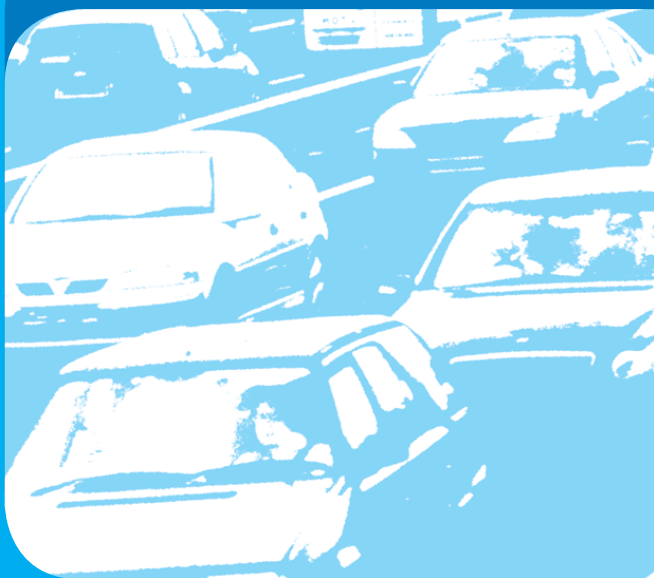


Driver & Vehicle Agency

What you need to know about registering and taxing your vehicle

For more information go to www.dvani.gov.uk



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Registering your vehicle

How to register your vehicle

What you have to do to register your vehicle depends on whether you are buying a brand new vehicle or a used vehicle. In either case the relevant paperwork should show the name of the person or company keeping the vehicle (the registered keeper).

Registering a brand new vehicle

- If you buy a brand new vehicle from a dealer, the dealer will normally register and tax it for you.
- If you have not bought your vehicle from a dealer, you will need to register and tax it yourself at a DVA local office.
- All vehicles that are registered will be given a unique registration number.
- When we have your details and the details of your vehicle, we will issue a Registration Certificate (V5C(NI)) to confirm that the vehicle has been registered. We will normally send this to you within 15 working days.

Registering a used vehicle

- If you buy a vehicle that has already been registered, the person or dealer selling the vehicle should fill in section 6 of the V5C(NI). Both you and the seller must sign the joint declaration and send it to us.
- By law, the seller is responsible for telling us about the change of keeper. When you buy a vehicle, the seller should fill in and tear off the green 'New keeper's details' (V5C/2(NI)) section of the V5C(NI) and give it to you.
- You should receive your new V5C(NI) within 15 working days.

If you do not receive your V5C(NI) after 15 working days, phone DVA Vehicle Enquiry Section on 0845 402 4000. If you are deaf or hard of hearing and have access to a textphone, please phone 028 7034 1351. (This number will not respond to ordinary phones.)

What is the V5C(NI)?

The V5C(NI) is a vehicle Registration Certificate. It:

- shows the vehicle's registered keeper (**this is the person or company who keeps the vehicle, not necessarily the legal owner**);
- gives the keeper's name and address, the vehicle's registration number and other information about the vehicle; and
- is issued each time we update our records after details have changed.

What to do if you do not have a V5C(NI)

You should apply for a V5C(NI) using an 'Application for a vehicle registration certificate' (V34(NI)). You can get this from www.dvani.gov.uk, selected Post Office® branches and DVA local offices. You should receive the V5C(NI) within 10 working days if you are already recorded as the registered keeper, and within 20 working days if you are a new keeper. Please allow 6 weeks before making enquiries.

If you previously had a V5C(NI) for the vehicle, and none of the vehicle's or your details have changed, you can apply for a duplicate V5C(NI) by phoning DVA on 028 7034 1514. You will need to pay a fee for the duplicate. You should receive the duplicate within three to five working days.

What to do if you want to change any of the details on your V5C(NI)

If you need to change any of your or the vehicle's details on the V5C(NI), fill in either section 6 or 7 and send it to us.

General advice on buying and selling a used vehicle

Buying a used vehicle

- **You should not buy a vehicle without a V5C(NI).**
If the vehicle is not registered in the name of the seller, or the seller does not have a V5C(NI), ask why.
- Before you buy a vehicle, check that the seller is entitled to sell it. If you are not sure, you should not buy it. **Remember, the V5C(NI) is not proof of ownership.**
- If you are buying a vehicle privately, you should expect to be able to see the vehicle at the address shown on the V5C(NI). You should also check that the Vehicle Identification Number (VIN) printed on the V5C(NI) matches the VIN on the vehicle itself. (This is usually found on a metal plate in the engine compartment.)
- You are responsible for making sure that your vehicle is in a good enough condition to be on the road, even if it has a current MoT or Goods Vehicle Test (GVT) certificate.

Selling a used vehicle

- When selling your vehicle, the buyer will expect to see the V5C(NI) to let them check the vehicle's details.
- Never let the buyer go on a test drive without you.
- Do not leave the buyer in the vehicle with your keys in the ignition.
- When you sell your vehicle privately you must let us

know, and tell us the exact date you sold it, by filling in section 6 on the V5C(NI). Both you and the buyer must sign the joint declaration. You must also fill in the V5C/2(NI) and give it to the buyer. It is important to remember that you are liable for the vehicle until you have told us that you are no longer the registered keeper.

- When you sell your vehicle to a dealer, fill in the yellow 'Selling or Transferring your vehicle to a Motor Trader, Insurer or Dismantler' (V5C/3(NI)) section of the V5C(NI) and send it to us. You should give the rest of the V5C(NI) to the dealer.
- It is your responsibility to send the V5C/3(NI) to us, **even if the dealer offers to do this for you.** If the dealer keeps the whole V5C(NI), you should send us a signed letter confirming the vehicle's registration number, the make and model of the vehicle, who you passed the vehicle to, and the date you did this.
- Once we know about the changes, you should receive a disposal acknowledgement letter to confirm that you are no longer liable for the vehicle. If you do not receive the letter within 20 working days, please phone 0845 402 4000. If you are deaf or hard of hearing and have access to a textphone, phone 028 7034 1351. (This number will not respond to ordinary phones.)

What to do with the V5C(NI) if the registered keeper of the vehicle dies

The registered keeper's legal representative must fill in the V5C(NI) with their details or the details of the person who will now be responsible for the vehicle. If there is a new keeper, they must also sign the V5C(NI).

To prevent any unnecessary correspondence, which may cause distress, please send a covering letter with the V5C(NI) to explain the circumstances. In the covering letter you should give us the vehicle's registration number, the name and address of the registered keeper, and the date they died. Please send the letter and the V5C(NI) to:

DVA (Licensing)
Record Amends Section
County Hall
Castlerock Road
Coleraine
BT51 3TA

You do not need to send in the death certificate.

What to do if your vehicle is stolen

If your vehicle is stolen, you should immediately report this to the police. The police will contact us.

If you do not get your vehicle back, and your insurance company pays out a claim, you should fill in section 9 on the V5C(NI) and send it to us. You can give the rest of the

V5C(NI) to the insurance company.

If your insurance company asks you to send them the full V5C(NI), tell us this in a letter. Give us the details of the vehicle, the insurance company and the date you made the claim.

If you need to claim a refund of vehicle tax, see 'How to apply for a refund of vehicle tax' on page 16.

If your vehicle had a registration number that you want to keep, see 'Application to Transfer a Vehicle Registration Mark' (V317(NI)) which you can get from www.dvani.gov.uk or DVA local offices.

What to do if you scrap your vehicle

If you have a car, light van or three-wheeled motor vehicle (except motor tricycles) that needs scrapping, you should take it to an Authorised Treatment Facility (ATF). They will make sure that it is dismantled in an environmentally friendly way. You can get details of your nearest ATF from the Northern Ireland Environment Agency. The facility will keep your V5C(NI) and they may give you a Certificate of Destruction. For more information, read leaflet, 'Certificate of Destruction – your questions answered' (INF156(NI)). You can get this from www.dvani.gov.uk and DVA local offices.

If you:

- take your vehicle to a scrapyards that is not an ATF;
- authorise someone (for example, the local authority or a private company) to remove your vehicle to be destroyed; or
- break up or destroy the vehicle yourself;

you will need to fill in the relevant section on the V5C(NI) and send it to us. (The notes on the V5C(NI) will explain which section to fill in.)

What to do if you are importing a vehicle

If you permanently import a vehicle into Northern Ireland, by law you must register and tax it at the nearest DVA local office as soon as it arrives in this country. It is against the law for a British resident to drive a vehicle displaying foreign registration number plates in the UK.

For more detailed advice on importing a vehicle, visit www.dvani.gov.uk and by phoning 0845 402 4000 or from any DVA local office.

What to do if you take your vehicle abroad

Temporarily (for example, on holiday or a business trip)

Make sure you take your V5C(NI) with you.

If you do not have a V5C(NI) you should apply for one by filling in a V34(NI) and paying the appropriate fee.

If you have previously had a V5C(NI) for your vehicle in

your name, and there is no change in your or the vehicle's details, you can apply for a V5C(NI) over the phone. There is a fee for this so you will need a debit card or credit card. Please phone 028 7034 1514.

If you do not have a V5C(NI) and you are travelling in less than six weeks, contact your nearest DVA local office for advice about getting a 'Temporary Registration Certificate'. (There is a fee for this service.) You should make sure that you meet any international and national conditions for taxing vehicles. See 'What to do if your vehicle tax is due to run out while you are abroad' on page 13.

Permanently (for 12 months or more)

If you are taking your vehicle out of Northern Ireland for 12 months or more, you must tell us. How you should do this depends on whether you have a V5C(NI).

- **If you have a V5C(NI)**, fill in the purple 'Notification of permanent export' (V5C/4(NI)) section and send it to us at DVA, Coleraine, BT51 3TA. This section **will not** produce an export certificate. The V5C(NI) replaces the need for a separate export certificate.

You must take the rest of your V5C(NI) with you as you may have to hand it over to the relevant authority when you register the vehicle abroad.

- **If you do not have a V5C(NI)**, you will need to apply for one – see page 5 for information.

Note: if you have a vehicle registration number that you want to keep, you **must** transfer it (keep the use of it) before you export the vehicle. If you do not do this you will lose the right to that number. For more information, see 'Application to Transfer a Vehicle Registration Mark' (V317(NI)) which you can get from www.dvani.gov.uk and DVA local offices.

What to do if your vehicle has been written off

Your insurance company may write off your vehicle if the cost of repairing it would be more than it is worth. If you hand your vehicle over to the insurance company in return for a claim payment, you should fill in the relevant section on the V5C(NI) and send it to us (see page 6 for more information under the heading 'What to do if your vehicle is stolen').

Vehicle Identity Check (VIC)

What is a VIC?

If you or an insurance company has told us that your vehicle has been damaged in an accident, and the repairs cost more than the vehicle is worth before the accident, the vehicle will need to have a Vehicle Identity Check (VIC). This is to confirm the identity of the vehicle, not whether it is safe to be on the road.

These checks are intended to prevent criminals from 'passing off' stolen vehicles as ones that have been repaired after being damaged in accidents. If you buy a vehicle without a V5C(NI) or a VIC pass certificate, you may not be able to register or tax it. Before you buy the vehicle, phone the DVA (Testing) on 028 9068 1831. DVA (Testing) will be able to check the vehicle's record and confirm whether or not the vehicle actually passed the check. The V5C(NI) of any vehicle that has passed a VIC will carry a note 'Accident damaged and/or substantially repaired'.

How to get a VIC

You will need to apply for a VIC by filling in an 'Application for a Vehicle Identity Check' (VIC1) and returning it (with the appropriate fee) to DVA (Testing).

Further information can be obtained from our website www.dvani.gov.uk.

Taxing your vehicle

You must either tax your vehicle or declare that it is not kept or used on the public road by making a Statutory Off Road Notification (SORN).

- If you intend to renew your vehicle tax, you should do so before your current tax disc or SORN runs out. If you apply online or over the phone in the last few days of the month your tax disc runs out in, you will not be committing an offence if you do not display a tax disc for the first five days of the next month. This is a new law, which gives time for the new tax disc to arrive in the post. This new law only applies if you apply for a new tax disc before the current tax disc or Statutory Off Road Notification (SORN) ran out.
- However, we realise that this is not always possible. For example, if you are waiting for insurance or are getting an MoT for your vehicle you may not be able to renew your tax on time. You, as the registered keeper, will not be committing an offence as long as you either tax the vehicle or make a SORN within 14 days of your current tax disc or SORN running out. **You must not keep or use your vehicle on the public road during this time as you will be committing an offence.**

When to apply

If your vehicle tax or SORN is due to run out at the end of the month, you can renew it from the **fifth** day of that month.

If your vehicle is not taxed, or has a SORN with more than one month left to run, and you want to tax your vehicle:

- you cannot apply for a tax disc more than two working days before you want it to start, and
- if you do apply before then, your tax disc will be backdated to the start of that month.

Rates of vehicle tax

Information on rates of vehicle tax is given in the leaflet 'Rates of Vehicle Excise Duty' (V149(NI)). You can get this from www.dvni.gov.uk, DVA local offices or from DVA (Licensing), Coleraine BT51 3TA.

How to tax your vehicle

If you have had a 'Renewal reminder for a tax disc or Statutory Off Road Notification (SORN)' (V11(NI)) or 'Renewal reminder for a tax disc or Statutory Off Road Notification (SORN) for a Heavy Goods Vehicle (HGV)' (V13(NI)), you can renew your vehicle tax as follows.

- By phoning 028 7034 1514 and using the registration number shown on your V11(NI). If you are taxing your vehicle by phone you will need to have a debit card (Switch or Delta).

With a V11(NI) only

- In person at selected Post Office® branches that issue tax discs.
- By posting your application to DVA, (Licensing), Coleraine BT51 3TA.
- In person at any DVA local office.

With a V13(NI) only

- In person at any DVA local office or by posting your application to DVA, (Licensing), Coleraine BT51 3TA

If you do not have a V11(NI) or a V13(NI)

You can use your V5C(NI) to tax your vehicle in the following ways.

- In person at selected Post Office® branches that issue tax discs. You will need to include a filled-in 'Application for a tax disc' (V10(NI)).
You can find details of your nearest Post Office® branch that issues tax discs by phoning 0845 722 3344.
- In person at any DVA local office or by post to DVA, (Licensing), Coleraine BT51 3TA. You will need to include a V10(NI) with your application.

Note: you can only tax a Heavy Goods Vehicle (HGV) at a DVA local office or by post to DVA, (Licensing), Coleraine BT51 3TA using an 'Application to tax a Heavy Goods Vehicle (HGV)' (V12(NI)).

If you go to a Post Office® branch, a DVA local office or apply by post, you will **also** need the following:

- An insurance certificate or cover note. This must be valid on the date the tax disc starts.
- A MoT or Goods Vehicle Test (GVT) certificate, if you need one for your vehicle. This must be valid on the date the tax disc starts.

- The payment for vehicle tax (unless your vehicle is a type that you do not have to pay vehicle tax for).
- A valid exemption certificate (DLA404(NI), MHS330 or WPA442) if you are applying to tax the vehicle in the disabled tax class. (This does not apply to invalid carriages.)

All certificates must be originals and not photocopies, faxed copies or downloaded copies.

If you do not have a V11(NI), V13(NI) or V5C(NI)

You can use a 'New keeper's details' (V5C/2(NI)) section to tax your vehicle in the following ways.

- In person at selected Post Office[®] branches that issue tax discs. You only have two months from the date you bought the vehicle to use the V5C/2(NI). You can find details of your nearest Post Office[®] branch that issues tax discs by phoning 0845 722 3344.
- By posting your application to DVA, (Licensing), Coleraine BT51 3TA. You only have two months from the date you bought the vehicle to use the V5C/2(NI). You will need to include a filled-in V10(NI) with your application.
- In person at any DVA local office. You only have 13 months from the date you bought the vehicle to use the V5C/2(NI). You will also need a filled-in V34(NI) and a V10(NI) (or V12(NI) if it is a HGV) with your application.

You must not use or keep a vehicle that is not taxed on the public road.

Note: if the V5C/2(NI) has been previously stamped by a DVA local office or a Post Office[®] branch it will not be accepted and you will need to apply for a V5C(NI). For information on applying for a V5C(NI) see page 5.

If you go to a Post Office[®] branch or DVA local office, or you apply by post, you will **also** need the following.

- An insurance certificate or cover note. This must be valid on the date the tax disc starts.
- A MoT or GVT certificate, if you need one for your vehicle. This must be valid on the date the tax disc starts.
- The payment for vehicle tax (unless your vehicle is a type that you do not have to pay vehicle tax for).
- A valid exemption certificate (DLA404(NI), MHS330 or WPA442) if you are applying to tax the vehicle in the disabled class. (This does not apply to invalid carriages.)

All certificates must be originals and not photocopies, faxed copies or downloaded copies.

If you do not have a V11(NI), V13(NI), V5C(NI) or V5C/2(NI)

You need to do the following.

- If you are the registered keeper of the vehicle you can tax your vehicle at a DVA local office or by post to DVA, (Licensing), Coleraine BT51 3TA. You will need to fill in a V10(NI) and a V34(NI) and pay the appropriate fee.

- If your **address** has changed, you will need to provide your current driving licence, an original bank or building society statement or a recent gas, electricity or water bill showing your new address.
- If your **name** has changed, you will need to provide your marriage certificate, decree nisi, decree absolute or deed poll certificate as proof.
- If you are not the registered keeper of the vehicle, you will need to apply for a V5C(NI) in your name. To get one, fill in a V34(NI) and post it (with the appropriate fee) to us at the address shown on the form. Expect to wait up to 20 working days for a new certificate to arrive. **In the meantime, you must not keep or use your vehicle on the public road and you must fill in a Statutory Off Road Notification (SORN) form (V15(NI)) and send it with your V34(NI).**

What to do if your vehicle tax is due to run out while you are abroad

If you are going to be using your vehicle abroad you must make sure that it is taxed for the whole time you are away. If your vehicle tax is due to run out while you are abroad, you can apply for a new tax disc up to two calendar months before the date it runs out. To do this, post a V10(NI) to DVA, (Licensing), Coleraine BT51 3TA or take your application to a DVA local office.

- To find your nearest DVA local office, phone **0845 402 4000** or visit **www.dvani.gov.uk**

You will also need the following.

- Your V5C(NI).
- An insurance certificate or cover note. This must be valid on the date the tax disc starts.
- A MoT or Goods Vehicle Test (GVT) certificate, if you need one for your vehicle. This must be valid on the date the tax disc starts.
- The payment for the vehicle tax (unless your vehicle is a type that you do not have to pay vehicle tax for).
- A valid exemption certificate (DLA404(NI), MHS330 or WPA442) if you are applying to tax the vehicle in the disabled tax class. (This does not apply to invalid carriages.)
- A letter explaining why you are applying so early. If you give an address abroad, we can send the new tax disc to you there.

Do you have to pay vehicle tax if you are disabled?

You still have to get a tax disc for your vehicle and display it. You do not have to pay for it if you:

- receive Disability Living Allowance (the higher rate of the mobility component);
- receive War Pensioner's Mobility Supplement; or

- have a vehicle that does not weigh more than 508kg unladen and is adapted for people with disabilities.

(This includes class-three powered wheelchairs and scooters. For more information on these vehicles visit www.dvni.gov.uk.)

Before you apply for your free tax disc, you must get a 'Vehicle tax exemption certificate' (DLA404(NI), MHS330 or WPA442) from the relevant issuing authority (see contact details below).

You can get advice on Disability Living Allowance from:

Disability and Carers Service
Castle Court
Royal Avenue
Belfast
BT1 1HR

Phone: 028 9090 6182

Textphone: 0800 243 787

You can get advice on War Pensioner's Mobility Supplement from:

Service Personnel and Veterans Agency
Norcross
Thornton-Cleveleys
Lancashire
FY5 3WP

Phone: 0800 169 2277

Textphone: 0800 169 3458

Separate arrangements are in place for people who have Motability vehicles.

Taxing in the disabled tax class

If you are taxing a vehicle in the disabled tax class for the first time you can do so at any DVA local office or by post to DVA, (Licensing), Coleraine BT51 3TA, as long as you have the full V5C(NI). If you do not have a full V5C(NI) and you are the registered keeper, or you are the new keeper and do not have the V5C/2(NI), you will need to apply for a Vehicle Registration Certificate, using form V34(NI).

You will also need to take the following documents.

- Vehicle Licence application form (V10(NI)).
- An insurance certificate or cover note. This must be valid on the date the tax disc starts.
- A MoT or Goods Vehicle Test (GVT) certificate, if you need one for your vehicle. This must be valid on the date the tax disc starts.
- The relevant vehicle tax exemption certificate.

There are some restrictions on registering and using vehicles in the disabled tax class.

More information is given on the website at **www.dvani.gov.uk** and in booklet, 'Exemption from Vehicle Excise Duty for disabled people' (V188(NI)). You can get this from us and DVA local offices.

You do not have to pay vehicle tax if you have a 'historic' vehicle

If your vehicle was built before 1 January 1973, and it is not a goods vehicle or bus used for business purposes, you do not have to pay vehicle tax. However, you still need to get and display a tax disc and the vehicle must be registered with us.

You can get more information on the website at **www.dvani.gov.uk** or from leaflet, 'Exemption from Vehicle Excise Duty for Historic Vehicles' (INF34(NI)). You can get this from the website at **www.dvani.gov.uk**, DVA local offices and from us.

What to do if you need a duplicate tax disc

You can apply by filling in an 'Application for a duplicate tax disc' (V20(NI)). You can get this from **www.dvani.co.uk**, DVA local offices and from us.

If the vehicle is registered in your name, you will receive a duplicate tax disc to cover the full tax period. There is a fee for a duplicate tax disc, but in certain circumstances you will not have to pay.

Note: you will need to take your V20(NI), with the appropriate fee, to any DVA local office or post to DVA, (Licensing), Coleraine BT51 3TA.

When you need to exchange a tax disc

You need to apply to exchange your tax disc in the following circumstances.

- If you change the tax class of your vehicle (this does not apply for tax classes where no vehicle tax is payable).
- If certain details of the vehicle change (such as the engine size or type of fuel used, the weight of a goods vehicle, or the number of seats in a bus).
- If you buy a used vehicle with a tax disc that does not cover your use of that vehicle.

For more information, visit the website at **www.dvani.gov.uk**

To exchange your tax disc you should fill in an 'Exchange of vehicle licence application form' (V17(NI)). You can get this from **www.dvani.gov.uk**, DVA local offices and from us. You will have to produce the following.

- **For light goods vehicles or private cars that run on petrol, diesel or alternative fuel**
 - The tax disc
 - The V5C(NI), with any changes marked on it

- The extra vehicle tax you owe (if any)
- A valid insurance certificate or cover note (not the renewal notice, policy, receipt or schedule)
- A current MoT certificate (if the vehicle needs one)
- Written evidence, on headed paper, from the company that has carried out changes to the vehicle (for example, changes to engine size or fuel type)
- **For Heavy Goods Vehicles (HGV) and buses**
- The tax disc
- The V5C(NI), with any changes marked on it
- The extra vehicle tax you owe (if any)
- A valid insurance certificate or cover note (not the renewal notice, policy, receipt or schedule)
- A current GVT certificate (if the vehicle needs one)
- A plating certificate (if the vehicle needs one)
- A design weight certificate (if the vehicle needs one)
- A certificate of initial fitness (PSV418) or its equivalent (PSV401, PSV408, PSV500, PSV506) for taxing the vehicle in the bus tax class for the first time
- A reduced-pollution certificate (for reduced-pollution vehicles only). Your vehicle must continue to meet reduced-pollution standards for the period covered by the tax disc.

All certificates must be originals and not photocopies, faxed copies or downloaded copies.

Take your V17(NI) to a DVA local office or post it to DVA, (Licensing), Coleraine BT51 3TA.

How to apply for a refund of vehicle tax

From 1 January 2009, we can only pay a refund to the current registered keeper or the last previous registered keeper of the vehicle.

We will only pay 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)) in your name for the vehicle) 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 from the date of the SORN; or
- you have changed the vehicle's tax class to a tax class that is of nil value (such as 'Disabled').

To apply for a refund, fill in an 'Application for a refund of vehicle tax when you have the tax disc' (V14(NI)). You can get this from www.dvani.gov.uk, DVA local offices and Post Office® branches that issue tax discs.

- We only give refunds for full months that are still left on a tax disc, as long as your application is posted to us or handed in at a DVA local office before the first day of that month.
- We cannot backdate a refund.
- We do not pay a refund if we did not accept the cheque used to pay for the tax disc.

You can apply for a refund even if you have lost your tax disc or your vehicle has been stolen. You will need to fill in an 'Application for a refund of vehicle tax when the tax disc is missing' (V33(NI)). You can get this from DVA local offices or from us.

We may charge an administration fee if you do not return your tax disc to us.

Declaring your vehicle is off the public road by making a Statutory Off Road Notification (SORN)

What to do if you do not keep or use your vehicle on a public road

- If you are or are about to become the keeper of a vehicle that you are not taxing because you do not use it or keep it on a public road, you must tell us as soon as you take the vehicle off the public road. You do this by making a SORN.
- **If you have recently bought a vehicle, the SORN cannot be transferred to you from the previous keeper. You will need to make a new SORN.**
- A SORN cannot be backdated.
- A SORN must be renewed every 12 months.
- You only need to make a SORN for a vehicle that was taxed in Northern Ireland on or after 1 December 2002.
- If you are abroad and your vehicle is off the public road in the UK, and you find it difficult to make a SORN when it is due to be renewed, you can make a SORN up to two calendar months before it is due. To do this, fill in a V15(NI) which you can get from www.dvani.gov.uk, DVA local offices and from us. Send it to us with a letter explaining that you will be out of the country when the current tax disc or SORN runs out.
- Once you have made a SORN, you should receive an acknowledgement letter confirming the details within 20 working days. If you do not receive this, phone DVA Vehicle Enquiry Section on 0845 402 4000.

How to make a SORN

You can make a SORN with a 'Renewal reminder for a tax disc or Statutory Off Road Notification (SORN)' (V11(NI)) or 'Renewal reminder for a tax disc or Statutory Off Road Notification (SORN) for a Heavy Goods Vehicle (HGV)' (V13(NI)):

With a V11(NI) only

You can apply:

- In person at a Post Office® branch that issues tax discs; or
- In person at any DVA local office; or by posting your application to DVA, (Licensing), Coleraine BT51 3TA.

You can find the details of your nearest Post Office® branch that issues tax discs by phoning 0845 722 3344.

With a V13(NI) only

- In person at any DVA local office by posting your application to DVA, (Licensing), Coleraine BT51 3TA.

If you do not have a V11(NI) or V13(NI)

You can make a SORN:

- by post using a V15(NI). You can get this from www.dvani.gov.uk, any DVA local offices or from us.

Note: if you are not shown as the registered keeper on our records you will need to apply for a V5C(NI) in your name. To get one, fill in a V34(NI) and send it to the address shown on the form with a filled-in V15(NI) and the V5C/2(NI) (if you have one). If you do not have a V5C/2(NI) you will have to pay the appropriate fee shown on the V34(NI). Expect to wait up to 20 working days for a new V5C(NI) to arrive.

If you are applying for a refund of vehicle tax

If you are applying for a refund, and you are keeping the vehicle, you can make a SORN by filling in the relevant section of the 'Application for a refund of vehicle tax when you have the tax disc' (V14(NI)) or 'Application for a refund of vehicle tax when the tax disc is missing' (V33(NI)). The notes on these forms will tell you what to do.

What to do if you want to use your vehicle before the SORN has come to an end

You must tax the vehicle in the usual way using one of the methods shown on pages 10, 11 and 12.

What will happen if you do not tax your vehicle or make a SORN

Every vehicle registered in the UK must be taxed if they are used or kept on a public road. If the vehicle is kept off the public road it must either be taxed or have a SORN in force. If not it could be wheelclamped or removed. If your

vehicle is clamped, you will have to pay a fee to have your vehicle released, and you would also have to show a valid tax disc or pay a 'surety' (deposit) fee. If you do not do this within 24 hours, we will impound your vehicle and if it is not claimed we could get rid of your vehicle within seven days, probably by crushing it. You can find more information on our website www.dvani.gov.uk

We can now use the information we have on our records to take action against you, as the registered keeper, if you have not taxed your vehicle or made a SORN. Your vehicle does not have to be seen on a public road for you to have committed an offence.

The maximum penalty for making a SORN when a vehicle is not taxed and is being used or kept on a public road is £5000. You could also be sent to prison for two years.

Registration marks (numbers)

Can I transfer a registration mark from one vehicle to another?

Yes, in some circumstances. Transferring a registration mark is known as a 'cherished transfer'. The vehicle the mark is currently on must be registered by us, taxed and available for us to inspect. You can get application forms which offer advice on the cherished transfer scheme. The V317(NI) is used for transfers. This form is available from DVA local offices, from DVA (Licensing), Coleraine and from our website www.dvani.gov.uk

Note: Do not sell or transfer the vehicle until we have finally approved the transfer and you receive the registration certificate.

If you sell or get rid of the vehicle before you have our approval, you may lose your entitlement to the registration mark. Certain registration marks cannot be transferred. You should check the notes on your registration mark on your vehicle.

DVA Sale of Marks Scheme

The Ni Sale of Marks Scheme is managed by DVA (Licensing). The service offers the opportunity to purchase a range of distinctive and individual Vehicle Registration Marks, all of which have never previously been issued. Registration Marks cannot be purchased directly from DVA (Licensing). They are sold by Auction, Tender and Direct selling through DVA's Agent. The numbers are advertised in the local press and Tenders are accepted by DVA's Agent either by post, fax or e-mail. You can purchase Registration Marks direct on-line from DVA's agent, details of this are available on our website www.dvani.gov.uk. On the purchase of a particular

Registration Mark you will be provided with a 'Certificate of Entitlement', V750(NI), this shows that you have acquired, from the Secretary of State for Transport, the right to have a Registration Mark assigned to a vehicle. Explanatory notes can be found on the reverse of the Certificate of Entitlement, V750(NI), always refer to these before allocating your new Registration Mark to a particular vehicle.

All Registration Marks purchased through DVA's Sale of Marks Scheme are subject to an assignment fee of £80, and must be assigned to a vehicle record currently on the availability of Registration Marks can be obtained by contacting DVA (Licensing) on telephone number 0845 402 4000, International Tel: +44 120 477 0768 or by fax on 028 7034 1441.

N.B. You are not entitled to display your new Registration Mark on a vehicle until it has been properly assigned. Only when the licence has been issued in respect of the new Registration Mark will you be able to use the vehicle on the road.

Once you have exercised your rights under the scheme, your Registration Mark will be eligible for transfer to another vehicle but will be subject to the Agency's current transfer rules detailed on the form V371(NI).

Mis-spaced registration marks or misrepresented number plates

It is offence to mis-space or misrepresent the numbers and letters of registration marks on number plates. If you commit this offence, you could face a fine of up to £1000. You could also risk having your registration mark permanently withdrawn. The V796(NI) leaflet (available from DVA local offices and from us) sets out the requirements for displaying registration marks.

How we will use the information we hold

When, and to who, we can release your name and address

Under the Data Protection Act 1998, we must process personal information fairly, lawfully and for the purpose we collected it. We collect the information we hold mainly so we can collect vehicle tax and keep an accurate record of vehicle keepers. However, there are circumstances when we could make information available for other purposes. We always take care to make sure that we do not pass information to people who have no right to it.

- Regulations allow us to release information to the police and local authorities to help them investigate offences and parking restrictions. We can also release information to help enforce parking restrictions on private property, and to anyone who can prove they have reasonable cause to have the information.
- We may use vehicle keepers' details for in-house research and to produce statistics.
- Other authorities have their own powers to get information from us. For example, we pass vehicle keepers' details to Transport for London so they can enforce the congestion charge in London.
- We can release personal information when this is vital for investigating a crime or identifying offenders. So we sometimes give information to the Department for Work and Pensions, and to local authorities, to help them investigate benefit fraud.
- We can release information if it is asked for in a court order.
- We can release your details as allowed by the Data Protection Act. For more information, please visit **www.dvni.gov.uk**
- If you want to know more about the circumstances in which we can release personal information and what we consider to be 'reasonable', or if you suspect your personal information has been released when it should not have been, please visit **www.dvni.gov.uk** for more information.

How to find out about previous registered keepers of a vehicle

The name and address of the person who kept the vehicle before you is shown on the V5C(NI).

If you are the registered keeper of a vehicle, you can get a full history of its registered keepers by filling in a 'Request by an individual for information about a vehicle' (V888(NI)). You can get this from **www.dvni.gov.uk** or from us.

How to find out who is the keeper of another vehicle

Regulations allow us to give these details to anyone who can show they have reasonable cause for needing the information. Reasonable cause is not set by law, and we consider each case individually. We usually release the information only if the reason is associated with road safety, events arising from the vehicle being used, vehicle tax or enforcing the law.

To ask for details you must fill in a V888(NI). You can get this from **www.dvni.gov.uk** or from us.

Under Section 55 of the Data Protection Act 1998, it is an offence to get personal information unlawfully. Offenders could face an unlimited fine in a crown court or a fine of up to £5000 in a magistrates' court.

The Data Protection Act and you

How to find out what information we hold about your vehicle

Under the Data Protection Act 1998 you have the right to find out what information we hold about your vehicle.

To ask for details you must fill in a V888(NI). You can get this from **www.dvani.gov.uk** or from us.

Note: you must fill in a separate V888 for each vehicle you want information on. You must also pay the appropriate fee for each application.

The Freedom of Information Act 2000

The Freedom of Information Act gives people a right to see information held by public authorities (with some exceptions). You should write to:

DVA (Licensing)
County Hall
Castlerock Road
Coleraine
BT51 3TA

or you can send an e-mail to **dvlni@doeni.gov.uk**

We will tell you if we hold any information we can release, and you should receive a full reply within 20 working days. If we cannot release information we will tell you why.

The Freedom of Information Act also provides another way of giving people access to information. Public authorities must keep a 'Publication Scheme' that gives details of the types of information they routinely make available. Publication Schemes are designed to encourage organisations to publish information and to simplify the processes involved.

You can see our Publication Scheme on the website at **www.dvani.gov.uk**

Where you can get more help

If you want more information about registering or taxing your vehicle, go to **www.dvani.gov.uk**

Or you can phone us on 0845 402 4000 (between 9am and 5pm Monday to Friday).

If you are deaf or hard of hearing and have a textphone, phone 028 7034 1351. (This number will not respond to ordinary phones.)

email: **www.dvlni@doeni.gov.uk**

Fax: 028 7034 1422

Post Office[®] branches accepting applications by post

You can find the address of selected Post Office[®] branches on the website at **www.dvani.gov.uk** or by phoning 0845 722 3344.

DVA local offices

You can find the address and opening times of your nearest DVA local office by visiting the website at **www.dvani.gov.uk** or by phoning **0845 402 4000** (you will be asked to give your postcode).

