

How to **import** your **vehicle** into **Great Britain**

For more information go to www.direct.gov.uk/importingacar



Please read this booklet for advice on what forms you will need to fill in.

If you have asked for an 'import pack' it will include the following forms.

- Application for a first tax disc and registration of a new motor vehicle **(V55/4)**
- Application for a first tax disc and registration of a used motor vehicle **(V55/5)**
- Declaration that a vehicle is new **(V267)**
- Motor Vehicles Brought into the United Kingdom from within the European Community **(VAT414)**
- New Means of Transport: Notification of Acquisition **(VAT415)**

It will also include the following leaflets.

- Guide to filling in form V55/4 **(V355/4)**
- Guide to filling in form V55/5 **(V355/5)**
- Rates of Vehicle Tax **(V149)**

If any of the forms or leaflets listed above are missing, you can download them from

www.direct.gov.uk/motoringforms and
www.direct.gov.uk/motoringleaflets

The V55/4, V55/5, V355/4 and V355/5 are only available from DVLA Customer Enquiries. You can get copies by phoning 0300 790 6802, or by visiting your nearest DVLA local office.

You can get an 'import pack' from

www.direct.gov.uk/motoringforms or from
DVLA Customer Enquiries by phoning 0300 790 6802.

The Department for Transport produces other leaflets on importing vehicles. You can get these from their website at www.dft.gov.uk

1 Introduction

What you need to do depends on how you are bringing the vehicle into the country and if it is a new or used vehicle.

If you are going to use a vehicle on the public road it must be registered, taxed and insured. A British resident must not drive a vehicle displaying foreign registration number plates in the UK. To avoid difficulties, we advise you to:

- transport, rather than drive, your vehicle from the port to your home or its first destination, and
- keep the vehicle off the road until it has been properly registered, taxed and insured.

2 How to register a new vehicle you have imported

A vehicle can only be registered as new in Great Britain (GB) if it:

- is registered in GB within 14 days of the date you collected it (normally the date of the invoice from the supplier)
- has the minimum mileage needed to deliver it
- has not been permanently registered before, and
- is a current model or a model that has stopped being made within the last two years.

To register a new vehicle, you will need to take or send the following to your nearest DVLA local office.

- A filled-in V55/4 application form (the V355/4 leaflet will help you fill in this form).
- The first registration fee of £55 (see section 9).
- The fee for the tax disc (see leaflet V149).

Note: From April 2010, any vehicle first being registered in the petrol-car, diesel-car or alternative-fuel car tax classes will have a different rate of vehicle tax for the first tax disc. These are known as First Year Rates. Full details are available at **www.direct.gov.uk/firstyearrates**

- A current GB certificate of motor insurance (this must be valid when the tax disc will start). Downloaded or faxed copies of downloaded insurance certificates will be accepted.

(You will need to insure the vehicle using the Vehicle Identification Number (VIN) or chassis number. The British Insurance Brokers Association (BIBA) will be able to give you information on insurance companies that provide the cover you need. You can phone them on 0870 950 1790 or send an email to **enquiries@biba.org.uk**).

- A filled-in form V267.
- Evidence showing the date you collected the vehicle (normally the date of the invoice from the supplier), and how the vehicle was brought into the country (either the

temporary registration form, if the vehicle was driven, or evidence of transportation, if it was transported).

- Original documents confirming your name and address (see section 6).
- Evidence of Type Approval (see section 7).
- The appropriate HM Revenue & Customs form (see section 8).

Independent, commercial importers of new vehicles

If you are:

- an independent, commercial importer of new, unused, unregistered type-approved vehicles
 - registered for VAT, and
 - currently using the V55/4 system to register those vehicles.
- You can apply to join the V55/2 scheme (see below). This scheme is designed to help small businesses which regularly import new vehicles.

The V55/2 scheme

An Application for a first tax disc and registration of a new imported vehicle (V55/2) is available for authorised, VAT-registered commercial traders. Its advantage over the V55/4 form is that you do not need to provide separate evidence of newness, evidence of Type Approval, or HM Revenue & Customs forms.

To get a V55/2 application pack, send your details in writing to:

Policy and External Communications Directorate
Zone 1
DVLA
SA6 7JL.

Fax: 01792 384565

Email: vehpol.dvla@gtnet.gov.uk

3 How to register a used vehicle you have imported

To register a used vehicle, you will need to take or send the following to your nearest DVLA local office.

- A filled-in V55/5 application form (the V355/5 leaflet will help you fill in this form).
- The first registration fee of £55 (see section 9).
- The fee for the tax disc (see leaflet V149).

Note: From April 2010, any vehicle first being registered in the petrol-car, diesel-car or alternative-fuel car tax classes will have a different rate of vehicle tax for the first tax disc. These are known as First Year Rates. Used imported vehicles will pay the First Year Rates if the vehicle has been

registered abroad for less than six months or has travelled less than 6,000km (3728 miles). Full details on First Year Rates are available at **www.direct.gov.uk/firstyearrates**.

- A current GB certificate of motor insurance (this must be valid when the tax disc will start).

(You will need to insure the vehicle using the Vehicle Identification Number (VIN) or chassis number. The British Insurance Brokers' Association (BIBA) will be able to give you information on insurance companies that provide the cover you need. You can phone them on 0870 950 1790 or send an email to **enquiries@biba.org.uk**)

- A current GB MoT or Goods Vehicle Test (GVT) certificate (if appropriate).

(For any information on MoT or GVT testing, phone Vehicle and Operator Services Agency (VOSA) on 0300 123 9000).

- A non-GB registration document or certificate for your vehicle and any other papers you have relating to the vehicle, or a dating certificate from the manufacturer or other acceptable source.
- Original documents confirming your name and address (see section 6).
- Evidence of Type Approval (see section 7).
- The appropriate HM Revenue & Customs form (see section 8).

All certificates and cover notes must be originals, and not photocopies. However, downloaded or faxed copies of downloaded insurance certificates will be accepted.

4 Where to take or send your application

You can find the address of your nearest DVLA local office:

- on the website at **www.direct.gov.uk/dvlalocal** or
- by phoning 0300 123 1277 (you will be asked to give your postcode).

DVLA local offices are open between 9am and 5pm Monday to Friday (9.30am to 5pm on the second Wednesday of each month). Import applications cannot be dealt with over the counter at DVLA local offices. Even if you take your documents to the office, it will still take several days to process your application.

5 What happens next

Your vehicle may need to be inspected.

If your application is approved, the local office will do the following.

- Give your vehicle a vehicle registration number appropriate to its age. If you cannot provide evidence of the vehicle's age, we will give it a 'Q' registration number.
- Issue a tax disc and a 'Number plate authorisation certificate' (V948) to allow you to get number plates made up.
- Return your documents. (If you would like your documents returned by 'special delivery' please provide a prepaid special delivery envelope. However, we cannot guarantee to return your documents by a specific date or event – for example, a holiday.)
- Send you a Registration Certificate (V5C) showing you as the registered keeper. We will send this within four to six weeks of receiving your application. If you do not receive this, please phone 0300 790 6802.

Please note: if you do not receive your documents back you must contact the DVLA local office within three months of the date you made your application, otherwise they will not be able to carry out an investigation with the local office or the Post Office®.

6 Proof of name and address

You must provide either your DVLA photocard driving licence and paper counterpart, or **one** original document from **each** of the two lists below (**we do not accept photocopies**).

Document to confirm your name

- Current DVLA driving licence
- UK or EU passport
- Birth certificate
- Marriage certificate
- Decree nisi or decree absolute

Document to confirm your address

- Gas, electricity, water or landline phone bill issued within the last three months
- Council tax bill for the current year
- Bank or building society statement issued within the last three months
- Medical card

Applications from businesses and companies (including fleet operators)

You will have to provide two documents from the following list. One of the documents must show your current business address.

(The only evidence we accept on its own is a trade-plate licence issued by us, or a trade-plate licence number. This only applies when you are applying in person at a DVLA local office.)

- Companies House registration certificate (embossed)
- VAT registration certificate
- A gas, electricity, water or landline phone bill sent to your business in the last three months
- A national non-domestic rate bill
- A bank or building society statement for your business (this must have been issued in the last three months)
- A certificate of company insurance
- A letter from HM Revenue & Customs showing your company details and tax reference number
- Your company mortgage statement
- A property leasing agreement
- A solicitor's letter relating to you buying the property your business is run from
- A consumer credit licence

Please take the relevant documents, with your V55/4 or V55/5 application, to your DVLA local office or motor dealer.

If you do not provide the documents we ask for on page 6, we will not accept your application.

7 What is Type Approval?

We need to know that a vehicle is properly designed and built, and that it meets environmental standards. This is a legal requirement before a vehicle can be registered and taxed. We call the process of confirming this 'Type Approval'.

You must produce one of the following to provide evidence of Type Approval.

a A Certificate of Conformity

- For UK registration, if you have an original European Certificate of Conformity it will need to state that the speedometer shows miles per hour (imperial units) and that the vehicle is suitable for driving on the left-hand side of the road. If this is not stated then you will require additional approval.
- If the vehicle was manufactured for the European market, but you do not possess the European Certificate of Conformity, you should contact the vehicle manufacturer as they may be able to issue this certificate. There may be a fee for the issue of a European Certificate of Conformity.

b Mutual Recognition Certificate

If your Certificate of Conformity does not confirm that the vehicle is suitable for UK registration then you may require 'Mutual Recognition'. For the details of this procedure, including the fee, please contact the Vehicle Certification Agency (VCA) on telephone number 0117 952 4191.

c Evidence of previous GB or Northern Ireland registration

This can be either:

- the Registration Certificate (V5C or V5CNI), or
- the new keeper's details section (V5C/2 or V5C/2NI).

If you cannot provide any of the documents mentioned above, the vehicle will need an Individual Vehicle Approval (IVA) certificate.

To find out more or make an application for the SVA/IVA test, please phone VOSA on 0300 123 9000.

Type Approval does not apply to certain vehicles. To find out more, phone VCA on 0117 952 4191.

8 HM Revenue & Customs forms you will need

Vehicle imported from within the EU

You must use one of the following forms.

- **VAT 414** – you can use this form if the vehicle is not classed as a 'new means of transport' (see the explanation below), or if you are a VAT-registered motor trader and you bought the vehicle within the EU to sell in Great Britain.
- **VAT 415** – you can use this form if you have personally bought a 'new means of transport' vehicle, in the EU, for your own use.

For customs purposes, 'New means of transport' vehicles are vehicles that come from within the EU that are less than six months old and have travelled less than 6000km (3750 miles).

If neither form is appropriate, phone the HM Revenue & Customs National Advice Service on 0845 010 9000 and ask them to send you the correct form.

Vehicle imported from outside the EU

You must use one of the following forms.

- **C&E 386** – this form is issued by HM Revenue & Customs for a vehicle of any age personally imported from outside the EU.
- **C&E 388** – this form is issued by HM Revenue & Customs for a customs-restricted vehicle of any age personally imported from outside the EU.
- **C&E 389** – this is a self-declaration form which should be used by VAT-registered traders for commercial imports from outside the EU.

These forms will show that you have paid, or will pay, the appropriate taxes. For more detailed advice about

import duties, contact HM Revenue & Customs. The HM Revenue & Customs National Advice Service handles general telephone enquiries, please phone 0845 010 9000. The advice service is open between 8am and 8pm Monday to Friday. If you are deaf or hard of hearing and have access to a textphone, please phone 0845 000 0200. The Welsh service is open between 8am and 6pm.
Website: **www.hmrc.gov.uk**

9 First registration fee

The fee is currently £55 and applies to all vehicles except for the following.

- Vehicles first registered and taxed in the 'Disabled' tax class
- Historic vehicles previously registered with the old local authorities (late conversions)
- Imported vehicles previously registered in the UK under the Personal Export Scheme and New Means of Transport Scheme
- Visiting forces vehicles
- Crown Exempt Vehicles
- Vehicles registered under the Direct Export Scheme
- Vehicles registered on the Off Road Scheme

10 GB driving licences

There are the following minimum age requirements for driving in Great Britain.

- 17 for cars and motorcycles
- 18 for vehicles between 3500kg and 7500kg with a trailer up to 750kg (if the combined weight is over 7500kg you must be 21 years or over)
- 21 for large lorries and buses

An ordinary licence is one which entitles you to drive cars, motorcycles, and small vehicles (those weighing up to 3500kg and having no more than eight passenger seats).

A vocational licence is one that entitles you to drive minibuses, buses and medium-size large vehicles weighing over 3500kg and able to tow a trailer over 750kg.

These licences can be 'provisional' or 'full'. A provisional licence shows vehicles which you can drive only as a learner. A full licence shows which vehicles you have passed a driving test for.

Driving in Great Britain as a new resident

If you have a valid European Community (EC) or European Economic Area (EEA) licence, this will authorise you to drive in this country for the periods set out below.

Ordinary licences

- Until you are 70 or have lived in Great Britain for three years, whichever is longer.

Vocational licences

- If you are younger than 45, until you are 45 or have lived in Great Britain for five years, whichever is longer
- If you are over 45 (but under 65), until you are 66 or have lived in Great Britain for five years, whichever is shorter
- If you are aged 65 or over, until you have lived in Great Britain for 12 months.

When these periods have run out you must get a GB driving licence to continue driving in Great Britain.

Register of EC and EEA licence holders

By law, if you live in Great Britain and hold an EC or EEA vocational licence, you must register your details with us. If you hold an ordinary licence you can register if you want to.

To register you need to get an 'Application for a GB counterpart licence' (D9). You can get this from

www.direct.gov.uk/motoringforms, your nearest DVLA local office (see section 4), or by phoning DVLA Customer Enquiries on 0300 790 6801.

Reporting health conditions

The 'Driving Licences' (D100) leaflet will give you more information about the medical conditions you must tell us about. You must tell us about:

- health conditions you have recently found out about, and
- health conditions you have already reported to other authorities but have since worsened.

In most cases, our rules will be the same as those in other EC and EEA countries.

For more information on driving in Great Britain as a visitor or a new resident, go to **www.direct.gov.uk/driving** or see 'Driving in Great Britain (GB) as a visitor or a new resident' (INF38) which you can get from

www.direct.gov.uk/motoringleaflets, DVLA local offices or by phoning DVLA Customer Enquiries on 0300 790 6801.

For more information on driving in Great Britain go to **www.direct.gov.uk/driving** or see 'Driving Licences' (D100) leaflet which you can get from **www.direct.gov.uk/motoringleaflets** or by phoning DVLA Customer Enquiries on 0300 790 6801.

11 Further information or help

You can get general information on registering an imported vehicle and IVA certificates:

- on the website at **www.direct.gov.uk/importingacar**
- by writing to Central Capture Unit, Correspondence Team, DVLA, Swansea, SA6 7JL, or
- by contacting DVLA Customer Enquiries.
Phone: 0300 790 6802
Fax: 0300 123 0798

Phone lines are open between 8am and 7pm Monday to Friday, and between 8am and 2pm on Saturdays. If you are deaf or hard of hearing and have a textphone, phone 0300 123 1279. (This number will not respond to ordinary phones.)

Find out about DVLA's online services

Go to: www.direct.gov.uk/onlinemotoring services



