

GUIDANCE NOTES

APPLICATION FOR VOLUNTARY INDIVIDUAL VEHICLE APPROVAL (VIVA)

Passenger cars having no more than 8 seats in addition to the driver – M1

Goods vehicles having a gross vehicle weight not more than 3500kgs – N1 (from 29 October 2011)

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 a test can be tested again at any IVA Test Station. Other classes of vehicle must be tested at the same IVA Test Station that carried out the original test.

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 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 would have to pay an extra fee for testing outside normal working hours. If you require this service please ask your preferred Station if this service is available.

2c. Payment Method.

Please make your cheque or postal order payable to 'VOSA'. You can check the fees on our website www.businesslink.gov.uk/inspectionfees or www.direct.gov.uk/iva, via 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 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. VEHICLE DETAILS

3a. Vehicle Registration Number or if not registered Vehicle Identification (chassis) Number.

If the vehicle is registered in the UK enter the vehicle's registration number, if not enter the Vehicle Identification Number (chassis number).

You can 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. 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.

If the vehicle has been registered in New Zealand and has more than one 'stamped' VIN, the number on the documentation used to support the application would normally be the one used to identify the vehicle.

3c. 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 can get the date your vehicle was made from the manufacturer's information plate or from the manufacturer.

3j. Is the vehicle Turbocharged/Non Turbocharged?

Turbocharged includes engines fitted with a supercharger.

3k. Is the gear box Manual/Automatic?

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

3l. If a registered vehicle, has it been modified since it was first registered?

Please tell us of any major modification of a structural nature such as a body conversion, wheelbase extension or anything that has changed the carrying capability of the vehicle, or the engine power output or transmission.

Minor changes such as a change of colour, trim specification need not be included.

3n. 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, e.g. a Motor Caravan, 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.

3p. 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 get it from the vehicle handbook or by contacting the manufacturer. Where manufacturer's data relating to maximum speed is not available, a calculated speed may be acceptable.

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

This is the engine's maximum power in kilowatts 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.

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

This question is only for categories A, C, L & S, GOODS vehicles and converted vehicles where the allocated weights are 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 manufacturer's 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.

3t. Immobiliser/Alarm.

Where an immobiliser is fitted, when the vehicle is presented for test, you must show us documentary evidence of compliance. This can be evidence of an acceptable comparable standard, e.g. for vehicles registered in Japan from 1 July 2006 onwards, or 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. If the vehicle 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).

4. VEHICLE CLASS

The level of test applied will depend on the vehicle class nominated.

Where the inspection is being carried out at the request of a council hackney or private hire licensing authority, the applicant should confirm with the authority whether a 'Normal' or 'Basic' level of compliance is required. For these purposes a 'Normal' inspection equates to a category 'R' vehicle class, and a 'Basic' inspection equates to a category 'P'. For the purposes of a voluntary inspection, a category can be nominated although it is not necessary to demonstrate that the definition has been met.

In any other case, it is the applicant's decision as to which category the vehicle is to be inspected as.

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 six months or more.

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. You must provide the kit-car chassis number, **not** the donor-vehicle chassis number.

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. The donor vehicle registration document may be acceptable evidence where it indicates the engine to be the original engine fitted to the donor vehicle.

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),
- your local DVLA office has given a vehicle chassis or identification number to,
- does not meet class '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.

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 numbers

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.

NOTE: For a definition of 'type' please see paragraph 1 of Part I of schedule 3 of the Road Vehicles (Approval) Regulations 2009.

R – A vehicle not meeting any other listed 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 Inspection Manual available from www.businesslink.gov.uk/ivainspectionmanuals.

'Relevant Directives' relating to a goods vehicle of category N1 are those relating to noise, emissions, fuel tanks, brakes, anti-theft and where the GVW is less than 1500kg protective steering (evidence for protective steering is not required if the vehicle complies with the frontal impact Directive), seat belt anchorages, CO₂ and fuel consumption (vehicles approved to diesel heavy emissions are exempt from this subject), side impact (where seat reference point is 700mm or less from the ground).

'Relevant Directives' relating to a passenger vehicle of category M1 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. You must send a copy of this with the application and **YOU MUST SHOW US THE ORIGINAL AT THE TIME OF TEST.**
- **Comparable Standards.** Showing that comparable non-European standards are met e.g. using a Japanese deregistration/export document, or a manufacturer's certificate of completion, which will

cover certain European Community (EC) Directive areas (**see table below 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 deregistration document or manufacturer's certificate of completion, we cannot accept it.

- **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 an authorised Technical Service (Test Laboratory).

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

VEHICLE HAVING JAPANESE EXPORT DOCUMENT – INFORMATION NEEDED

Passenger or goods vehicles :

Japanese deregistration document and evidence of :

- Emission Directive (if the vehicle has not been registered in Japan for at least **6 months**).
- CO₂ & Fuel Consumption Directive.
- Anti-theft Directive (if the vehicle is a pre July 2006 in which case it may have an immobiliser fitted by an accredited installer).
- In respect of a goods vehicle, axle, train and GVW design weights from the manufacturer. The information on the Japanese deregistration document is not acceptable for design weights.

T – Armoured Vehicle

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

5. CLASS 'R' ONLY

5b. 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.

5c. 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 an authorised Technical Service (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 our website. (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.

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?**
 - f. manufactured on or after 1st October 2003?**

If 'YES' to both 'd' and 'f', 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).

6. 'c' or 'd' - "converted from a goods vehicle"

Where a vehicle of 'category 'R' (but not a 'disabled persons vehicle' or a 'wheelchair accessible vehicle') has been converted from a goods vehicle to a passenger vehicle, evidence of compliance with the seat belt anchorage requirements must be provided using **ANNEX 2 & 3 of Item 19** of the Inspection Manual.

ANNEX A

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
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
KIDDERMINSTER	Worcester Road, Kidderminster, DY11 7RD
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

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.