

Please read these notes for guidance carefully. If you use a commercial or dual purpose vehicle to carry goods for business and the vehicle is over 3500kgs taxable (gross weight), you will need to licence it as a Heavy Goods Vehicle using application form V12(NI).

## A What documents are required?

In all cases you will need to produce the following when you tax your vehicle:

- **Vehicle Registration Certificate V5C(NI)**. If you have purchased a vehicle and the seller has a new style Registration Certificate you must obtain section V5C/2(NI) (section 10) from them to enable you to tax the vehicle. If you are the current registered keeper you may be able to tax your vehicle without the V5C(NI) at any DVA Local Office but you will have to complete form V34(NI) for a duplicate Registration Certificate (£25 fee applicable). If you have changed your name and/or address you will need to provide proof of the changes.
- **Payment (if applicable)**. See notes on "How to Pay".
- **Current Insurance Certificate or VALID Cover Note ONLY** (Renewal invitations, policies, receipts, schedules, photocopies & faxes are not acceptable). The Insurance Certificate or Cover Note must be valid on the day the tax disc is issued or in the case of an advanced application on the day the tax disc comes into force. The Insurance Certificate/Cover Note must be in accordance with UK Legislation and relevant to the vehicle specified overleaf.

*If applicable you will need to produce the following:*

- **Evidence of a Valid Vehicle Test (MOT), PSV, Goods Vehicle Test**
- **Valid Reduced Pollution Certificate**
- **Valid Disabled Exemption Certificate AA404 (NI), DLA404 (NI), Certificate of entitlement or WPA 442**

### Decrease in Cylinder Capacity (cc)

Documentary evidence detailing engine number/capacity must be produced for a decrease to 1549cc or below for vehicles in the PLG and exempt tax classes (classes which may be licensed PLG in the future).

Evidence can be a receipt of purchase for the replacement engine, written evidence from the manufacturer/insurance company, or a garage if the change took place prior to purchase. If you increase the engine size documentary evidence is not required.

**Change of Propulsion (Fuel) type for vehicles registered on or after 1st March 2001**, requires written details from the garage that carried out the conversion if the change results in the vehicle becoming subject to a lower rate of duty.

## B Where and when to apply

**In person** – Take this application to any DVA Local Office. Opening hours: Mon–Fri 9.15am–4.00pm, except 3rd Tuesday of each month 10.00am–4.00pm.

**By post** – Send the completed application to:

Driver & Vehicle Agency  
Postal Licensing Section  
County Hall  
Castlerock Road  
Coleraine  
BT51 3TA

**Alternatively** – You may take this application to one of the selected Post Offices, who can now process V10(NI) application forms. For information on Post Offices offering this service, please contact the Post Office Customer Helpline, Telephone 0845 7223344 or Text-phone 0845 7223355, or visit our website [www.nidirect.gov.uk/motoring](http://www.nidirect.gov.uk/motoring)

**Please note** – Post Office® Branches are unable to process applications that require a tax class change.

### Data Protection – release of information

Your details held on the vehicle register may be released in law and where exempted from the Data Protection Act's non-disclosure provisions. For further information, please visit website [www.nidirect.gov.uk/motoring](http://www.nidirect.gov.uk/motoring)

You can submit your application from the 5th day of the month in which the existing tax disc is due to expire. The tax disc comes into force on the first day of the next month and should not be displayed on your vehicle until then. If there is a break between the dates you provide in points 12 and 13 overleaf, you cannot submit your application more than 2 working days before the new tax disc is due to start. Tax discs cannot be backdated beyond the first day of the month in which you apply. Any arrears of duty must be paid direct to a DVA local office or Postal Licensing section, County Hall, Castlerock Road, Coleraine, BT51 3TA.

## C Vehicle Identity Check (VIC)

**If we have been notified that your vehicle has been written off due to accident damage, and you are not the last registered keeper of the vehicle, a tax disc may not be issued for that vehicle until it has passed a Vehicle Identity Check (VIC).**

## D What and how to Pay

The rate of duty will depend on the tax class and other relevant details, e.g. PLG and cylinder capacity, Petrol car and CO<sub>2</sub> figure etc. Further information can be found on the following leaflets:

**V149(NI)** Provides information on, Rates of Vehicle Excise Duty.

### Payment can be made by:

Cheque or postal order made payable to DVA, or if you are taxing your vehicle at one of the selected Post Offices, payment should be made payable to Post Office Ltd. Warning: If a bank refuses a cheque for a tax disc, the tax disc may be declared invalid from the date of issue. This means that any use of the vehicle will be considered untaxed, and you will become liable for prosecution.

### Cash and/or vehicle licence stamps.

If you must post cash or vehicle licence stamps to DVA please use Special Delivery available at any Post Office®.

### Debit Card.

If making a personal application at any LVLO or selected Post Offices, you can also pay by the following debit cards i.e. Switch/Delta.

## E Further information

**For further information, application forms etc. please contact:-** DVA, Vehicle Enquiry Section, Telephone 0845 402 4000, International Tel: +44 120 477 0768 or Fax (028) 7034 1422 between 9.00am – 5.00p.m. Mon. to Fri. or contact any Local Vehicle Licensing Office (addresses and telephone numbers can be found in the Telephone Directory under Government Offices). Hearing impaired Minicom users can telephone on (028) 7034 1351. All calls are charged at Local Rate. Basic information can be obtained on the vehicle enquiry number outside office hours. You can also visit our website on [www.nidirect.gov.uk/motoring](http://www.nidirect.gov.uk/motoring) or you can e-mail us at: [dvlni@doeni.gov.uk](mailto:dvlni@doeni.gov.uk) If you are not satisfied with the service you have received, please request our leaflet titled Complaints Procedure, or our Customer Service Guide.

### V100(NI)

Our booklet V100(NI) provides information on Registering and Licensing your vehicle and can be obtained by contacting DVA. (Details above).

**Please note** – If you are posting your application, postage must be paid on the envelope or DVA can refuse to accept it. Please allow 15 days for the return of the tax disc (every effort will be made to return your disc sooner than this).

