

You will be informed of the date and time fixed for the examination, if you are submitting this form with an annual test application the examination will normally be at the same time as the test.

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**

Name:..... Position in company:.....
Full Address:
Post code: Telephone:

Declaration

I declare that as far as I know, the information given is true and correct.

Name (in full).....

Signed:..... Date:

VEHICLE DETAILS

[illegible]

<ul style="list-style-type: none"> ● Chassis ● Body 	Make	Model	Year of Manufacture

- **External Dimensions (mm)**

Height:

Length:

Certificate of initial fitness details

Serial Number..... Date of Issue.....

Part 2: Details of Notifiable Alterations

Give details of alterations which will affect the

- chassis frame or structure
- steering, suspension, wheels or axles
- for increase in carrying capacity please tick or complete the relevant boxes
- braking system
- other changes

Crew Seat(s) ☐

Air conditioning ■

Alloy wheels ☐

Roof mounted air conditioning ■

Wheelchair lift ☐Double Glazing ☒Television/video ☐

● Type of suspension (eg air, leaf, etc) Axle 1: Axle 2: Axle 3: Axle 4:

<ul style="list-style-type: none"> ● carrying capacity ● Upper deck ● Lower deck ● Standing ● W/chairs ● Crew Seat(s) 	<p>Before Alteration</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>After Alteration</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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Has the weight of the vehicle changed because of the alteration? Yes ☐ No ☐

Do not write in this section (For VOSA use)

Layout of upper deck or alternative layout of lower deck

Front

Front

Layout of lower deck

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.....

.....

.....

.....

.....

.....

.....

.....

Approved ☐ Not Approved ☐

Signed..... Date

Vehicle examiner

Notes:

Normal replacement of worn, defective or damaged parts or components on a like for like basis are not notifiable.

Details of notifiable alterations to a PSV are covered by section 20 of the Public Passenger Vehicles Act 1981 as amended by section 29 of the Transport Act 1985. The following notes are intended for guidance in completing this form. They do not provide legal advice, and should not be regarded as an interpretation of the Acts.

The lists below give the notifiable alterations which you must give details of.

Alterations to the structure or fixed equipment of a vehicle;

● Chassis frame or structure

Any alteration which increases or decreases the front or rear overhang, or the wheelbase. Any other extension, deletion or alteration, including cutting, welding, riveting etc., which materially alters the chassis frame or structure, or changes its torsional stiffness.

● Steering, suspension, wheels or axles, (including stub axles and wheel hubs)

The fitting of steering gear, axles, hubs, or road springs of a different design or load bearing capacity. Any addition, deletion or alteration which reduces the inherent strength of the above components.

● Carrying capacity

Any alteration which changes the seating capacity or the number of standing passengers to be carried.

● Bodywork

Any alteration which materially changes the strength of the body structure, or the means by which it is attached to the chassis. Any alteration which changes the design of the body, or effects entrances or exits, or the fitting or removal of such items as seat belts, toilets, televisions/video receivers, drink dispensers etc.

Alterations to the braking systems (which affect the braking system or the braking performance) including:

- the fitting or removal of components, such as reservoirs, servos, actuators, exhausters or compressors.
- the addition of equipment connected to any part of the braking system.
- the fitting of brake drums, shoes or liners of a smaller contact area.

Any alterations should comply with Regulation 15 of the Road Vehicles (Construction and Use) Regulations 1986 (as amended)

Other alterations to the structure or fixed equipment:

These are any other alterations made in the load bearing structure or fixed equipment of the vehicle. This includes changing the type of engine (e.g. petrol to diesel).

These details of notifiable alterations should be sent to the PSV Centre, VOSA, Ellipse, Padley Road, Swansea SA1 8AN.

*An executive agency of the
Department for
Transport*