

GUIDANCE NOTES (IVA 1H)

INDIVIDUAL VEHICLE APPROVAL (IVA)

Goods vehicles having a maximum mass exceeding 3500kg- N2/N3 CATEGORY VEHICLES
 The Road Vehicles (Approval) Regulations 2009

SECTION A - GENERAL

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 (i.e. items 4i, 4j, 4k, 6c & 7a).

If this application relates to a vehicle that is required to comply with the Goods Vehicles (Plating and Testing) Regulations 1988, it will also be considered as an application under these regulations and result in the issue of a "Plate" and "Plating Certificate".

If a vehicle is already approved as a "complete" vehicle and is subsequently modified, prior to registration, such that the approval is no longer valid, further approval (e.g. IVA) in the modified condition will be required.

Vehicles submitted for an IVA are required to be complete, that is, fitted with bodywork and, in the case of a vehicle intended to tow a trailer, a suitable coupling device. The vehicle must be fitted with all the equipment necessary for it to be used on the road.

If the vehicle has been used previously and has a date of manufacture more than 12 months prior to an application to register in the UK, a roadworthiness test will also be required. A separate application should be made to the chosen testing station for the roadworthiness test to be conducted concurrently.

1a. APPLICATION TYPE

An application for a statutory Individual Vehicle Approval is subject to the provisions of the Road Vehicles (Approval) Regulations 2009. This includes specific provisions appertaining to the application of the process by or on behalf of the approval authority and provisions, either required to be met by the applicant or available to the applicant e.g. the right of appeal.

The provisions of the Road Vehicles (Approval) Regulations 2009 do not apply to a Voluntary application, however an assessment of the vehicle's ability to comply with the technical schedules will be made and only where the vehicle complies fully with the technical requirements will a 'Confirmation of Compliance' be issued.

1b. 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 as 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 of 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 will 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 at www.businesslink.gov.uk/inspectionfees, by telephoning our **Contact Centre** on **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

2. APPOINTMENT AND PAYMENT DETAILS cont...

2c. Payment Method cont...

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

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.

3. VEHICLE DETAILS

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

You can find the vehicle identification or chassis number on the manufacturer's plate, either under the bonnet or around the door opening. Where the vehicle was previously registered in another country, it can be found on a previous registration document or, if available, on the Type Approval 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**.

3b. Revised Vehicle Identification Number requested (multi stage approved vehicles only).

In agreement with the Approval Authority, the manufacturer responsible for the final stage of approval may replace the first and second parts of the original identification number with his own code where he is registered with WMI. The last eight digits must remain those of the first stage manufacturer and the original number must be retained on the vehicle.

3c. What is the category of vehicle?

The vehicle category is dependant on the "maximum mass" i.e. the Design Gross Vehicle Weight.

Category N2 - Goods vehicles with a maximum mass exceeding 3,500kg but not exceeding 12,000kg.

Category N3 - Goods vehicles with a maximum mass exceeding 12,000kg.

In general, a vehicle of category N2 or N3 used for the carriage of goods will require 'Plating' under the Goods Vehicles (Plating and Testing) Regulations 1988. 'Plating' is the allocation of the maximum weights that the vehicle can operate at within Great Britain, resulting in the issue of a Department for Transport 'Plate' and 'Plating Certificate'. For a list of vehicles that do not require 'Plating', please refer to Schedule 2 of the 'Plating and Testing' regulations.

3f. Date of manufacture.

This is the date the vehicle was completed to the extent that it can be inspected to the full IVA inspection criteria. You can obtain the date your vehicle was made from the manufacturer's information plate, the manufacturer or, if available, the Type Approval document.

3g. Number of Axles.

Please enter the number of axles and, if more than two, state the arrangement of steering and drive axles i.e. 3 axle twin steer or 3 axle double drive etc.

3i. What type of transmission does it have? (*Automatic*)

This includes any transmission where a 'drive mode' can be selected that automatically provides changes in gear selection as vehicle speed increases/decreases. Gearboxes having an electronic control that provides individual gear selection only will be considered to be a 'manual' transmission.

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. Number and arrangement of cylinders.

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

3o. Engine capacity.

Please provide the manufacturer's quoted engine capacity in cubic centimetres cm³ (i.e. 'cc').

3p. 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 either the manufacturer's plate, the vehicle handbook, by contacting the manufacturer or viewing manufacturer's information on the internet.

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SECTION B - APPROVAL

4. VEHICLE COMPLIANCE

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

'Relevant Directives' relating to a goods vehicle of category N2/N3 are those relating to noise, emissions, fuel tanks, brakes, anti-theft (if fitted), rear under run, steering effort and EMC.

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 documentary evidence from the manufacturer. This may be demonstrated by a copy of a Certificate of Conformity for the vehicle, together with a manufacturer's declaration (see Annex 'A') as to which Directive items the vehicle's approval covers. Alternatively, a letter from the manufacturer listing the European Community (EC) Directives that the vehicle met at the time it was made. You must send a copy of this with the application and **YOU MUST SHOW US THE ORIGINAL AT THE TIME OF TEST.**
- **Comparison Test** - A comparison test at a designated Technical Service (Test Laboratory) with a known type approved vehicle.
- **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).

Immobiliser/Alarm (if 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 either :

- 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).

4b. Is it a 'Special Purpose Vehicle'?

A 'Special Purpose Vehicle' (SPV) means a vehicle intended to perform a function that requires special body arrangements and/or equipment. For the purposes of IVA, Special Purpose Vehicles will include the following vehicle types which are exempt from GB National Type Approval but will, from the mandatory introductory dates of ECWVTA, need to obtain type approval or IVA :

- Motor Tractors & Locomotives – vehicles which carry no load (other than necessary equipment etc) and only haul balanced trailers (and not articulated ones), (unless such vehicles meet the definition of mobile machinery).
- Snow Ploughs, Gritters and other vehicles constructed for dealing with snow or ice (and dedicated to that purpose).
- Electrically-propelled goods vehicles.
- Steam-propelled goods vehicles.
- Break-down vehicles (in this context, defined as a vehicle which can raise a disabled vehicle from the ground and tow it whilst raised and which carries no other load except necessary equipment).
- Mobile Cranes within the normal C&U size and weight limits for road vehicles (larger Mobile Cranes subject to STGO are considered as Mobile Machinery and are exempt from type approval).

In addition, the following list of vehicles will be classed as Special Purpose Vehicles. These vehicles are authorised under the 'Special Types General Order' (STGO) rules but will become subject to type approval before registration from **29th October 2014**. Certain exemptions will be available to ensure that the vehicle is capable of fulfilling its intended purpose.

- Vehicles designed to carry an abnormal indivisible load.
- Engineering plant which is based on a lorry chassis.
- Road recovery vehicles over 12 tonnes.
- Vehicles with boom-mounted movable work platforms.
- Highway testing vehicles which are based on a lorry chassis.
- Crash cushion vehicles which are based on a lorry chassis.

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4. VEHICLE COMPLIANCE cont...

4c. Does the vehicle have an ECWVTA or NSSTA Certificate of Conformity as an 'incomplete', 'complete' or 'completed' vehicle?

'ECWVTA' is a European Community Whole Vehicle Type Approval and 'NSSTA' is National Small Series Type Approval. For definitions of 'incomplete', 'complete' and 'completed' please refer to the IVA Information Guide - www.businesslink.gov.uk/ivainformationguide.

4e. Has the vehicle been modified since being previously approved?

Any alterations in the structure or fixed equipment of the vehicle which affect its carrying capacity, and alterations to any part of a braking system or its means of operation must be stated. Modifications to any system previously approved must also be indicated in this section.

4f. Has the vehicle been fitted with any electronic equipment following approval?

This item relates to compliance with the requirements of EMC (Electro Magnetic Compatibility). Please advise us of any electronic equipment, e.g. tail-lift, fridge etc., that has been fitted to the vehicle following the issue of an approval to the base vehicle. 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 vehicle is travelling on the road.

4h. Is the vehicle fitted with a rear under-run device?

A tail-lift or other device stored (when not in use) in a position where a rear under-run device would otherwise be required is itself required to meet the rear under-run Regulations, if applicable to the vehicle. Please refer also to **Note Annex A, Item 3b**.

4i. 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.

4k. Is the vehicle to be assessed against an existing Model Report?

A Model Report is a document created as a result of a vehicle 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 vehicles of the same specification. You may be able to obtain the use of an existing Model Report, some of which are listed on www.businesslink.gov.uk/ivamodelreports

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.

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 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 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.

SECTION C - PLATING

5. BRAKES, TYRES AND SUSPENSION

'Section C – Plating' only needs to be completed if the vehicle is required to be issued with 'Plating' documents.

5a. What type of brake system is fitted?

This relates to the basic mode of operation of the braking system. Where a brake system is primarily operated by air, although incorporating an electronic control system e.g. ABS or EBS, the system is considered to be a 'Full Air' system.

An 'Electric' brake system is one where the foundation brake is operated solely by electrical energy.

5. BRAKES, TYRES AND SUSPENSION cont...

5b (i). What is the 'split' arrangement of the Service brake system?

This relates to the configuration of the Service brake system which is divided (split) into two separate systems capable of operating independently of each other, but having a common control (the brake pedal). This indicates which wheels are braked on each part of the system or how the system is 'split' e.g. on a two axle vehicle front/rear, diagonal etc, or on a three axle vehicle 1+3 & 2 or 1+2 & 1+3 etc.

5b (ii). Is the manufacturer's designated secondary brake part of the service brake system?

The 'designated secondary brake' is the part of the brake system nominated by the manufacturer within his EC brake approval as the secondary brake. It may be achieved by the operation of part of the service brake or an independent brake (e.g. spring brakes).

If the vehicle has been subject to a Directive test at a Technical Service, the secondary brake will be the system used during the secondary brake tests.

5d. Is a transmission parking brake fitted?

This question relates to a parking brake that operates on the gearbox or propshaft of the vehicle. Do not include engine braking devices.

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 motor vehicle is limited to use 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.

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

- wiper and washer devices
- front or rear registration plates
- lighting equipment
- mirrors and other devices for indirect vision
- 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
- external sun visors

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

- tyre-pressure or tyre failure indicators
- protruding flexible parts of wheelguards
- lighting equipment
- mirrors and other devices for indirect vision

6. DIMENSIONS cont...

Overall Width cont...

- 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 between closely spaced axles.

The “*distance between closely spaced axles*” relates to the dimension between the centre line of one axle and the centre line of the next axle (“1-2” relating to axles 1 and 2 etc.). Providing the wheels are the same on each of the axles, the measurement can be taken from the rearmost edge of the wheel rim (at the height of axle centre line) and the corresponding position on the adjacent wheel.

7. WEIGHTS

7a. Vehicle Weights.

Where a vehicle has been previously approved, the weights allocated should be available from the Certificate of Conformity (including the manufacturer's intended weight in GB). If the vehicle has not been previously approved, the manufacturer's design weights must be completed and where available (if known), their intended GB weights.

7b. Unladen Weight.

For the purposes of completing this application, the ‘Unladen Weight’ is ‘The weight of the vehicle with no driver or passengers or adequate supply of the necessary oils, water, fluids etc, no load other than tools and equipment normally carried and an amount of fuel in the tank’.

Note : The amount of fuel in the fuel tank must be estimated and disclosed on the application.

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 vehicle manufacturer, you will be responsible for providing the required information. Some of the options available to achieve this are listed in the ‘Vehicle Compliance’ section of these notes.

Section I of Annex A lists the mandatory items for which evidence of compliance is required.

Section II is optional, however evidence of compliance, if available, may be used instead of VOSA conducting a visual inspection to establish compliance.

Item 3A – Fuel Tank(s).

Evidence of Directive Compliance is required only for the main fuel tank(s) i.e. those storing fuel for the purpose of engine propulsion.

Item 3B – Rear Under-run.

Where the vehicle is required to have a rear under-run device and has a date of manufacture from **29th April 2009**, evidence of EC Directive compliance is required. This can be in the form of documentary evidence of EC Approval from the vehicle or component manufacturer. As an alternative to providing Directive compliance, evidence can be demonstrated by submitting a test report witnessed by the Approval Authority or calculations that confirm the equipment and its securing arrangements comply with the Directive strength requirements that have been considered and found to be satisfactory to the Approval Authority.

For a list of the vehicles that are exempt from the rear under-run requirements, please refer to the N2 & N3 Inspection manual item 03B – Rear Protection Devices (www.businesslink.gov.uk/ivainspectionmanuals). Devices fitted to vehicles manufactured before **29th April 2009** do not need an Approval but will be subject to visual inspection.

Item 36 – Heating System.

Evidence of Directive compliance is **only** required if the vehicle is fitted with a Combustion Heater.