



There are new refund rules (See note A over the page)

Please read the notes over the page before you fill in this form

Please write clearly in **black ink** using **CAPITAL LETTERS** - do not use address stamps

1 Are you entitled to a refund? (see note A over the page)

You are only entitled to a refund if:

- you are the last previous registered keeper of the vehicle and you have recently sold or transferred the vehicle.
- or
- you are the current registered keeper, that means you have received a Registration Certificate (V5C(NI)) for this vehicle from DVA with your name printed on it, and we have been told that:
 - the vehicle has been either scrapped, exported, stolen, sold, transferred, or
 - you have made a SORN for the vehicle and the vehicle has not been taxed within 21 days, or
 - you have changed the vehicle's tax class to a nil value tax class (such as 'Disabled').

2 Your details (your name must exactly match that shown on the Registration Certificate (V5C(NI)))

Title: Mr Mrs Miss Ms Other (for example, Dr)

First names:

Surname:

Current address

House No.

Post town:

Postcode:

Contact phone number: (You do not have to give this.)

Registration number of the vehicle the refund is for:

IMPORTANT:
Before you attach your tax disc, you must meet the conditions in Section 1 and sign Section 4.

You cannot get a refund if the tax disc has run out or has less than one calendar month left on it.

Use clear tape where shown or paper glue to attach the tax disc here.
Do not staple.

Place clear tape here

Place clear tape here

3 Statutory Off Road Notification (SORN) (see notes A and E over the page)

If you want to declare that you are keeping the vehicle off the public road and you are the registered keeper, put a 'X' in the box below and also give the date:

11 Do not put a 'X' in this box if you are selling, scrapping or exporting the vehicle.

Date the vehicle was taken off the public road:

Making a false SORN is a criminal offence for which you could be fined and sent to prison.

4 Refund declaration

I surrender this tax disc and declare that I am the current, or last previous registered keeper of this vehicle, and I meet one of the conditions in section 1.

I understand and accept that if I do not meet the conditions in section 1, I will not receive a refund and the tax disc will not be returned to me.

Your signature:

Date:

You will normally receive your refund within 30 working days. If you have not received it after 30 working days, see note E over the page.

Please do not write in the blue area

DVA Office/LVLO date stamp

3VC

Date of Surrender

Refund App. No.

Amount £

SORN No.

1st Check

2nd Check

If you do not have a tax disc, please fill in an 'Application for refund of vehicle tax when the tax disc is missing' (V33(NI)), which you can get from a DVA local office.

Please read these notes before filling in the form.

Do not use a photocopy of this form as we will not accept it.

A Are you entitled to a refund?

We will pay you a refund if the DVA has been told that:

- **you are the last previous registered keeper and you have recently sold or transferred the vehicle.**

You should have filled in the relevant part of the Registration Certificate (V5C(NI)) and sent it to us. If you have not done this yet, you should do this before you apply for a refund. If you do not have the V5C(NI), you will need to include a signed letter with this application. Give us the vehicle registration number, the date you sold or transferred the vehicle and the name of the person or company you sold or transferred the vehicle to.

Or,

- **you are the current registered keeper, that means you have received a Registration Certificate (V5C(NI)) for this vehicle from DVA with your name printed on it, and you have done one of the following:**

Made a Statutory Off Road Notification (SORN)

If you do not keep or use your vehicle on a public road, you must make a SORN to confirm this. Please fill in section 3 of this application form.

A SORN is valid for 12 months. If you keep the vehicle off the public road after this time, you must renew the SORN. If you keep or use the vehicle on the public road you must tax it first by using your V5C(NI).

You must not use or keep your vehicle on a public road while the SORN is in force. Garages, driveways and private land may be considered as off-road areas.

If you tax your vehicle within 21 days of making a SORN you will not qualify for or get a refund.

If you fail to make a SORN for the vehicle, you could be fined a minimum of £1,000.

Scrapped the vehicle

You should have taken your vehicle and its Registration Certificate (V5C(NI)) to an Authorised Treatment Facility – see leaflet 'Certificate of Destruction – your questions answered' (INF156(NI)) which you can get from www.dvani.gov.uk. If you have not done this yet, you should do this before you apply for a refund.

Sold, transferred or exported the vehicle

You should have filled-in the relevant part of the V5C(NI) and sent it to us. If you have not done this yet, you should do this before you apply for a refund. If you do not have the V5C(NI), please write to us at DVA, County Hall, Castlerock Road, Coleraine BT51 3TA. Give us the vehicle registration number, the date you sold, transferred or exported the vehicle, your name and the name of the person or company you sold or transferred the vehicle to.

Reported the vehicle stolen

You should have reported the theft of the vehicle to the police, who will have told us. If you have not reported the theft of the vehicle to the police, you should do this before you apply for a refund.

Changed to a nil value tax class

You should have already changed to a tax class that is of nil value (such as 'Disabled'). If you have not done this yet, you should do this before you apply for a refund.

If you do not tell us that you have scrapped, sold, transferred, exported or made a SORN on your vehicle, you are committing an offence and could be prosecuted.

You must not apply for a refund if your vehicle is about to have its registration number transferred.

B How much refund will you get?

To get a refund for each **full** calendar month left on the tax disc, you must post this filled-in form to us, or hand it in at a DVA local office, **before** the first day of the month you want the refund from. For example, if your tax disc runs out at the end of August and you have three full months left, then you must apply before the 1st of June. If you bought a six-month tax disc, you paid an extra 10% surcharge, which is not refunded.

C If you are a motor dealer or fleet owner

If the vehicle is not, or was not registered in your name then you are not entitled to a refund and you do not have to make a SORN.

D Where to send your application

Send your application to:

**Driver & Vehicle Agency
Refund Section
County Hall
Castlerock Road
Coleraine
BT51 3TA**

Or you can hand it in at a DVA local office. You can get the address for your nearest DVA local office:

- on the website at www.dvani.gov.uk or,
- by phoning 0845 402 4000;

DVA local offices are open between 9.15am and 4pm (with the exception to the 3rd Tuesday in every month when they will not open until 10am. This is for staff training).

E What happens next?

Refund application

Once you have applied for a refund and you still have the vehicle, you cannot use or keep the vehicle on the public road until it has been taxed again. You will normally receive your refund within 30 working days. If you have not received your refund after 30 working days, please phone DVA Vehicle Enquiry Section on 0845 402 4000.

Acknowledgement letter

If you are using this form to make a SORN or you have told us that you are no longer keeper of the vehicle, you should receive an acknowledgement letter, confirming that our records have been updated, within 20 working days.

If you do not receive an acknowledgement letter, you could still be liable for the vehicle and you may get a penalty and/or be prosecuted.

If you have not received the acknowledgement letter after 20 working days, please phone DVA Vehicle Enquiry Section on 0845 402 4000.

F Further information

If you are not satisfied with the service you receive from us, please see our leaflets 'Complaints Procedure' or 'Customer Services Guide'. You can get these from www.dvani.gov.uk, any Local Vehicle Licensing Office and from:

Vehicle Enquiry Section
Phone: 0845 402 4000
Fax: (028) 7034 1422

Phone lines are open between 9am and 5pm Monday to Friday. If you are deaf or hard of hearing and have a textphone, call (028) 7034 1351. (This number will not respond to ordinary phones.)

G Data protection – releasing information

We will store your details on our vehicle register. We can release these details if we must do so by law. You can get more information on how and when we can release your details by visiting the website at www.dvani.gov.uk



An Agency within the Department of the

Environment

www.doeni.gov.uk

