

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 Tax bands

The tax due depends on the tax band (A to G) your vehicle is in.

- For rigid vehicles, the tax band is based on the vehicle's weight and the number of axles.

You must pay extra tax if your vehicle weighs over 12000kg and at any time it pulls a loaded trailer weighing over 4000kg.

- For articulated vehicles, the tax band is based on the combined weight of the cab and semi-trailer (plated weight) and the number of axles each has.

You can find out which tax band your vehicle is in by visiting [www.nidirect.gov.uk/motoring](http://www.nidirect.gov.uk/motoring)

## C Applying for a Tax 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(NI))**

If you have just acquired your vehicle the seller should have given you the New Keepers Supplement (V5C/2(NI)) to allow you to tax the vehicle. The V5C/2(NI) is only valid for 2 months from the date you bought the vehicle. If the V5C/2(NI) was not given to you by the previous keeper, or it has become out of date, you will not be able to apply for a tax disc until you obtain a V5C(NI) in your name.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 tax disc 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 tax 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 tax 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 tax disc. You can download a copy from [www.nidirect.gov.uk/motoring](http://www.nidirect.gov.uk/motoring)

## 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)

## D Road Friendly Suspension

If your vehicle has been fitted with Road Friendly Suspension you must tick the box in section 2 and produce your plating certificate showing this information with the application.

**Note:** If your vehicle has been fitted with Road Friendly Suspension and you do not tell us by ticking the box in section 2 you may have to pay a higher rate of duty.

## E 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 DVA. 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 local office, you can also pay by the following debit cards i.e. Switch/Delta.

## F Where and when to apply

**In person** – Take this application to any DVA local office.

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

## G 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 email 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 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 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 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](http://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)**  
 3/11

**1 Your Details**

**Full Name of Vehicle Keeper**

Mr/Mrs/Miss/Ms \_\_\_\_\_

Company Name *if applicable* \_\_\_\_\_

Address *including postcode* \_\_\_\_\_

Daytime phone number \_\_\_\_\_ Email 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         Driver Licence No.

**2 Vehicle Details**

Registration number of vehicle  **VC**

Make of vehicle \_\_\_\_\_

Taxation class of licence required: Please  box which applies

HGV*	<input type="checkbox"/>	Trailer HGV*	<input type="checkbox"/>	Recovery Vehicle	<input type="checkbox"/>
Special Trailer	<input type="checkbox"/>	Private HGV	<input type="checkbox"/>	Special Types*	<input type="checkbox"/>
Small Island Vehicle	<input type="checkbox"/>	Combined Transport *	<input type="checkbox"/>		

\* Please  box if also a Reduced Pollution Vehicle

\* Please  box if your vehicle has Road Friendly Suspension

**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

Miles/Kilometres\* (*\*delete as appropriate*)         *You are not required by law to give this information but it may help to counteract fraud*

**3 Tax disc details**

State whether the tax disc is to run for 6 or 12 months \_\_\_\_\_

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

Amount of duty enclosed \_\_\_\_\_

State the date the last tax disc expired or state "SORN" if a Statutory Off-Road Notification was made previously \_\_\_\_\_

If you do not know the date the last tax disc expired because you bought the vehicle untaxed, give the date you acquired the vehicle \_\_\_\_\_

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

You cannot backdate the tax disc 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 untaxed 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 tax 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*

The information provided on this form may be made available to other Departments/Agencies for the purposes of the prevention or detection of crime.

Serial Number

Tax Band

Test Cert. Number

Expiry Date

Exemption Cert. Number

Expiry Date

RPV Cert. Number

Expiry Date

Changes Notified  
 K  N  A  VP  TC

Method of Payment  
 Cash  VLS   
 PO  Sw   
 Chq.  Del

Examined by  
 \_\_\_\_\_

Mail Room Date Stamp

Office Date Stamp