



# 2CVGB Registration of vehicles with DVLA Guidance

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## Document revision list

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<b>Version No / Date</b>	<b>Change Description</b>	<b>Page No. / Section Reference</b>
V1.0.	<i>First version of document</i>	
V1.1	<i>Updates</i>	<i>Section 6</i>

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## Purpose of this document

The purpose of this document is to give 2CVGB members guidance on registering their vehicles with the DVLA.

This document covers:

- Details of the HMRC NOVA process and HMRC contact information
- The process of registering an imported vehicle with documents with the DVLA.
- The process of registering an imported vehicle without documents confirming age or 1<sup>st</sup> date of registration.
- The current process for applying for re applying for an original registration number, where the vehicle does not have a current V5C.
- DVLA documents required for registration process.
- Current charges to 2CVGB members and non-members for dating certificates.

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# 1. HMRC NOVA declaration

Regardless of the age of the vehicle ALL vehicles being imported into the UK must first be declared to the HMRC to ensure that any outstanding tax is dealt with, using a NOVA1 form. This MUST be done within 14 days of import or the HMRC can fine you £5 for every day over this time. If you are purchasing an imported car from a dealer you must confirm that NOVA has been declared or you will be liable for any fines or payments.

Once the owner has filled in the NOVA1 form, with a covering letter, and HMRC has responded, then it is only at that point should an application be made to DVLA. HMRC will also notify DVLA that a NOVA application has been completed. The link that HMRC use is the make/model/chassis number, so it is important that the full chassis number is used.

**Note: Under UK law the only circumstances in which you can drive the vehicle before completing the import process are to and from a pre-arranged MOT / SVA test and to a garage for remedial work following failure to pass the tests. The vehicle must be kept off the road until licencing and registration formalities have been completed.**

If you are in any doubt of the NOVA situation regarding a vehicle you have purchased, contact HMRC via:

[www.hmrc.gov.uk/nova](http://www.hmrc.gov.uk/nova)

Telephone: 0300 2003700

Nova 1 form and guidance notes are shown below:

## 2. Registering vehicles with original paperwork including log book.

**If your vehicle has its original logbook (carte gris) and documents from country of origin confirming age then the following process should be followed:**

1. Complete Nova 1 form and submit to the HMRC (NOVA1 Form is available for use on this website).
2. Request V55/5 import pack from the DVLA which can take up to 10 working days to arrive. Inside the V55/5 form there is guidance on completing the form. If the vehicle is over 10 years old SVA / Type approval is not required. Also emissions data only applies to vehicles post 2001 so this can be ignored if you are importing a classic Citroën.
3. MOT the vehicle against the VIN number, UK law permits you to drive the imported vehicle to the MOT station for the test, but it is not advised to use the vehicle without registering it.
4. Insure the vehicle against the VIN number.
5. Send the following to **DVLA, Swansea, SA99 1BE** , note fees must be sent as cheque or postal order:
  - a. Completed V55/5
  - b. Evidence of payment of duties to HMRC, this is the NOVA declaration.
  - c. Original Log book (or 2cvGB dating certificate see section B)
  - d. MOT Certificate against VIN number
  - e. Insurance document against VIN number
  - f. Registration fee (currently £55)
  - g. Relevant road tax (details in V55/5 guidance document V149)
  - h. Proof of identity confirming your name and address (details given on form INF 197) Valid Photocard licence (See \* below for alternatives to this)
6. DVLA should send to you, a new registration number, V5C and an amended MOT certificate issued to the new registration. Please then inform your Insurance Company of your new registration number and they will re issue you with an appropriate Insurance certificate.

### Modifications

If the vehicle to be registered is undergoing restoration or replacement of major components please refer to section 6.

### 3. Registering vehicles where date of manufacture is not known.

#### **If you are importing a vehicle into the UK that does not have documents or proof of manufacture date:**

The procedure is more involved as the DVLA expect date of manufacture confirmation from either the manufacturer or the relevant Marque car club. 2CVGB is recognised by the DVLA to provide official confirmation of age on Citroën A series vehicles and will provide a certificate.

**Note:** NOVA and HMRC declaration are still necessary and need to be submitted to HMRC within 14 days of import even if the vehicle is not roadworthy or is a restoration project. If you are in any doubt of the NOVA situation regarding a vehicle you have purchased, contact HMRC via [www.hmrc.go.uk/nova](http://www.hmrc.go.uk/nova) or Telephone: 0300 2003700

To confirm date of manufacture 2CVGB require:

- Rubbings of the VIN and Engine number and a photocopy of the MOT certificate if this has been completed.
- Clear photographs of all 4 sides of the car, plus detailed legible photographs of the VIN & engine numbers, engine bay, interior, dashboard, suspension, engine and gearbox.
- A cheque made payable to “2CVGB Ltd” for the registration fee (see list below)
- If a physical inspection is required this will need to be arranged either at a 2CVGB club event where the dating officer and vehicle are present or via arrangement. If the dating officer is required to travel to visit the vehicle the owner of the vehicle should agree to pay dating officer’s travel expenses.

Once the owner has been sent the dating certificate by 2CVGB please follow the steps outlined in Section 2.

#### **Modifications**

If the vehicle to be registered is undergoing restoration or replacement of major components please refer to section 6.

## 4. Registering a Car with a UK Registration Number (But No current V5C)

For cases where a vehicle has a UK registration number but no current V5 or V5c then an application for registration has to be made via the V765 form in conjunction with the V55/5.

V765 form is available here from the DVLA ->

**[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/360124/V765\\_150814.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/360124/V765_150814.pdf)**

A V765 claim is only used if the vehicle has been previously registered by the predecessors of DVLA and not by the DVLA themselves i.e. the legacy county or council registration authorities and of course there needs to be documentary evidence of the number plate in use on that vehicle (e.g. RF60/VE60 UK logbook, tax disc, MOT or certified copy of legacy registration register).

2CVGB will require the same details to confirm the age of the vehicle as outlined in Section 2, plus an inspection of the vehicle.

The V55/5 and V765 documents will then be completed and submitted to the DVLA by the Club dating officer and photocopies of documentation will be stamped in accordance to DVLA instructions.

As part of the V55/5 registration process the vehicle will need to be MOT'd and Insured against VIN number and once the re-registration is complete updated V5C logbook and MOT certificates will be sent back to the owner.

If you don't have the documentary evidence required by the V765 scheme (e.g. RF60/VE60 UK logbook, tax disc, MOT or certified copy of legacy registration register), then you will received an new age related registration number.

### **Modifications**

If the vehicle to be registered is undergoing restoration or replacement of major components please refer to section 6.



## 5. Updating Tax Class of a UK registered vehicle – advancement of Historic tax class date.

Where an owner wishes to change their A series taxation class e.g. from PLG to historic due to a movement of the date where Historic tax class comes into force (currently 1<sup>st</sup> Jan 1974), the following process should be followed.

If the date of first registration on the V5C logbook falls before the cut-off date for Historic Tax classification, yet the tax class is Private /Light Goods (PLG) e.g. for Citroën Dyane first registered 23/09/73.

- On the Vehicle V5C logbook, under “*Section 7. Changes to Current Vehicle*” , in the Tax Class box write “Historic”.
- Take the amended V5C along with your current valid MOT certificate to your local Post Office. They will then send both documents to the DVLA.
- DVLA will return to you updated V5C, confirmation of Historic tax class status and your MOT certificate.

## 6. Modifications & changes to vehicle specification

We advise owners if restoring a vehicle to rebuild to original specification using period parts or correct replacements. The DVLA should be notified of any modification of a vehicle's engine, transmission, chassis, braking system and body type.

If an insufficient number of original components remain then the vehicle will receive a Q plate and not be eligible for Historic tax classification.

If this becomes apparent during the inspection of a vehicle by the 2CVGB Dating officer that the vehicle is modified significantly from standard or original specification then 2CVGB is duty bound to advise the DVLA as part of the registration process.

## Appendix A: DVLA Proof of identity types

**When importing and registering a vehicle into the UK the DVLA request that the owner submits proof of identity as part of the registration submission this is outlined on DVLA form INF 148**

### **Documents Required**

In order to license and Register your vehicle you must provide, along with your application, your DVLA photocard driving license. If you do not have one, you must produce one original document (not a photocopy) from both of the lists below.

### **Documentation confirming your name**

- Current DVLA paper licence
- UK/EU or foreign passport
- Marriage Certificate
- Decree nisi/absolute
- Birth Certificate

### **Documentation confirming your address**

- Utility Bill – gas, electricity, water, landline telephone. From within last 3 months.
- Bank/Building Society statement from within last 3 months.
- Medical card
- Council tax bill for current year.

## Appendix B: 2CVGB Dating certificate charges

### Current 2CVGB Dating certificate charges as of 1<sup>st</sup> April 2015

#### **2CVGB Members:**

1<sup>st</sup> vehicle £25 and any subsequent ones within the following 12 month period £50 each.

#### **Non-2CVGB Members:**

£50 per vehicle.

Please make cheques payable to “2CVGB Ltd” and send to 2CVGB Dating Officer, please email [registers@2cvgb.com](mailto:registers@2cvgb.com) for details.