



Application for Commission Notice / Mutual Recognition - VANS / LIGHT GOODS VEHICLES

VCA use only

Job Number

Payment

- ☐ Cheque ☐ Postal Order
☐ Credit Card ☐ Other

The Vehicle Certification Agency is an Executive Agency within the United Kingdom Department for Transport. Details of the agency are available on our web-site: www.dft.gov.uk/vca

GUIDANCE NOTES: The following notes are intended to help the reader identify if their vehicle is subject to the provisions of the Commission Notice / Mutual Recognition scheme and should be read, in full, prior to making an application to VCA.

Commission Notice / Mutual Recognition: This procedure is intended for vehicles built to a European specification that are being imported into the United Kingdom from other European countries. In order to process an application under this scheme we require specific documentation, and payment, as outlined in this application form.

This application form is intended where an application is being made for a goods vehicle that weighs 3.5 tonnes or less and has been previously registered in another European country.

EXCEPTIONS:

Countries we can accept applications from:

If the vehicle is manufactured on or after April 2009, and has an original European Certificate of Conformity, then we can accept the application, please continue reading the form from "Age of vehicle" onwards.

For vehicles without a European Certificate of Conformity then the following dates apply:

We can accept vehicles that are up to ten years of age based on the date of first registration from these countries: Andorra, Austria, Belgium, Channel Islands, Denmark, Finland, France, Germany, Greece, Gibraltar, Isle of Man, Italy, Luxembourg, Monaco, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland

With the following list of countries we can only accept these if the registration document shows that the vehicle was first registered on or after 1st May 2004: the Czech Republic, Cyprus, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia.

With regards to Bulgaria and Romania we can only accept these countries if the registration document shows that the vehicle was first registered there on or after 1st January 2007

We are unable to accept applications from any country other than those listed above unless there is an original European Certificate of Conformity.

Age of vehicle:

If your van is over 10 years of age, based on the date of first registration, it is exempt from this VCA procedure. The changes outlined later in this application would, in most cases, still need to be made. Please contact DVLA to discuss vehicle registration and do not apply to VCA.

Vehicle previously registered in the United Kingdom?

If this applies to your vehicle please contact the DVLA to discuss the requirements for re-registration.

First registered outside of Europe?

In this case the vehicle is unable to come via our scheme. In these cases you would need to contact VOSA to have your vehicle inspected under the Individual Vehicle Approval scheme.

Obtaining documents:

If you need to contact the vehicle manufacturer for a European Certificate of Conformity or Commission Notice letter we have some contact details available, please phone us to check (tel.: 0117 952 4191).



We require either:

Option 01:

- Original European Certificate of Conformity (would not be available for a vehicle manufactured before April 2009)
- Evidence that the vehicle meets the United Kingdom national requirements (UK headlights, dual marked speedometer and suitable rear fog-light(s))
- This completed application form
- £100 payment

Option 02:

- Original European registration document
- Commission Notice letter from the UK vehicle homologation department
- Evidence that the vehicle meets the United Kingdom national requirements (UK headlights, dual marked speedometer and suitable rear fog-light(s))
- This completed application form
- £100 payment

NOTE: we do not accept any of the following documents:

- MOT certificates
- Photographs of the vehicle features
- Vehicle handbook extracts
- Parts receipts

Please only send us the documents and payment as outlined in this application form. If your vehicle meets the requirements of the Mutual Recognition scheme but you are unable to provide the required documentation you would need to apply to VOSA for the Individual Vehicle approval scheme (IVA).

Additional details:

Original European Certificate of Conformity (CoC):

This document is vehicle specific; issued by the vehicle manufacturer, there will be a colour logo and / or a watermark. We can accept CoCs with 51 or 52 numbered items. As well as giving details of the vehicle it will also include a European Whole Vehicle Type-Approval number and be signed by a specified individual.

Original European registration document:

Please refer to the first page of this form for confirmation of the countries that we can accept thee from.

Commission Notice letter:

This is a document that the UK based manufacturer / homologation team may be able to issue; it compares the technical specification of your individual vehicle with the nearest United Kingdom approved equivalent and confirms any technical differences between the two.

Original, detailed, garage invoice / statement:

This must come from a garage that is, at least, one of the following: an MOT test station / a VAT registered garage / a garage registered with Companies House.

The statement must be on full garage headed paper, giving their full contact details including their MOT test station number / VAT number and registered address / Companies House number and registered address. It needs to quote the vehicle chassis (VIN) number, be dated and make clear the garage has worked on, or inspected the vehicle.

The garage details will be checked so please make sure that the garage evidence clearly sets out the address they are registered to. For example, in some cases a garage will have their business registered at another address for VAT, if this is the case their registered address must also be clearly stated on their headed paper.

The invoice must clearly describe the changes made to the vehicle; we need to know what has been changed and how this change meets UK compliance. A statement such as "changed headlights" is not sufficient evidence that, for example, the original vehicle headlights have been removed and new, full UK specification left-dipping headlights have been fitted to the vehicle. Where an item is fitted, as standard, suitable for the United Kingdom the garage evidence must make clear that the item is standard and how it is standard (e.g. the vehicle has rear-fog lights as standard on both the rear left and right of the vehicle).

Please note that we do not accept an MOT certificate or photographs of the changes. To help prevent an application being delayed we would suggest that all garage evidence is written in English.



Payment:

The fee is **£100**

Payment can only be made by credit / debit card, UK postal order or cheque (payable to VCA).

If payment is made by cheque then, for a successful application, the approval should be posted out on the 10th working day following receipt of the full application. If payment is made by postal order, credit or debit card then, if the application is successful, the approval should be completed in 5 working days from receipt.

If additional documentation is required the time to complete an application would be based on when we receive the final paperwork. An incomplete application is held for 3 months from receipt to allow for completion. Please note that if an application is made that we are not able to complete there will be a £60 refund.

Posting the documents:

As you are sending original documents and payment we suggest that posting your documents to us by recorded or special delivery. If we are able to issue a certificate these will be sent to a United Kingdom postal address by Royal Mail special delivery - you need to sign for the documents. If delivery is not successful a card should be put through your letter box advising how to obtain the documents.

Additional:

- We do not offer an 'over the counter' or 'as you wait' service. There is no public counter.
- Applications are processed as quickly as possible but can take the maximum time as detailed in the payment section above. Please be aware that in busy periods applications may take longer to process than detailed above.
- If we are able to issue a certificate, once you receive it, you then apply to DVLA for registration. If not yet done please contact DVLA to establish exactly what they require. If we issue a certificate for your vehicle and you are not then able to register the vehicle we can not refund any money paid to VCA.
- The procedure outlined in this document, for successful applications, leads to a certificate that can be used as part of an application to the DVLA for registration. It can not be issued to vehicles registered in the United Kingdom that are being exported to another country.

VCA CONTACT DETAILS (to send your application to):

Address: VCA, 1, The Eastgate Office Centre, Eastgate Road, Bristol. BS5 6XX

Telephone: 0117 952 4191



Applicant and vehicle details:

Applicants Name:

United Kingdom Address, including postcode
(this is the address the document will be returned to, by
special delivery, so a signature will be required).
Please type the address or write in BLOCK CAPITALS:

Telephone Number:

E-mail address:

Vehicle make and model:

VIN / Chassis number (Can be located on the vehicle,
and the European Certificate of Conformity) :

**Please tick, as appropriate, to show the documents you are submitting with this application.
Please also confirm the method of payment - if paying by credit or debit card you will also
need to complete the VCA payment form and submit this with your application. If paying by
postal order or cheque this will need to be payable to "VCA" or "Vehicle Certification
Agency".**

Option 01 - Original European Certificate of Conformity:

☐

Option 02 - Original European registration document and a
Commission Notice letter

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For all applications we also require:

Original, vehicle specific, garage invoice(s) / statement

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£100, payable to VCA, payment made by:

Cheque (NOTE: application held back for 10 working days)

☐

Credit / debit card (Please complete the VCA payment form)

☐

UK Postal Order

☐



Written Statement - to be completed by the applicant:

Please read the written statements below, once all items apply to your vehicle, tick the relevant boxes and sign and date the statement at the bottom confirming that your vehicle now conforms to each of these points in full. Please note we can not accept any options other than those outlined below.

1. That the headlamps are UK specification (headlight beam dips to the left).

Note: stickers, beam-benders / deflectors are not acceptable.

We can accept any one of the following options:

- a) UK specification, left dipping, headlights that are used in replacement of the original factory fitted headlights
- b) Original factory fitted UK specification headlights (dipping left as standard)
- c) Original factory fitted headlights that are, through a standard feature of the vehicle, adjustable so that the beam can be changed from right dipping to left dipping
- d) Original factory fitted flat-beam headlights (we can not accept a right dipping beam that is adjusted to flat-beam unless that is a standard feature of the vehicle, e.g. done via operation of a lever)

☐ Standard feature and evidence submitted: ☐ Changed and evidence submitted

2. That 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.

Note: We can not accept secondary devices, hand written changes or multiple stickers applied to the speedometer. We can only accept the changes detailed below.

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. For this change we can accept the following options.

- a) That the factory fitted speedometer is dual marked as standard
- b) The existing (digital) speedometer is, permanently, re-programmed, through a standard feature of the vehicle, to display the vehicle speed in mph
- c) A miles per hour speedometer is fitted in-place of the factory fitted unit
- d) A professional, single, miles per hour, overlay is applied directly to the speedometer face plate, not the glass front plate (the overlay must be durable and accurate, with markings visible in both day and night driving conditions).
- e) A dual marked dial / facia has been added as a replacement to the factory fitted one

☐ Standard feature and evidence submitted: ☐ Changed and evidence submitted

3. That a rear fog light is fitted to conform to United Kingdom specifications. Either:

- a) Dual rear-fog lights are fitted, one on the rear left and one on the rear right of the vehicle
- b) A single fog light is fitted down the rear centre line of the vehicle
- c) A fog light is on the rear right hand of the vehicle (either as a standard feature or changed prior to UK registration)

☐ Standard feature and evidence submitted: ☐ Changed and evidence submitted

NOTE: It is expected that your vehicle will have, as part of the original build specification, side indicators and, where there are rear-seats, rear seat-belts fitted. If these are not on the vehicle they would need to be added before making an application to VCA.

I declare that I have read the VCA application form, in full, and that the details I have added to this application form are true and accurate.

Signed (by the applicant):

Date: