

How to **import** your **vehicle** into **Great Britain (GB)**

For more information go to www.direct.gov.uk/importingacar



Please read this booklet for advice on what forms you will need to fill in.

If you have requested an 'import pack' it will include the following forms:

- Application for a first licence for a new motor vehicle and declaration for registration **(V55/4)**
- Application for a first licence for a used motor vehicle and declaration for registration **(V55/5)**
- Declaration that a vehicle is new **(V267)**
- Motor Vehicles Brought into the United Kingdom from within the European Community **(VAT414)**
- New Means of Transport: Notification of Acquisition **(VAT415)**.

and the following information leaflets:

- Guide to filling in form V55/4 **(V355/4)**
- Guide to filling in form V55/5 **(V355/5)**
- Rates of Vehicle Tax **(V149)**

If any of the above forms or leaflets are missing, you can download them from **www.direct.gov.uk/motoringforms** and **www.direct.gov.uk/motoringleaflets**

The V55/4, V55/5, V355/4 and V355/5 are only available from DVLA Customer Enquiries by phoning 0870 240 0010, or by visiting your nearest DVLA local office.

You can get an 'import pack' from **www.direct.gov.uk/motoringforms** or from DVLA Customer Enquiries by phoning 0870 240 0010.

There are other booklets available from the Department for Transport on importing a vehicle, go to www.dft.gov.uk

1 Introduction

What you need to do depends on how you are bringing the vehicle into the country and if it is a new or used vehicle.

A vehicle must be registered and taxed to be used on the road. To avoid difficulties, we advise you to transport, rather than drive, your vehicle from the port to your home or its first destination, and to keep it off the public road until it has been properly taxed and registered.

2 How to register a new imported vehicle

A vehicle can only be registered as new in GB, if it:

- is registered in GB within 14 days of the date you collected it (normally the date of the invoice from the supplier);
- only has reasonable delivery mileage;
- has not been permanently registered before; and
- is a current vehicle model or a model that has stopped being made within the last two years.

To register a new vehicle, you will need to take or send the following to your nearest DVLA local office.

- A filled-in application form V55/4 (the V355/4 leaflet will help you fill in this form).
- The first registration fee of £55 (see section 9).
- The fee for the tax disc (see leaflet V149).
- A current GB certificate of motor insurance (valid when the tax disc starts).

You will need to insure the vehicle using the Vehicle Identification Number (VIN)/Chassis number. The British Insurance Brokers' Association (BIBA) will be able to give you information on insurance companies that provide this cover. You can contact them on 0870 950 1790 or by e-mail: enquiries@biba.org.uk

- A filled-in form V267.
- Evidence showing the date you collected the vehicle (normally the date of the invoice from the supplier), and how the vehicle was brought into the country (if driven, the temporary registration form or if transported, evidence of transportation).
- Original documents confirming your name and address (see section 6).
- Evidence of Type Approval (see section 7).
- The appropriate HM Revenue & Customs form (see section 8).

Commercial independent importers of new vehicles

If you are:

- a commercial independent importer of new, unused, unregistered type approved vehicles;
- registered for VAT; and
- currently using the V55/4 system to register those vehicles;

you can apply to join the V55/2 scheme (Application for a first licence for a new imported motor vehicle and declaration for registration), designed to help small businesses who regularly import new vehicles.

The V55/2 scheme

A secure first licensing and registration form – V55/2 – is available for authorised, VAT – registered commercial traders. It offers distinct advantages over the V55/4 form in that it does not need to be supported by separate evidence of newness, compliance with Type Approval or Customs forms.

To get an application pack, send your details in writing to:

Policy and External Communications Directorate
Zone 1
DVLA
SA6 7JL.

Fax: 01792 384515

E-mail: vehpol.dvla@gtnet.gov.uk

3 How to register a used imported vehicle

To register a used vehicle, you will need to take or send the following to your nearest DVLA local office.

- A filled-in application form V55/5 (the V355/5 leaflet will help you fill in this form).
- The first registration fee of £55 (see section 9).
- The fee for the tax disc (see leaflet V149).
- A current GB certificate of motor insurance (valid when the tax disc starts).

You will need to insure the vehicle using the Vehicle Identification Number (VIN)/Chassis number. The British Insurance Brokers' Association (BIBA) will be able to give you information on insurance companies that provide this cover. You can contact them on 0870 950 1790 or by e-mail: enquiries@biba.org.uk

- A current GB MoT or Goods Vehicle Test (GVT) certificate (if appropriate).

For any information on MoT or GVT testing, phone Vehicle and Operator Services Agency (VOSA) on 0300 123 9000.

- A non-GB registration document or certificate for your vehicle and any other papers you have relating to the vehicle, or a dating certificate from the manufacturer or other acceptable source.
- Original documents confirming your name and address (see section 6).
- Evidence of Type Approval (see section 7).
- The appropriate HM Revenue & Customs form (see section 8).

4 Where to take or send your application

The address of your nearest DVLA local office can be found:

- on the website www.direct.gov.uk/dvlocal; or
- by phoning 0870 243 0444, you will be asked to give your postcode.

DVLA local offices are open 9am to 5pm Monday to Friday and between 9.30am and 5pm on the second Wednesday of each month. Import applications are not dealt with over the counter. Even if you deliver your paperwork to the office by hand, the application will still take several days to be processed.

5 What happens next

Your vehicle may need to be inspected.

If your application is approved the local office will:

- Give your vehicle an appropriate age related vehicle registration number, or if documentation cannot be produced to verify the age of the vehicle, issue a “Q” registration number.
- Issue a tax disc and a certificate to allow you to get number plates made up.
- Return your documents. If you would like your documents returned by ‘Special Delivery’ please provide a pre-paid special delivery envelope.
- Not guarantee to return your documents by a specific date or event, for example, a holiday.
- Send you a Registration Certificate (V5C) within 20-30 working days of receipt of your application showing you as the registered keeper of the vehicle. If you do not receive this please phone 0870 240 0010.

Please note: If you do not receive your documents back you must contact the local office within three months of the date you made your application otherwise they will not be able to carry out an investigation with the local office or the Post Office®.

6 Proof of name and address

You must provide your DVLA photocard driving licence and paper counterpart or **one** original document from **each** of the two lists below. **Copies are not acceptable.**

Documentation confirming your name

- Current DVLA paper driving licence
- UK/EU Passport
- Birth Certificate
- Marriage Certificate
- Decree nisi/absolute

Documentation confirming your address

- Utility bill issued within the last three months – gas, electricity, water, landline telephone
- Council tax bill for current year
- Bank/Building Society statement issued within the last three months
- Medical card

Applications from businesses and companies (including fleet operators)

You will have to provide two documents from the following list, and one of these must show your current business address.

The only evidence we accept on its own is a trade plate licence issued by DVLA (or a trade plate licence number). This only applies when you are applying in person at a DVLA local office.

- Companies House registration certificate (embossed)
- VAT registration certificate
- A utility bill sent to your business in the last three months such as gas, electricity, water or landline telephone
- A National non-domestic rate bill
- A bank or building society statement for your business (this must have been issued in the last three months)
- A certificate of company insurance
- A letter from HM Revenue & Customs showing your company details and tax reference number
- Your company mortgage statement
- A property leasing agreement
- A solicitor's letter relating to you buying the property your business is run from
- A consumer credit licence

Please produce the relevant proof of identity documents, with your V55/4 or V55/5 application, at your DVLA local office or motor dealer.

If you do not provide the documents we ask for on page 6, we will not accept your application.

7 What is Type Approval?

We need to know that a vehicle is properly designed, constructed and **meets** environmental standards – we call this process **Type Approval**. This is a legal requirement before a vehicle can be registered and taxed.

You must produce one of the following to provide evidence of Type Approval

I. A Certificate of Conformity

- The manufacturer should issue a Certificate of Conformity if the vehicle was bought in an EU Member State.
- The Certificate of Conformity must state that the speedometer shows miles per hour (mph) and that the vehicle is suitable for left hand drive traffic.
- If you do not have a Certificate of Conformity you can get one by contacting the manufacturer. There is a fee.

II. Mutual Recognition Certificate

If you are unable to get a Certificate of Conformity, or it does not meet the requirements listed above, you might be entitled to a Mutual Recognition Certificate. If the vehicle has been type approved in another EU country, it could be acceptable in GB under Mutual Recognition. To confirm this, please phone the Vehicle Certification Agency (VCA) on 0117 952 4119.

III. Evidence of previous GB or Northern Ireland registration – This can be either:

- Registration Certificate (V5C OR V5CNI);
- New keeper's details section (V5C/2 or V5C/2NI); or
- Export Certificate

If you cannot provide any of the Type Approval documents mentioned above a Single Vehicle Approval (SVA)/Individual Vehicle Approval (IVA) certificate will be required.

To make an application for the SVA/IVA test and for general enquiries and information on the test procedures and technical standards please phone VOSA on 0300 123 9000.

Exemptions to Type Approval

- Certain vehicles over 10 years old.
- Vehicles previously registered in Northern Ireland.
- Motor caravans and ambulances.

There are other types of exemptions, please phone VCA on 0117 952 4119 to check.

8 HM Revenue & Customs forms you will need

Vehicle imported from within the EU

You must use one of the following forms:

- **VAT 414** – you can use this self-declaration form if the vehicle is not classed as a ‘new means of transport’ (see the explanation below), or, you are a VAT registered motor trader, and you bought the vehicle within the EU to sell in GB; or
- **VAT 415** – if you have personally bought a ‘new means of transport’ vehicle, in the EU, for your own use.
(New means of transport vehicles are vehicles from within the EU that are either less than six months old or have travelled less than 6000km (3750 miles).)

If neither form is appropriate, phone the National Advice Service on 0845 010 9000 and ask them to send you the correct form.

Vehicle imported from outside the EU

You must use one of the following forms:

- **C&E 386** – this form is issued by HM Revenue and Customs for a vehicle of any age personally imported from outside the EU.
- **C&E 388** – this form is issued by HM Revenue and Customs for a Customs restricted vehicle of any age personally imported from outside the EU.
- **C&E 389** – this is a self-declaration form which should be used by VAT registered traders for commercial imports from outside the EU.

These forms will show that the appropriate taxes have or will be paid. For more detailed advice about import duties please contact HM Revenue and Customs.

The HMR&C National Advice Service handles general telephone enquiries via a single number 0845 010 9000.

The advice service is open Monday to Friday, between 8am and 8pm. If you are deaf or hard of hearing and have access to a textphone, please phone 0845 000 0200. The Welsh service is open between 8am and 6pm.

Website address: www.hmrc.gov.uk

9 Vehicle first registration fee

The fee is currently £55 and applies to all vehicles except for the following exemptions:

- vehicles first registered and taxed in the “Disabled” taxation class;
- historic vehicles previously registered with the old Local Authorities (Late Conversions);
- vehicles previously registered in Northern Ireland;
- imported vehicles previously registered under the Personal Export Scheme and New Means of Transport Scheme;
- visiting Forces Vehicles;
- crown Exempt Vehicles;
- vehicles registered under the Direct Export Scheme; or
- vehicles registered on the Off Road Scheme.

10 GB driving licences

All drivers must comply with GB minimum age requirements, these are:

- 17 years for cars and motorcycles;
- 18 years for vehicles between 3500kg and 7500kg with a trailer up to 750kg (if the combined weight is over 7500kg you must be 21 years or over); and
- 21 years for large lorries and buses.

An ordinary licence is one which entitles you to drive cars, motorcycles, and small vehicles (those weighing up to 3500kg and having no more than eight passenger seats).

A vocational licence is one that entitles you to drive minibuses, buses and medium-size large vehicles weighing over 3500kg and able to tow a trailer over 750kg.

These licences can be ‘provisional’ or ‘full’. A provisional licence shows vehicles which you can drive only as a learner. A full licence shows which vehicles you have passed a driving test for.

Driving in GB as a new resident

If you have a valid European Community/European Economic Area (EC/EEA) licence, this will authorise you to drive in this country for the periods set out below.

Ordinary licences

- Until you are 70 or have lived in GB for three years, whichever is longer.

Vocational licences

- If you are younger than 45, or have lived in GB for five years, whichever is longer.
- If you are over 45 (but under 65) until you are 66 or have lived in GB for five years, whichever happens sooner.
- If you are aged 65 or over, until you have lived in GB for 12 months.

When these periods have run out you must get a GB driving licence to continue driving in GB.

Register of European Community Licence holders

By law, if you live in Great Britain and hold an EC/EEA vocational licence you must register your details with us. If you drive small vehicles you can also register if you want to.

To do this you need to get a 'Application for a GB counterpart licence' (D9), which you can get from your nearest DVLA local office (see section 4) or you can phone DVLA Customer Enquiries on 0870 240 0009 and we will send the form to you.

Reporting health conditions

The 'Driving Licences' (D100) leaflet will give you more information about the types of condition you must tell us about. You must tell us about conditions you had before coming to live here and which you may have already reported to other authorities, as well as those health conditions you have recently found out about. In most cases, our rules will be the same as those in other EC/EEA countries.

For more information on driving in GB as a visitor or a new resident go to **www.direct.gov.uk/driverinfo** or see 'Driving in Great Britain (GB) as a visitor or a new resident' (INF38) which is available from **www.direct.gov.uk/motoringleaflets**, DVLA local offices or you can phone DVLA Customer Enquiries on 0870 240 0009.

11 Further information or help

General information on registering an imported vehicle and the SVA/IVA scheme can be found:

- on the website
www.direct.gov.uk/importingacar;
- by writing to Vehicle Customer Services,
Correspondence Team, D3, DVLA,
Swansea, SA6 7JL; or
- by contacting DVLA Customer Enquiries by:
Phone: 0870 240 0010
email: **www.direct.gov.uk/emaildvla**
Fax: 0870 850 1285

Phone lines are open between 8am and 8.30pm Monday to Friday and between 8am and 5.30pm on Saturdays. If you are deaf or hard of hearing and have a textphone, phone 01792 766426. (This number will not respond to ordinary phones.)

