

Guide to filling in the 'Application for first vehicle tax and registration of a new motor vehicle' (V55/4).

You should use the V55/4 to register a new vehicle (for example, imported vehicles that have never been permanently registered before, kit cars and so on).

As many types of vehicle can be registered using this form, it would be difficult to provide a guide that covers every circumstance. This guide deals with the common types of vehicle.

Imported vehicles – have you notified HM Revenue & Customs (HMRC)?

Before you can register your vehicle you are, by law, required to notify details of any vehicle that will be imported permanently into the UK, to HMRC. You must do this within 14 days of the vehicle being brought into the UK. The quickest way to notify HMRC is to use their online service but a paper form is available for anyone who cannot notify online. HMRC will calculate any VAT due and inform you of any payment that is required. Once you have successfully completed your notification process, you will receive written confirmation from HMRC (either online or by post) of your eligibility to register and tax your vehicle.

The details you provide on the V55/4 will be put on DVLA's records, so make sure the information you give us is accurate. Please write clearly in black ink using **capital letters**. If your form is difficult to read, it will take us longer than normal to issue the vehicle registration certificate (V5C).

Buying a vehicle?

The tax is no longer transferable so you must tax it before you use it.

Confirming your name and address

Send a photocopy of your photocard driving licence with your application form to prove your identity. If you can't do this, you must send in photocopies of one document that proves your name and another document that proves your address.

Documents we will accept to confirm your name are:

- Your current UK DVLA paper driving licence (not a paper counterpart)
- Your UK/EU Passport
- Your birth certificate
- Your marriage certificate
- Your decree nisi or decree absolute. B

Documents we will accept to confirm your address are:

- A gas, electricity, water or landline phone bill issued in the last three months
- A council tax bill for the current year
- A bank or building society statement issued in the last three months
- A medical card/letter.

Applications from businesses and companies (including fleet operators)

You must provide a photocopy of two documents, one of which must show your current business address.

- Your Companies House registration certificate (embossed)
- Your VAT registration certificate
- A gas, electricity, water or landline phone bill sent to your business in the last three months
- A National Non-Domestic Rate bill or Northern Ireland rates bill
- A bank or building society statement for your business, 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.

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

How to fill in the V55/4 form

The form has numbered sections which ask for specific information. The following is a guide to help you understand what information you need to provide and where you can get it from.

For vehicles that are being imported, in the top right-hand box on the V55/4, tell us the country you bought the vehicle from then tick the box to tell us whether it is a left-hand or right-hand drive.

You need to fill in the following sections on page one of the V55/4.

1. **Registration number**
Leave this box blank. The DVLA will fill this in.
2. **Tax class**
e.g. Class 1 = Travel scooters, Class 2 = Pavement Scooters and Class 3 = Road scooters
3. **Period of tax applied for**
Fill in whether you want to tax the vehicle for six months or 12 months.
4. **Registration fee Tax payable**
You must pay the first registration fee unless the vehicle is listed in Appendix A: 'Vehicle first registration fee' leaflet (INF54/1).
5. **Manufacturer**
Take this information from the Certificate of Conformity or IVA/MSVA certificate.
6. **Make** For example, CareCo, Pride, Drive etc.
7. **Model (including full vehicle specification)**
For example, Daytona, Titan, Go Go elite Traveller and so on.
8. **Type of body/vehicle**
N/A
9. **Wheelplan**
2 Axle Rigid Body
10. **Colour**

The colour may not be the full manufacturer's description as we only use basic colour descriptions (for example, if the vehicle is lavender it would be shown on the registration certificate, as purple).

Note: where a vehicle has two colours, both descriptions should be entered on the V55 form, for example 'black and white'. For a vehicle with three colours or more enter 'multi-coloured'.

11. **Type approval**
INVALID CARRIAGE
12. **Type**
N/A
13. **Variant**
N/A
14. **Version**
N/A
15. **Length of vehicle (mm)**
Take this information from the Certificate of Conformity. You do not need to fill this in if you are providing an IVA, MSVA certificate. However, if you have the information you should give it here.
16. **HC (g/km or g/kWh)**
N/A
17. **Unladen weight (kg)**
SEE USER GUIDE
18. **Number of seats**
1 seat
19. **Max net power (kW)**
N/A
20. **Technical permissible**
N/A
21. **Track width**
N/A
22. **Width of vehicle (mm)**
N/A
23. **NOx (g/km or g/kWh)**
N/A
24. **Revenue weight (kg)**
N/A
25. **Number of standing**
N/A
26. **Max permissible mass**
N/A
27. **Year of Manufacture**
28. **Euro status directive**
N/A
29. **Date from which vehicle tax will start**
This will normally be today's date or the first day of the next month.
30. **Type of fuel**
Electricity
31. **VIN/chassis/frame number**
Enter Serial Number
32. **Engine number**

- N/A
33. **Cylinder capacity (cc)**
N/A
34. **Wheelbase (mm)**
N/A
35. **CO2**
N/A
36. **Mass in service (kg)**
N/A
37. **Particulates (pm)**
N/A
38. **CO (g/km or g/kWh)**
If you do not have this information you can leave this section blank.
39. **HC + NOx (g/km)**
You do not have this information you can leave this section blank.
40. **Trailer weight (kg)**
N/A
41. **Stationary sound level**
Take this information from the Certificate of Conformity. You do not need to fill this in if you are providing an IVA or MSVA certificate. However, if you have this information you should give it here.
42. **Engine speed sound**
level (min-1) Take this information from the Certificate of Conformity. The engine speed means the speed at which the readings are taken (for example, 81 (stationary) at 3000 (engine speed) min – 1/70). You do not need to fill this in if you are providing an IVA or MSVA certificate. However, if you have this information you should give it here.
43. **Drive-by sound level**
Take this information from the Certificate of Conformity. You do not need to fill this in if you are providing an IVA or MSVA certificate. However, if you have this information you should give it here.
44. **Power/weight ratio (kW/kg)**
N/A
45. **Year of registration**
Give the year the vehicle was first registered (for example, 2017).
46. **List Price**
N/A
47. **Specific CO2 emissions (WLTP) (g/km)**
N/A
48. **Deviation factor**
N/A
49. **Verification factor**
N/A
50. **WLTP test mass (kg)**
N/A
51. **Electric energy consumption (Wh/km)**
N/A
52. **Code/group for innovative technology**
N/A
53. **3 Emissions reduction through innovative tech (WLTP) (g/km)**
N/A
54. **Emissions reduction through innovative tech (NEDC) (g/km)**
N/A

55. **Partial postcode**
Please give the first half of the postcode (for example, SW19) for the address of the person who bought the vehicle.
The motor industry uses the remaining boxes on page one of the V55/4 to produce statistics and you do not need to fill them in.
56. **RDE**
Leave Blank
57. **Complete RDE trip: NOx (g/km)**
Leave Blank
58. **Urban RDE trip: NOx (g/km)**
Leave Blank

The following sections need to be filled in on page two of the V55/4.

59. **List price / Notional price**
List the price you paid for the scooter
60. **Name and address**
Please give your full name, address and full postcode.
61. **Date of birth/Contact details**
You must give this if a person has been named as the keeper. We will hold this information but it will not appear on the Vehicle Registration Certificate.
Please give contact details in case we need to get in touch:
Dealer/vehicle keeper telephone number and/or
Dealer/vehicle keeper email address
62. **Is the vehicle exempt from type approval?**
Yes, Invalid carriage
63. Please answer no
64. Please leave Blank
65. Please answer no

Answer the questions where appropriate.

Declaration

Please tick the appropriate boxes, and then sign and date the bottom of the application form.

What happens next?

Send your filled-in form to the DVLA Swansea SA99 1BE, making sure you include the appropriate payment for the vehicle tax and registration fee, plus any documents (these are listed on the V55/4 form) to support your application.

Payments can be made by cheque or postal order payable to DVLA (do not send cash). Documents supporting your application should be originals, unless otherwise stated. For vehicles registered with a Northern Ireland address downloaded or faxed copies of downloaded insurance certificates will be accepted.

By law all drivers must be covered by motor insurance when they use a motor vehicle on the road or in any other public place.

Your vehicle may need to be inspected. The DVLA will contact you if this is required.

If your application is approved, DVLA will do the following:

- 1) Give your vehicle a registration number appropriate to its age. If you cannot provide proof of the age of the vehicle you will need to fill in an 'Application for first vehicle tax and registration of a used motor vehicle' (V55/5). Your vehicle will be registered as used and we will issue a "Q/QNI" registration number.
- 2) Send you a Vehicle Registration Certificate (V5C) showing you as the registered keeper. We will send you this within four to six weeks of receiving your application. This will allow you to get number plates made up. (Not needed for mobility scooters)
- 3) Return your documents. (If you would like your documents returned by 'special delivery' please provide a prepaid special delivery envelope. However, we cannot guarantee to return your documents by a specific date or event – for example, a holiday.)

Please note: if you do not receive your documents back you must contact the DVLA within one month of the date you made your application, otherwise we will not be able to carry out an investigation.

If you do not receive any of the above within the specified time please phone 0300 790 6802.

Note: Please ensure you post this to the DVLA, Swansea and **not** CareCo.