

GUIDANCE NOTES
APPLICATION FOR INDIVIDUAL VEHICLE APPROVAL (IVA)
O1/O2/O3/O4 CATEGORY VEHICLES
The Road Vehicles (Approval) Regulations 2009

Where the application is supported by a copy of an EC Certificate of Conformity it will not be necessary to complete the items that have a shaded (blue) background. (Items 4h, 4i, 4j, 6c, 6d, 6e and 7).

1. APPLICANT CONTACT DETAILS

Please include the full name and address including postcode.

For limited companies, partnerships or sole proprietor, the registered name should be given. If a trading name is used, it should be given.

If applying under a company please supply a contact name and number.

2. APPOINTMENT AND PAYMENT DETAILS

2a. Which test station would you prefer?

Please provide a second choice of test station, as an appointment at your first choice test station may not be available.

2b. When would you like the test?

Please give your preferred test day and time. The test station will give an appointment, as near as possible to the day and time you prefer. Testing outside 'normal' hours may be available at certain test stations. These times would be 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 would have to pay an extra fee for testing outside normal working hours. If you require this service please ask your preferred test station if it is available.

2c. Payment Method

Please make your cheque or postal order payable to 'VOSA'. You can check the fees on our websites www.businesslink.gov.uk/inspectionfees or www.direct.gov.uk/iva or via our **ENQUIRY LINE - 0300 123 9000** or by email to 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 phone 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

3. TRAILER DETAILS

3a. Trailer Identification Number

For 17 digit chassis numbers please provide the number in full.

When you receive your appointment letter, in the case of a trailer required to be "plated" you will be told what the Trailer Identification Mark allocated by VOSA is.

3b. What is the category of trailer?

Category O1 – Trailers with a maximum mass not exceeding 750kg.

Category O2 – Trailers with a maximum mass exceeding 750kg but not exceeding 3,500kg.

Category O3 – Trailers with a maximum mass exceeding 3,500kg but not exceeding 10,000kg.

Category O4 – Trailers with a maximum mass exceeding 10,000kg.

In the case of a semi trailer or centre axle trailer "maximum mass" is the load transmitted to the ground when coupled to a towing vehicle and fully laden to its maximum load.

In general a trailer of category O3, O4 and some O2 trailers used for the carriage of goods will require "Plating" under the Goods Vehicles (Plating and Testing) Regulations 1988. For a list of those trailers that do not require "Plating" please refer to Schedule 2 of the "Plating and Testing" regulations.

3e. Date of manufacture

This is the date the trailer was completed to the extent that it can be inspected to the full IVA inspection criteria.

You can get the date your trailer was made from the manufacturer's information plate or the manufacturer.

4. TRAILER COMPLIANCE

In support of this application, it is necessary to provide evidence of compliance with the “Relevant Directives”.

“**Relevant Directives**” for a trailer are those relating to brakes, steering effort (if a steered axle is fitted) and in addition for trailers of O3 and O4, rear under-run.

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

- ◆ **Directive Compliance** Showing that European Approval Standards are met— by, for example, documentary evidence from the manufacturer. This may be demonstrated by a copy of a Certificate of Conformity for the trailer together with a manufacturer’s declaration (see Annex ‘A’) as to which Directive items the trailer’s approval covers. Alternatively a letter from the manufacturer, listing the European Community (EC) Directives that the trailer met at the time it was made. You must send a copy of this with the application; however, **YOU MUST SHOW US THE ORIGINAL AT THE TIME OF TEST.**
- ◆ **Comparison Test** A comparison check at a designated Technical Service (Test Laboratory) with a known type approved trailer.
- ◆ **Directive Test** Physically having a test conducted at a designated Technical Service (Test Laboratory) to the appropriate Directive standard.
- ◆ **Model Report** The use of a Model Report compiled from data obtained from a designated Technical Service (Test Laboratory).

4c. If the trailer has a National Small Series Type Approval (NSSTA) certificate as a “complete” or “completed” trailer and has not been modified since obtaining that certificate, you should contact the Vehicle Certification Agency (VCA) and request a “Mutual Recognition” certificate.

4f. This item relates to compliance with the EMC requirements (Electro Magnetic Compatibility). Please advise us of any electronic equipment fitted to the trailer, in addition to the items fitted on the braking system and the lighting system.

If equipment is fitted, it is required to meet directive requirements as demonstrated by a manufacturer’s approval marking if it is in operation when the trailer is travelling on the road.

4h. Is the trailer a ‘One-Off’ with supportive documentation?

A ‘One-Off’ trailer is one that will be tested as an individual trailer where the information provided will include documentation from a Technical Service (a Test Laboratory) that will not be used for any other trailer applications.

4j. Is the trailer to be assessed against an existing Model Report?

A Model Report is a document created as a result of a trailer being submitted to a Technical Service (a designated Test Laboratory) and being fully documented such that the report can be used to establish compliance on future trailers of the same specification. You may be able to obtain the use of an existing Model Report, some of which are listed on our websites (see 2c).

If presenting a trailer 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.

If you want your trailer to be tested against an existing Model Report, we may choose to carry out a ‘compliance check’. This 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 technical requirements); and
- They actually meet the technical 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 the test. You will have to leave the vehicle at the test station. We will then transport it to an Independent 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 intended return journey to your home or place of work. We will not charge for transporting the vehicle to or from the Laboratory 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.

5. BRAKES, TYRES AND SUSPENSION

5a. What type of brake system is fitted?

This question relates to the basic mode of operation of the braking system. Where a braking system is

primarily operated by air, although incorporating an electronic control system e.g. ABS or EBS, the system is considered to be an “Air” system.

A hydraulic system is one that is primarily hydraulic and may be air or vacuum assisted.

An electric brake is one where the foundation brake is operated solely by electrical energy.

5e. Which tyre use condition applies? (2B, 2J, 2R etc.)

The tyre use conditions provide for the use of tyres of a lesser capability under specified conditions.

TYRE CODE	CONDITION
2B	No special condition.
2J	The use on roads of the trailer is limited at times by a local authority, or a person acting in pursuance of a contract with local authority, for road cleansing, road watering or the collection or disposal of refuse; night soil or the contents of cesspools, or for the purposes of the enactments relating to weights and measures or the sale of food and drugs and at speeds not in excess of 40mph and <u>only</u> within a radius of 25 miles from the permanent base from which it is normally used.
2R	The use on roads of the vehicle is limited at all times to speeds not in excess of 50mph and subject to the requirement to display at the rear a “50” plate in accordance with the Road Vehicles (Construction and Use) Regulations 1986, Schedule 13.
2M	Operation of a low platform trailer fitted with tyres of 20 inch rim diameter or below and carrying a rectangular plate 7” x 9” displaying two letter “L”.

5f. Tyre/suspension fitment details

Please specify the tyre size and type. The size and type can be obtained from the manufacturer's side wall markings e.g. 8.5R 17.5, or 10R 22.5, the type being “Radial” or “Crossply”.

The “load index” and “speed rating” are also displayed on the tyre side wall markings, a typical marking being e.g. “156/150L”. “156/150” being the code that is used to establish the tyre's carrying capacity and the speed rating (e.g. “L”) being the code indicating the speed up to which the tyre can carry the designated weight.

“Twin or Single” indicates whether the tyres are fitted in twin or single formation i.e. two on each side of the axle or one on each side of the axle.

6. DIMENSIONS

6a. Centre of foremost axle to centre of rearmost axle.

When completing the application in respect of a centre axle drawbar trailer, disregard this question.

6b. Overall Length – The maximum length of the vehicle excluding:-

- ◆ Rear registration plates
- ◆ Lighting equipment
- ◆ Access steps and hand-holds
- ◆ Lifting platforms, access ramps and similar equipment in *running order* (i.e. in the position they would be on a moving vehicle), not exceeding 300mm, provided that the loading capacity of the vehicle is not increased.
- ◆ Coupling devices
- ◆ Trolley booms of electrically-propelled vehicles

Overall Width – The maximum width of the vehicle at its widest point excluding:-

- ◆ Tyre-pressure or tyre failure indicators
- ◆ Protruding flexible parts of the wheelguards
- ◆ Lighting equipment
- ◆ Access ramps in *running order* (i.e. in the position they would be on a moving vehicle), provided that they do not exceed 10mm from the side of the vehicle and the requirements of section 16 (Exterior Projections) are met
- ◆ Retractable steps
- ◆ The deflected part of the tyre walls immediately above the point of contact with the ground
- ◆ Handles and hinges of external lockers
- ◆ Trim protruding not more than 10mm from the bodywork.

6c. Distance from centre of coupling to the back of the trailer

Please specify minimum and maximum dimensions where coupling, axles or chassis incorporate variable positions.

ANNEX A

This application is required to be supported by evidence of compliance with certain EC Directives. Where this evidence is not available from the trailer manufacturer, you will be responsible for providing the required information. Some of the options available to achieve this are listed in the “Trailer Compliance” section of these notes.

Item 3B – Rear Under-run

As an alternative to providing Directive Compliance, evidence can be demonstrated by submitting calculations that confirm the equipment and its securing arrangements comply with the Directive strength requirements.



VOSA TEST LOCATIONS FOR O1 & O2 TRAILERS

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	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

VOSA TEST LOCATIONS FOR O3 & O4 TRAILERS

BRISTOL	Merebank Road, Avonmouth, BS11 8AQ
DERBY	Belmore Way, Alvaston, Derby, DE21 7AY
GILLINGHAM	Ambley Road, Gillingham, Kent, ME8 0SJ
GLASGOW (BISHOPBRIGGS)	Crosshill Road, Bishopbriggs, Glasgow, G64 2QA
MANCHESTER (CHADDERTON)	Broadway Business Park, Broadgate, Chadderton, Oldham, OL9 9XA

The above VOSA Test Stations cannot be contacted directly. Please telephone our Contact Centre on **0300 123 9000** if you wish to be transferred through to your chosen Test Station for a specific enquiry.