

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

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 the 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 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 like to pay by Credit/Debit card VOSA will contact you by phone for the payment details.
Contact Name: _____ Tel No: _____

PART C – VEHICLE DETAILS

If notifying a cherished transfer write the old registration mark on the top row and the new one below. Also for cherished transfers, if the vehicle has a valid RPC, please include the certificate with the VTG10 application so that a new RPC can be issued free of charge

Or TRAILER DETAIL

Trailer Ministry Number _____

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 station name, and, if you know it, the number) Station Name _____ Station No. _____

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.

PART E – CONTACT POINT FOR TECHNICAL ENQUIRIES

We may need further information to process your application. Please give us the name, daytime telephone number, email address and fax number, of a person who can deal with any technical queries.

Name _____ email _____

Tel No. _____ Fax No. _____

PART F – 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 No. _____

PART G – 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.

Tell us about the changes you have made to the vehicle and/or what you want it uprating or downrating to. (The more you tell us, the quicker we can deal with your application. **Failure to complete this section will cause the application to be delayed.**) 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 applications for a design weight certificate (see part C2)** 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 give us the converter's or manufacturer's name and conversion reference number**

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

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 rearmost part			
						C & U	EEC	Design	
						GVW			
						GTW			
						MTW			
								Tyre Code	S/D
						Axle 1			
						Axle 2			
						Axle 3			
						Axle 4			
						Maximum Kingpin Load			