

- When all the sections on the exemption certificate have been completed you must apply **immediately** to the relevant Agency for a replacement (see page 5). This will ensure that you have a new certificate ready when you are next due to license your vehicle.
- If any personal details have changed – for example your name or address, the exemption certificate must be returned to the relevant Agency (see page 5). The certificate is not valid if any alterations are made to it.
- If you hold a DLA404(NI) and are in hospital for more than 28 days (84 for children), the exemption from VED still applies. The vehicle must continue to be used directly for the purposes of the disabled person.

### Do you require further help or information about the Disabled Taxation Class?

Advice is available on the website: [www.dvani.gov.uk](http://www.dvani.gov.uk) or in booklet V100(NI) which is available from DVA local offices, alternatively you may write to (Vehicle Enquiry Section), DVA, Coleraine, BT51 3TA or by phoning 0845 402 4000, International Tel: +44 120 477 0768 between 9.00am and 5.00pm Monday to Friday or fax 028 7034 1422

E-mail address: [dlvni@doeni.gov.uk](mailto:dlvni@doeni.gov.uk)

Customers with impaired hearing who have a textphone/ minicom should phone 028 7034 1351 for vehicles. You should be aware that the minicom number will not respond to ordinary telephones.

### DVA Local Offices

The address of your nearest local office can be found on the website: [www.dvani.gov.uk](http://www.dvani.gov.uk)

You may also be able to obtain the address from The Phone Book under 'Government (Vehicle Registration and Licensing)'. DVA local offices are open 9.15am to 4.00pm (with the exception to the 3rd Tuesday in every month when they will not open until 10am. This is for staff training).

### Do you need further advice on the qualifying benefits?

If you have any questions and/or require an entitlement certificate please write or phone the relevant Agency shown below in Summary of Allowances.

### Summary of Allowances

Type of Allowance	Type of Entitlement Certificate Issued	Who issues the Certificate of Entitlement
Disability Living Allowance: the higher rate of the mobility component	DLA404(NI)	Disability and Carers Service, Castle Court, Royal Avenue, Belfast BT1 1HR Tel: 028 9090 6182
War Pensioners Mobility Supplement	WPA442	Veterans Agency, Norcross, Blackpool FY5 3GZ Tel: 0800 1692277  Hearing impaired minicom users Tel: 0800 1693458



Driver & Vehicle Agency

# Exemption from Vehicle Excise Duty for Disabled People

For more information go to [www.dvani.gov.uk](http://www.dvani.gov.uk)



If you have been granted certain mobility allowances or have an invalid carriage you may be entitled to a **FREE LICENCE DISC**.

This leaflet explains how to claim.



An Agency within the Department of the  
**Environment**  
[www.doeni.gov.uk](http://www.doeni.gov.uk)



## You Can Apply for Exemption from Vehicle Excise Duty if:

- you receive the higher rate of mobility component of Disability Living Allowance  
or
- you receive War Pensioners Mobility Supplement and
- the vehicle is registered in the name of the disabled person or the nominee named on the relevant exemption certificate (DLA404(NI), or WPA442) issued by the appropriate Agency.  
or
- you have an invalid carriage

Invalid carriages do not require an exemption certificate for licensing purposes, however, the vehicle must be registered in the name of the disabled person. Further information on the licensing and registration of invalid carriages/mobility scooters can be obtained from a DVA local office (see page 4), or on our website [www.dvani.gov.uk](http://www.dvani.gov.uk)

### Restrictions on the Use of the Vehicle

To qualify for the exemption the vehicle must be used by, or for the purposes of the disabled person – for instance, to get a prescription or shopping for the disabled person.

**If the vehicle is ever used in a way which is not directly for the purposes of the disabled person the exemption will be lost and the normal rate of Vehicle Excise Duty (VED) must be paid.**

### How do I get my first free licence disc?

If you already have a vehicle, you should apply for your first free licence disc at your nearest DVA local office. Postal applications can be made to DVA, County Hall, Castlerock Road, Coleraine BT51 3TA. Information on DVA local offices is contained on page 4.

## You will need to send or take the following documents with you to a DVA local office (see page 4)

- Exemption Certificate – DLA404(NI) or WPA442 (see page 5)
- Vehicle Licence application form (V10(NI)) is available for download from [www.dvani.gov.uk](http://www.dvani.gov.uk) or from Post Office® branches and DVA local offices.
- Vehicle Registration Certificate (V5C(NI)) – the vehicle **must** be registered in the name of the disabled person or the nominee named on the exemption certificate. If this is not the case, you should complete the keeper changes section on the Registration Certificate before you produce it with your application.
- Application for a Vehicle Registration Certificate (V34(NI)) (fee applicable) – available for download from [www.dvani.gov.uk](http://www.dvani.gov.uk) or from Post Office® branches and DVA local offices – You should use this form if you are the current registered keeper and do not have a V5C(NI).  
**If you have changed your name and/or address, you will need to provide proof of the changes. Acceptable documents are listed on the form V34(NI) or if you have recently obtained the vehicle and have the:**
- Vehicle Registration Certificate (V5C(NI)) or New Keepers Supplement (V5C/2(NI)) – green section of the V5C(NI) and completed form V34(NI). The V5C/2(NI) can only be used for up to two months after you acquire a vehicle. **Note: The law requires the keeper to hand over the V5C/2(NI) and send the V5C(NI) to DVA when selling a vehicle.**

**NOTE: If you are the new keeper and neither the V5C(NI), or V5C/2(NI) is available, you will not be able to license the vehicle without first obtaining a V5C(NI). To obtain a V5C(NI) you must complete a V34(NI) (fee applicable) and send it to DVA, Coleraine. Once you have received the V5C(NI) the application can then be made at a DVA local office.**

- A valid test certificate – if applicable “which must be valid on the date the licence comes into force”.
- A valid Certificate of Insurance or cover note – not a renewal invitation, policy, receipt or schedule.

**Please note that photocopies or faxed copies are not acceptable.**

If you are buying a new vehicle and it is being registered for the first time by a dealer you will need to let them have your exemption certificate. They will make the application on your behalf to DVA or if they are linked to the Automated First Registration and Licensing System (AFRL) they will register and license the vehicle at their own premises. **You should ensure that the exemption certificate is not retained by the dealer once the vehicle is licensed.**

### How do I claim a refund on my current licence disc?

You should apply for a refund on form V14(NI) as soon as possible after you receive your exempt vehicle licence. Form V14(NI) is available for download from [www.dvani.gov.uk](http://www.dvani.gov.uk) or from Post Office® branches and DVA local offices.

**Note: A refund is only payable for each full month still to run on the licence from the time it is surrendered.**

### How do I renew my free licence disc?

About two weeks before your current exempt licence expires, you will be sent a renewal reminder form (V11(NI)) to enable you to relicence your vehicle. If the V11(NI) is not available you can use the V5C(NI) along with a V10(NI) application form available for download from [www.dvani.gov.uk](http://www.dvani.gov.uk) or from Post Office® branches and DVA local offices. This can be done at selected Post Office® branches. However, if you do not have the V5C(NI) and you are the current registered keeper you may apply for a duplicate V5C(NI) over the telephone (fee applicable) by contacting DVA on 028 7034 1514.

It is no longer possible to re-license using a V10(NI) and V34(NI) at a Post Office® branch.

### Important Information

- Exemption from Vehicle Excise Duty for disabled people can only be claimed for one vehicle at a time. Any additional vehicles must be licensed in a duty paying taxation class.
- An exemption certificate is only valid until the expiry date shown on it. If the certificate has expired, is full, or has been lost, you must apply to the relevant Agency for a replacement (see page 5).
- If you sell your vehicle or the entitlement ends, you should return your exempt licence to DVA, Coleraine or to a DVA local office.
- If your entitlement ends you should return your exemption certificate to the relevant Agency, do not return to DVA, Coleraine (see page 5).
- You must complete the exemption certificate and ensure that it is stamped by the counter clerk at the licensing office each time you apply for an exempt licence.