue & Customs clearance form **C&E 388** as full proof of Personal Import (this is only available if the vehicle has been imported from *outside* the European Community (EC)). If you are not eligible to obtain this form you will need to send us individual proof of the following :

- **6 months ownership** – for example, a previous registration document from the country of export.
- **6 months use of the vehicle** – for example, an insurance certificate 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.

You must send us **photocopies** of these documents and you are required to endorse the copies "*certified copies*". These copies must be signed by the vehicle owner (**originals of these documents may be requested at a later date**).

Note 1: The owner of the vehicle must complete and sign the declaration on the application form.

Note 2: Photocopies will be retained by VOSA.

A – Amateur-built

A vehicle, the majority of which was constructed, assembled or if previously registered in the UK, structurally modified by you or by someone on your behalf who is not in the business of building motor vehicles and which is for **your** personal use. Where appropriate you must provide the kit-car chassis number, **not** the donor vehicle chassis number. **Please complete the Amateur Built Declaration which can be downloaded from www.businesslink.gov.uk/ivaforms** or can be posted/e-mailed to you on request by telephoning our Enquiry Line on **0300 123 9000**.

Evidence of the date of manufacture of the engine will be required at the time of inspection to determine the emissions limits for the vehicle. The donor vehicle registration document (V5) may be acceptable evidence, where it indicates the engine to be the original engine fitted to the donor vehicle.

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S – Rebuilt Vehicle

A vehicle which;

- has been rebuilt using a replacement chassis or combined chassis-body of the same design as the original. The chassis or combined chassis-body needs to be new or from a vehicle that has already been registered in the United Kingdom (UK). Please provide the previous registration mark of the vehicle being rebuilt and also details of where the chassis or body has come from (e.g. a receipt);
- your local DVLA office has given a vehicle chassis or identification number;
- does not meet classes 'A' or 'C'.

(Evidence of the date of manufacture of the engine will be required at the time of test to determine the emissions limits for the vehicle).

C – A vehicle built by a person in the business of building vehicles using parts of a vehicle registered in the UK

The engine and at least one other major part must come from the same donor vehicle.

Where the engine used was not the **original** engine fitted to the donor vehicle, the registration document (V5) alone will not be sufficient evidence that the engine was from the donor vehicle. You must provide the following information :

- donor registration number.
- engine number.
- list of major parts used from the donor vehicle specified above.

(Evidence of the date of manufacture of the engine will be required at the time of test to determine the emissions limits for the vehicle).

L – Vehicle manufactured in very low volume

A vehicle is manufactured in very low volume if the total number of vehicles of the family of types to which the vehicle in question belongs, which are manufactured in the world during any period of 12 months falling within the period of 36 months immediately preceding the month in which the vehicle was manufactured, does not exceed 300. Evidence will be required to demonstrate that this criteria has been met.

R – A vehicle not meeting any other category

To demonstrate compliance for this category it will be necessary to provide evidence of compliance with the "Relevant" EC Directives or evidence of a recognised standard from a non European country that is considered comparable. These are listed in the IVA M1 Inspection Manual which is available via : www.businesslink.gov.uk/ivainspectionmanuals.

"Relevant Directives" relating to a passenger vehicle of category M1 (passenger cars) are those relating to noise, emissions, fuel tanks, brakes, anti-theft, protective steering (evidence for this item is not required if the vehicle complies with the frontal impact Directive), seat belt anchorages, CO₂ and fuel consumption (vehicle approved to diesel heavy emissions are exempt from this subject), side impact (where seat reference point is 700mm or less from the ground), frontal impact (not required for vehicles over 2500kgs GVW).

Demonstrating compliance can be achieved by one or more of the following methods :

- **Directive Compliance** - Showing that European Approval Standards are met, for example, by a Type Approval number on the VIN plate or documentary evidence from the manufacturer. A letter from the manufacturer listing the European Community (EC) Directives that the vehicle met at the time the vehicle was made is required. You must send a copy of this with the application, however, **YOU MUST PRESENT THE ORIGINAL ON THE DAY OF YOUR INSPECTION.**
- **Comparable Standards** - Showing that comparable non-European standards are met e.g. using a Japanese de-registration/export certificate, or a manufacturer's certificate of completion, which will cover certain European Community (EC) Directive areas (**see table on page 5 for further requirements**). The model specification and classification numbers must be displayed on the document (you should send a copy with the application and show the original at the time of the test). If the model specification and classification numbers are not shown on the Japanese de-registration document or manufacturer's certificate of completion, **we cannot accept it.**

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- **Comparison Test** - A comparison check (but not in respect of emissions) with a known type approved vehicle.
- **Directive Test** - Physically having a test conducted to the appropriate Directive standard.
- **Model Report** - The use of a Model Report compiled from data obtained from a designated Technical Service (Test Laboratory).

For further information on demonstrating compliance refer to the IVA Information Guide available from : www.businesslink.gov.uk/iva.

Vehicle having Japanese Export document	Information needed
<p>Passenger vehicles</p> <p>See note below for 4x4 vehicles with a separate chassis and forward control vehicles.</p>	<p>Japanese de-registration document and evidence of :-</p> <ul style="list-style-type: none"> • Emission Directive (if the vehicle has <u>not</u> been registered in Japan for at least 6 months). • CO₂ & Fuel Consumption Directive. • Anti-theft Directive (may have an immobiliser fitted by an accredited installer).
<p>Note: Passenger 4x4 vehicles with a separate chassis and forward control vehicles manufactured prior to 1st January 2000.</p>	<p>In addition to the requirements listed above, evidence of compliance to the protective steering Directive will be required.</p>

E – European Approved

A vehicle that has been found by another country in the European Community to meet the same requirements as the UK Individual Vehicle Approval (IVA) scheme.

You must send us a declaration and evidence of the technical standards to which the vehicle was tested by the Approval Authority. This category also includes vehicles that display an approval number on the VIN plate that was applied at the time the vehicle was manufactured that can be supported by manufacturer's confirmation of compliance.

T – Armoured Vehicle

A vehicle intended for the protection of conveyed passengers and/or goods and which meets the armour-plating anti-bullet requirements.

Special Purpose Vehicles

'Special Purpose Vehicle' means a vehicle intended to perform a function that requires special body arrangements and/or equipment. These vehicles are those that meet the definition of an Armoured Vehicle, Hearse, Motor Ambulance or Caravan or a Wheelchair Accessible Vehicle.

If your vehicle is a 'Special Purpose Vehicle' it will not be subject to IVA until **29th April 2012**.

5. CLASS 'R' ONLY

5b. Is the vehicle a 'forward control' vehicle?

A passenger vehicle meeting the following definition may need a Model Report for protective steering. 'Forward control' means that more than half of the engine length (engine length including fan, generator and air cleaner if fitted to the engine, but not radiator, silencer, clutch or transmission) is behind the most forward point of the windscreen.

5c. Has the vehicle had a 'One-off' Test?

A 'one-off' test is a test on an individual vehicle where the information provided will include documentation from a Technical Service that will not be used for any other vehicle applications.

5e. Is the vehicle to be tested against an existing Model Report?

A Model Report is a document created as a result of a vehicle being submitted to a designated Technical Service and being fully documented such that the report can be used to establish compliance on future vehicles of the same specification. You may be able to obtain the use of an existing Model Report all of which are listed on www.businesslink.gov.uk/ivamodelreports (these are owned by members of the public or private companies).

If presenting a vehicle using a Model Report, you should be prepared to remove or dismantle trim and other parts so that the examiner can gain access to critical parts.

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If you want your vehicle to be tested against an existing Model Report, we may choose to carry out a 'compliance check'. This is a check we carry out on a sample of vehicles to make sure that :

- they are built to the same specification as the original vehicle described in the Model Report (the original vehicle having been tested and found to meet the relevant requirements) and that;
- they actually meet the requirements and are built to the specification described in the Model Report.

The compliance check is part of the 'approval' process. If we decide to carry out the check on your vehicle, we will tell you when you bring the vehicle for inspection. You will have to leave the vehicle at the Test Station. We will then transport it to a designated Technical Service who will carry out a full check of the vehicle against the relevant Model Report. You may claim a refund of the cost of your return journey to your home or place of work. We will not charge for transporting the vehicle to or from the Technical Service or for the compliance check. The process is likely to take around two weeks. We will tell you when the check has been completed, when the vehicle will be returned to the Test Station and the result of the check. The result of this compliance check can affect the future use of the Model Report in question.

5f. Is the vehicle a 4x4 with a separate chassis?

A passenger vehicle meeting the following definition may need a model report for protective steering. For example, a 4x4 that has a separate chassis is a motor vehicle that has a frame chassis (that is, separate from the body) and to which the engine and front and rear suspension are attached and on which the engine power can be transmitted to all wheels.

6. CONVERTED VEHICLES ONLY

- 6. Is your vehicle now a passenger vehicle, with no more than 8 passenger seats, that has been :**
- d. converted from a goods vehicle that has a design weight of 1500kgs or more?**
 - e. manufactured on or after 1st October 2003?**

If 'YES' to both 'd' and 'e', does the vehicle also have a seat reference point (of the lowest front seat) of more than 700mm above the ground?

A passenger car would normally have a reference point below 700mm. For guidance only, it can be assessed with the front seat (if adjustable) in its lowest, most rearward position and by placing a rectangular block measuring 136mm long and 53mm high onto the back of the seat cushion against the back rest. The forward upper edge is the height of the reference point. If the measurement is close to the critical point (that is, above 700mm), you should get advice from us, the manufacturer or a designated Technical Service (Test Laboratory).

VOSA TEST LOCATIONS

ABERDEEN	Cloverhill Road, Bridge of Don Industrial Estate, Aberdeen, AB23 8FE
BEVERLEY	Oldbeck Road, Off Grovehill Road, Beverley, East Yorkshire, HU17 0JW
BIRMINGHAM	Garretts Green Industrial Estate, Birmingham, B33 0SS
BRISTOL (AVONMOUTH)	Merebank Road, Avonmouth, BS11 8AQ
CARDIFF (LLANTRISANT)	School Road, Miskin, Pontyclun, Mid Glamorgan, CF72 8YR
CARLISLE	Brunthill Road, Kingstown Industrial Estate, Carlisle, CA3 0EH
DERBY	Belmore Way, Alvaston, Derby, DE21 7AY
EXETER	Grace Road West, Marsh Barton Trading Estate, Exeter, Devon, EX2 8PU
GILLINGHAM	Ambley Road, Gillingham, Kent, ME8 0SJ
GLASGOW (BISHOPBRIGGS)	Crosshill Road, Bishopbriggs, Glasgow, G64 2QA
LEIGHTON BUZZARD	Stanbridge Road, Leighton Buzzard, Bedfordshire, LU7 4QG
LONDON NORTH (EDMONTON)	Towpath Road, Lea Valley Trading Estate, Edmonton, N18 3JR
LONDON SOUTH (MITCHAM)	Redhouse Road, Croydon, Surrey, CR0 3AQ
LONDON WEST (YEADING)	Cygnets Way, Willow Tree Lane, Yeading, Hayes, Middlesex, UB4 9BS
MANCHESTER (CHADDERTON)	Broadway Business Park, Broadgate, Chadderton, Oldham, OL9 9XA
NEWCASTLE UPON TYNE	Sandy Lane, Gosforth, Newcastle-upon-Tyne, NE3 5HB
NORWICH	Jupiter Road, Hellesden, Norwich, NR6 6SS
NOTTINGHAM	Main Road, Watnall, Nottingham, NG16 1JF
SOUTHAMPTON (NORTHAM)	Unit R, Centurion Industrial Estate, Bitterne Road West, Southampton, SO18 1UB
TAUNTON	Taunton Trading Estate, Norton Fitzwarren, Taunton, Somerset, TA2 6RX