



Please complete the following application in full.

Customer Details:

Name:

*

Address
(at which you wish the documents to be returned
including postcode):

*

Telephone Number:

*

Email:

*

Vehicle Make:

*

Model:

*

Chassis/Vin Number:
(17 digit number that can be located on either
your European Certificate of Conformity, or your
foreign registration document)

*



Written Statement:

Please read the written statement below and sign and date it yourself at the bottom confirming that your vehicle conforms to each of the points in full.

1. That a rear fog light has been fitted to the off-side (right) of the vehicle.
2. That the headlamps have been permanently adjusted to dip to the left. Note: stickers are not acceptable, the beam must either be replaced or adjusted. Beam benders or deflectors are also not acceptable.
3. That a tachograph has been fitted and/or a speedometer has been fitted which is capable of indicating speed in both miles per hour and kilometres per hour, either simultaneously, or by operation of a switch. The speedometer must be marked up to the maximum speed of the vehicle, with graduations at 1, 2, 5, or 10mph, and with values at intervals not exceeding 20mph.
4. That side indicators have been fitted
5. That a speedlimiter has been fitted if the vehicle was first registered on, or after 1 January 1988: If over 7.5 tonnes and up to 12 tonnes, which are capable of exceeding 60mph on the flat. HGV over 12 tonnes must be fitted with speed limiters.

Signed:

Date:

Garage Receipts

We also require original garage receipts or parts invoices as evidence that these changes have been carried out. You only need to provide this evidence for any of the five points that were not already standard on the vehicle.

If you cannot provide original garage receipts or parts invoices then you would need to take the vehicle to a local garage or dealer and get them to certify that these changes have been made on their headed paper. The garage letter should contain your vehicles chassis number so that we know it relates to your individual vehicle.

Alternatively if your vehicle has headlights or a speedometer that can be changed simply by operation of a switch then you should supply us with a copy of the relevant section of your vehicles manual which states this as evidence.

Please note that we do cannot accept photographic evidence that the changes have been made (a photograph could in theory relate to any vehicle).

Documentation

We would need your original foreign registration document (photocopies not acceptable), along with a commission notice letter from the UK manufacturing agents. Please contact us if you require the telephone number for a particular manufacturer.



Plating & Testing

Please note that if the vehicle has a Gross Vehicle Weight (GVW) over 3500 kg laden, the vehicle will also be subject to plating. As the vehicle is over one year old you should contact the address below to arrange for the vehicle to be tested and plated. You should send them a completed form VTG 1L, which is obtainable from your nearest VIEA District Office or from GVC Swansea:

The Vehicle Inspectorate Executive Agency
The Goods Vehicle Centre (GVC)
Central Operations Centre
Welcombe House
Swansea
SA1 2DH
Tel: 0870 8500007

The Vehicle Inspectorate are unable to carry out the test until VCA has checked your application and agreed that it is in accordance with the Commission Notice and VCA has informed VIEA that they may proceed with the test.

When the vehicle has been plated you will need to either send or fax us a copy of the plating certificate. Our fax number is 0117 952 4144. Once we have received this we will then be able to issue you with a Type Approval Certificate, which will enable you to register the vehicle with the DVLA.



Final Documentation Check

Please tick the relevant boxes in relation to the documentation you have sent us. Please take time to check you have sent everything that we have requested or your application may be rejected.

1. Paperwork

Original foreign registration document

☐

and

Commission Notice Letter / Certificate of Compliance

☐

2. Receipts

Original garage receipts or part invoices for any charges made

☐

Copied extract from vehicles manual or handbook (If applicable)

☐

3. Payment Of £70

Please choose **one** of the following options. Please refer to payment options form for further details. (we do not currently accept BACS payment for Commission Notice applications).

Postal Order

☐

Credit Card

☐

Cheque (10 working day delay)

☐

PLEASE NOTE

The payment consists of a £35.00 application and £35.00 Certificate fee. If the application is cancelled V.C.A will retain the application fee but we will refund the certificate fee.

We will only hold on to an incorrect application for a period of 12 months, after which time it will be cancelled. In that event we will return all the original paperwork and issue a £35 refund.

The Following Link will take you to our Payment Options form. Please print out a copy of this form and enclose it with your application.

[Link to the Payment Options Form](#)



4. Written Statement

Please check that you have read, and have signed and dated the written declaration in regards to changes to the vehicle (situated on page one).

Signed Written Statement

Please return this form to:

**VCA
1 Eastgate Office Centre
Eastgate Road
Bristol
BS5 6XX**

We would advise that you send the application to us by either recorded or special delivery. In turn we will return all paperwork to you by special delivery at no extra cost.

If you have any further queries then do not hesitate to contact us on 0117 952 4191. Alternatively further information can be found on our website: www.vca.gov.uk.