



HGV Licence Application form

V12(NI)

Please read these notes before you complete this form.
(Note the Post Office® cannot accept a V12(NI) form).

A When to use this form

Only use this form for vehicles with a revenue weight of over 3,500kg that you wish to license as HGV, Reduced Pollution HGV, Trailer HGV, Reduced Pollution Trailer HGV, Private HGV, Special Trailer, Special Types, Reduced Pollution Special Types, Small Island Vehicle, Recovery Vehicle, Combined Transport or Reduced Pollution Combined Transport.

B Applying for a Vehicle Licence Disc

Please use this list to check that you have all the necessary documents.

- **Registration Document/Certificate (V5/V5C(NI)) or New Keeper Supplement (V5/2 or V5C/2)**

If you have just acquired your vehicle the seller should have given you the New Keepers Supplement (V5C/2) to allow you to license the vehicle. The V5C/2 is only valid for 2 months from the date you bought the vehicle. If the V5C/2 was not given to you by the previous keeper, or it has become out of date, you will not be able to apply for a vehicle licence until you obtain a V5C(NI) in your name. To obtain a V5C(NI) you will need to complete form V34(NI) "Application for a Vehicle Registration Certificate". £25 fee applicable.

If you are the current registered keeper of the vehicle but you have lost your V5C(NI), you can still apply for a vehicle licence using this form. However, you will need to submit a V34(NI) "Application for a Vehicle Registration Certificate" (£25 fee applicable) with your application.

- **Valid insurance certificate or cover note, not a renewal notice, photocopy or facsimile nor the policy, receipt or schedule.** The certificate or cover note must be valid on the date the licence comes into force.
- **Valid vehicle test certificate (MOT)**, if required
- **Valid goods vehicle test certificate**, if required
- **Plating Certificate**, if required
- **Design Weight Certificate**, if required
- **Valid Reduced Pollution Certificate**, if required – it is a legal requirement that the vehicle must throughout the duration of the licence continue to satisfy reduced pollution standards.
- **Duty payable** – the leaflet V149(NI) (Rates of Vehicle Excise Duty) will show you how much you need to pay for your licence. You can download a copy from www.dvlni.gov.uk

C What and how to pay

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

Payment can be made by:

Cheque or postal order made payable to DVLNI. If a bank refuses a cheque for a licence, the licence may be declared invalid from the date of issue. This means that any use of the vehicle will be considered unlicensed, and you will become liable for prosecution.

Cash and/or vehicle licence stamps

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

Debit Card

If making a personal application at any local office you can also pay by the following debit cards i.e. Switch/Delta..

D Where and when to apply

In person – Take this application to any DVLNI local office. Telephone numbers can be found in the Telephone Directory under Government Offices. 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 and Vehicle Licensing Northern Ireland
Postal Licensing Section
County Hall
Castlerock Road
Coleraine
BT51 3TA

E Further information

For further information, application forms etc. please contact:-

DVLNI, Vehicle Enquiry Section, Telephone 0845 402 4000 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. You can also visit our website on www.dvlni.gov.uk or you can e-mail us at: dvlni@doeni.gov.uk
If you are not satisfied with the service you have received, please request our leaflet titled Customer Feedback, 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 DVLNI. (Details above).

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



An Agency within the Department of the

Environment

www.doeni.gov.uk



Please read the notes overleaf before you complete this form

Please do not write in the shaded area.

Please write in **BLACK INK** using **CAPITAL LETTERS**.

Official Use Only
V12(NI)
2/07

Licence Serial Number

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Test Cert. Number

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Expiry Date

D	D	M	M	Y	Y
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Exemption Cert. Number

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Expiry Date

D	D	M	M	Y	Y
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RPV Cert. Number

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Expiry Date

D	D	M	M	Y	Y
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Changes Notified

K	N	A	VP	TC

Method of Payment

Cash		VLS	
PO		Sw	
Chq.		Del	

Examined by

Mail Room Date Stamp

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Office Date Stamp

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1 Your Details

Full Name of Vehicle Keeper

Mr/Mrs/Miss/Ms _____

Company Name *if applicable* _____

Address *including postcode* _____

Daytime Tel. No. _____ E-mail address _____

You are not required to answer the following 2 questions but if you have changed your address, doing so will update your driving licence record. Do not return your driving licence with this form as we will send you the correct application form together with a leaflet explaining how to change your licence details.

Date of Birth

D	D	M	M	Y	Y
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 Driver Licence No.

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2 Vehicle Details

Registration number of vehicle

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VC

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Make of vehicle _____

Taxation class of licence required: Please box which applies

HGV*		Trailer HGV*		Recovery Vehicle	
Special Trailer		Private HGV		Special Types*	
Small Island Vehicle		Combined Transport *			

* Please box if also a Reduced Pollution Vehicle

For Rigid Vehicles

State revenue weight _____ kg, number of axles _____ and tax band _____

If over 12,000kg and used to draw laden trailer(s) over 4,000kg revenue weight state highest revenue weight of any trailer drawn _____ kg

For Articulated Vehicles

State revenue train weight _____ kg, number of axles on tractive unit _____ and tax band _____

Indicate whether the vehicle will be used to draw laden semi trailers which have:

One axle Two axles Three or more axles

Are all the details printed on your Registration Book correct? Yes No

If No, give details _____

Are you the new keeper of the vehicle? Yes No

If Yes, state the date you acquired the vehicle

D	D	M	M	Y	Y
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Miles/Kilometres* (**delete as appropriate*)

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You are not required by law to give this information but it may help to counteract fraud

3 Licence details

State whether the licence is to run for 6 or 12 months _____

A 10% surcharge is included in the cost of a 6 month licence

Amount of duty enclosed _____

State the date the last licence expired or state "SORN" if a Statutory Off-Road Notification was made previously _____

If you do not know the date the last licence expired because you bought the vehicle unlicensed, give the date you acquired the vehicle _____

State clearly in the boxes, the month and year you want the licence to start.

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You cannot backdate the licence beyond the first day of the month in which this application is made.

NOTE: It is an offence to be the registered keeper of an unlicensed vehicle. If the vehicle is being kept off-road, the registered keeper is required by law to make a Statutory Off-Road Notification (SORN). Failure to either license or declare SORN is liable to a minimum fine of £1,000.

4 Declaration *(Making a false declaration is a criminal offence for which you could be fined and imprisoned)*

This vehicle is exempted from the requirements of a Goods Vehicle Certificate by Article 69(5) of the Road Traffic (NI) Order 1995 and Regulation 26 of the Goods Vehicles (Testing) Regulations (NI) 2003 (SR 2003 No. 304).

Tick this box only if exemption applies

I declare that I have checked the information given in this application and to the best of my knowledge it is correct.

Signature _____ **Date** _____

In the case of a partnership, limited company or other legal entity, state capacity in which signed