



**THIS FORM IS FOR
NORTHERN
IRELAND IVA
APPLICATIONS
ONLY**

FOR OFFICIAL USE

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APPLICATION FOR INDIVIDUAL VEHICLE APPROVAL (IVA) - M2/M3 CATEGORY VEHICLES
 Passenger Vehicles having more than 8 passenger seats
 The Road Vehicles (Approval) Regulations 2009

Before completing this form, you **MUST READ** and understand the information provided in the **GUIDANCE NOTES**
 Please do not submit the Guidance Notes with the application.
FAILURE TO COMPLETE THE FORM ACCURATELY OR IN FULL COULD RESULT IN DELAYS

SECTION A - GENERAL

1. APPLICANT CONTACT DETAILS *(See note 1 in Guidance Notes)*

Name Mr/Mrs/Miss/Company		If Company please give a contact name	
Address			
Postcode			
Daytime Phone Number		E-mail Address	

2. APPOINTMENT AND PAYMENT DETAILS Please tick/complete the appropriate boxes below
(See note 2 in Guidance Notes)

PLEASE NOTE : DATE, TIME AND LOCATION OF YOUR IVA TEST WILL BE ALLOCATED BY THE DVA IVA SECTION, BALMORAL ROAD, BELFAST AND NOT YOUR APPOINTED TEST CENTRE

2a. Payment Method : Please refer to website for details

Cheque (must be submitted with application) <input type="checkbox"/>	Postal Order (must be submitted with application) <input type="checkbox"/>	Credit or Debit card (over the counter only) <input type="checkbox"/>	Cash (over the counter only) <input type="checkbox"/>
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3. VEHICLE DETAILS Please tick/complete the appropriate boxes below
(See note 3 in Guidance Notes)

3a. Vehicle Identification Number or chassis number

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3b. Revised Vehicle Identification Number requested (multi stage approved vehicles only):

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3c. Position of stamped VIN on vehicle.

3d. What is the category of vehicle?

A Passenger vehicle with more than 8 seats in addition to the driver's seat, 5,000kg GVW or less **M2**

A Passenger vehicle with more than 8 seats in addition to the driver's seat, over 5,000kg GVW **M3**

3. VEHICLE DETAILS cont...please tick/complete the appropriate boxes below

(See note 3 in Guidance Notes)

3d. What class is the vehicle?

I

II

III

A

B

3e. Chassis Make

◆ Model

◆ Date of Manufacture

Month

Year

3f. Body Make

◆ Model

◆ Date of Manufacture

Month

Year

3g. What type of transmission does it have?

Manual

Automatic

Other

3h. Is a speed limiter fitted?

YES

NO

Note: If 'NO' you will need to provide documentary evidence to demonstrate why a speed limiter is not required.

3i. Number of Passengers (Maximum)

Upper Deck

Lower Deck

Standees

Wheelchairs

3j. Fuel type

Petrol

Diesel

Gas

Electric

Other

3k. Capacity of fuel tank(s):

Litres

3l. Engine make and code

3m. Engine number

3n. Where is the engine number located?

3o. Number and arrangement of cylinders

3p. Engine capacity

cm³ (cc)

3q. What is the maximum engine power?

kw (bhp)

4. BRAKES, TYRES AND SUSPENSION

Please tick/complete the appropriate boxes below

(See note 4 in Guidance Notes)

4a. What type of brake system is fitted?

Full Air

Air/Vacuum Hydraulic

Hydraulic

Electric

Other

4b. Which axle(s) have parking brakes fitted?

Axle 1

Axle 2

Axle 3

Axle 4

4c. Is a transmission parking brake fitted?

YES

NO

4d. Is there an auxiliary braking device fitted?

(i.e. retarder, exhaust brake etc.)

YES

NO

If 'YES', what type of device?

4e. Tyre/suspension fitment details.

Axle (numbered front to rear)	Tyre Size and Type	Load Index	Speed Rating	Twin or Single	Suspension Type (air, steel, hydraulic etc)
Axle 1					
Axle 2					
Axle 3					
Axle 4					

5. EXTERNAL DIMENSIONS Please complete the appropriate boxes below
(See note 5 in Guidance Notes)

5a.	Overall Length		mm
5b.	Overall Width		mm
5c.	Overall Height		mm

6. WEIGHT DETAILS Please tick/complete the appropriate boxes below
(See note 6 in Guidance Notes)

6a. Vehicle Weights (kg)

	Maximum weight (anticipated) in NI/GB	Maximum design weight
Gross Weight		
Gross Train Weight		
Axle 1		
Axle 2		
Axle 3		

6b. Unladen weight: Axle 1 _____ kgs. Axle 2 / 3 _____ kgs.

Continued overleaf ►

SECTION B - APPROVAL

7. VEHICLE COMPLIANCE Please tick/complete the appropriate boxes below (See note 7 in Guidance Notes)				
7a. Has the vehicle been imported following registration or use in another country? <i>If 'YES', from which country?</i>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
7b. Does the vehicle have an ECWVTA or NSSTA Certificate of Conformity as an "incomplete", "complete" or "completed" vehicle? <i>If 'Yes' please give the Approval number including Variant then go straight to Section 'C'</i>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
7c. Does the vehicle have a European Individual Approval Certificate from another EU country? <i>If 'YES', please enclose a copy</i>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
7d(i). Has the vehicle been Type Approved to the requirements of Directive 2001/85/EC? <i>If 'YES' please enclose a copy of the Type Approval Certificate</i>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
(ii). Does the approval include the requirements of Annex VII "Accessibility"	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
7e(i). Has the vehicle been Type Approved to the requirements of UNECE Reg. 107.02? <i>If 'YES' please enclose a copy of the Type Approval Certificate</i>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
(ii). Does the approval include the requirements of Annex VIII "Accessibility"	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

7. VEHICLE COMPLIANCE cont...please tick/complete the appropriate boxes below (See note 7 in Guidance Notes)				
7f. If the answer to question 7d and 7e is 'No',				
(i) Has the vehicle had a stability (tilt) test? <small>(not required for Class B with less than 17 seats or a Single Deck vehicle having a 'Stability' Approval)</small>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
(ii) Has the vehicle structure been strength tested? <small>(Class II and III only)</small>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
(iii) Are the materials in the engine compartment either non flammable or covered by impermeable material?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
(iv) In all cases where a single fuse/circuit breaker is used to protect <u>more than one</u> electrical circuit, does it have a maximum rating of not more than 16 amps?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
(v) Is the vehicle fitted with at least two internal lighting circuits?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
(vi) Is the vehicle fitted with two or more sliding doors, one of which is the emergency door? <i>If 'YES' has the vehicle been tested to the requirements of UNECE Regulation 33?</i> <small>(Class A and B only)</small>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
(vii) Has a step deflection test been carried out in respect of each retractable step?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
(viii) If the vehicle has a wheelchair position(s), has the restraint system been tested?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
7g. Has the vehicle been modified since being previously approved?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

If 'YES' please give details

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7h.(i)	Has the vehicle been fitted with any electronic equipment following approval? <i>If 'YES' please state below what equipment is fitted.</i>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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7h.(ii)	<i>If 'YES' to 7h(i), is the equipment operational when the vehicle is being used on the road?</i>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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	<i>If 'YES' to 7h(ii), is the equipment approved and displaying a manufacturer's "e", "E" or "CE" approval marking</i>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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7i.	Is the vehicle fitted with a Combustion Heater? <i>If 'YES' is the equipment approved and displaying a manufacturers 'e' or 'E' approval marking?</i>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
		YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

7j.	Has the vehicle had a 'One-Off' test?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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If 'YES' please give the Test Report Number (if known)

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7k.	Is the vehicle a precedent vehicle that has a Model Report?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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If 'YES' please give the Model Report Number (if known)

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7l.	Is the vehicle to be assessed against an existing Model Report?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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If 'YES' please give the Model Report Number (if known)

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SECTION C – DECLARATION, SIGNATURE AND DATA PROTECTION

8. DECLARATION AND SIGNATURE

DECLARATION – I confirm that, as far as I know, all statements in this application are true.

Signature:

Print Full Name:

Date:

9. DATA PROTECTION

DATA PROTECTION ACT 1998 – The personal information you provide on this form will be used for the purposes of DVA's statutory functions. It will not be disclosed to other organisations unless required or permitted by law.

Please note: The Driver & Vehicle Agency (DVA) may require further information or clarification regarding the completion of this application form or supporting documentation you have supplied. Please be aware that DVA or the Vehicles & Operator Services Agency (VOSA) who work in partnership with DVA may contact you in order to process the application.

Please complete Annex 'A' on the next page

Please send all fully completed application forms, supporting documents and your payment to :

SVA/IVA SECTION, DRIVER & VEHICLE AGENCY, BALMORAL ROAD, BELFAST, BT12 6QL

NI customers only - further information can be found on our website – www.dvani.gov.uk or via the

SVA/IVA SECTION – 02890 541841 or by email to dva.ivaqueries@doeni.gov.uk



An Agency within the Department of the

Environment

www.doeni.gov.uk

ANNEX A

This application is required to be supported by evidence of Directive compliance. Please indicate what evidence is being provided in respect of the items listed.

Where this application is made (other than by the manufacturer) using an EC Certificate of Conformity, it will be necessary to demonstrate by original evidence from the manufacturer, which Directives are included within the approval to which the certificate relates.

As an alternative to compliance with the listed Directives, evidence of compliance with the comparable ECE Regulations will be acceptable.

Note: For assessment purposes, an authorised copy of the evidence of compliance will be acceptable in most cases.

YOU MUST PRODUCE THE ORIGINALS AT THE TIME OF TEST.

ITEM NO	SUBJECT	DIRECTIVE REQUIREMENT	NUMBER OF APPROVAL, TEST REPORT OR MODEL REPORT DEMONSTRATING COMPLIANCE	PHOTOCOPY INCLUDED '✓'
MANDATORY EVIDENCE OF DIRECTIVE COMPLIANCE REQUIRED				
1	Noise	70/157/EEC to 2007/37/EC		
2	Emissions	70/220/EEC to 2003/76 88/77/EEC to 2001/27/EC		
3A	Fuel Tank(s)	70/221/EEC to 2006/20/EC		
3B	Rear Under-Run *see Guidance Notes	70/221/EEC to 2006/20/EC		
5	Steering Effort	70/311/EEC to 1999/7/EC		
9	Braking	71/320/EEC to 2002/78/EC		
10	EMC (Base vehicle only)	72/245/EEC to 2006/28/EC		
15	Anti-Theft *see Guidance Notes	74/61/EEC to 95/56/EC		
19	Buses & Coaches	2001/85/EC		
Alternative to Item 52 above				
52 A	Stability (Tilt) Test (not Class B with less than 17 seats)	2001/85/EC		
52 A (Option)	Stability	ECE Reg. 13.11		
52 B	Structural Strength (Class II and III only)	UNECE Reg. 66		
52 J	Sliding Emergency Door (Class A and B only)	UNECE Reg. 33		
52 N	Step Deflection (Retractable steps only)	2001/85/EC		
52 Z	Wheelchair Restraints	2001/85/EC		
EVIDENCE OF DIRECTIVE COMPLIANCE OPTIONAL				
4	Rear Registration Plate Space	70/222/EEC		

Continued overleaf ►

7	Audible Warning	70/388/EEC to 87/357/EEC		
8	Indirect Vision	2003/97/EC		
15	Seat Strength	77/408/EEC to 2005/39/EC		
17	Speedometer and Reverse Gear	75/443/EEC to 97/39/EC		
18	Statutory Plates	76/114/EEC to 78/507/EEC		
19	Seat Belt Anchorages	76/115/EEC to 2005/71/EC		
20	Installation Of Lights	76/756/EEC to 2007/35/EC		
21	Retro Reflectors	76/757/EEC to 97/29/EC		
22	End Outline, Position, Stop and Side Marker Lamps	76/758/EEC to 97/30/EC		
23	Direction Indicators	76/759/EEC to 99/15/EC		
24	Rear Registration Lamp(s)	76/760/EEC to 97/31/EC		
25	Headlamps	76/761/EEC to 99/17/EC		
26	Front Fog Lamps	76/762/EEC to 98/18/EC		
27	Towing Hooks	77/389/EEC to 96/67/EC		
28	Rear Fog Lamp(s)	77/538/EEC to 99/17/EC		
29	Reverse Lamp(s)	77/539/EEC to 97/32/EC		
30	Parking Lights	77/570/EEC to 99/16/EC		
31	Seat Belts	77/541/EEC to 2005/70/EC		
33	Identification of Controls	78/317/EEC to 97/53/EC		
34	Defrost/Demist	78/318/EEC		
35	Wash/Wipe	78/318/EEC		
36	Heating System (if fitted) *see Guidance Notes	2001/56/EC to 2006/119/EC		
45	Safety Glass	92/22/EEC to 2001/92/EC		
46	Tyres	92/23/EEC to 2005/11/EEC		
47	Speed Limiters	92/24/EC to 2007/11/EC		
48	Masses and Dimensions	97/27/EC to 2003/19/EC		
50	Couplings	97/20/EC		
51	Flammability (Class III only)	95/28/EC		



GUIDANCE NOTES

APPLICATION FOR INDIVIDUAL VEHICLE APPROVAL (IVA) - M2/M3 CATEGORY VEHICLES

Passenger Vehicles having more than 8 passenger seats

The Road Vehicles (Approval) Regulations 2009

SECTION A - GENERAL

1. APPLICANT CONTACT DETAILS

Please include the full name and address including postcode.

For limited companies, partnerships or sole proprietor, the registered name should be given. If a trading name is used, it should be given.

If applying as a company please supply a contact name and number.

2. APPOINTMENT AND PAYMENT DETAILS

2a. Payment Method.

Please make your cheque or postal order payable to 'DVA'. You can check the fees on our website

www.dvani.gov.uk or via the **SVA/IVA SECTION – 028 905 41841** or by email to

dva.ivaqueries@doeni.gov.uk

Please do not send notes, coins or Giro transfers in the post.

If you want to pay by credit/debit card, tick the appropriate box but do **not** write your card details on the application form. You will need to bring the completed application form with you to your nearest DVA vehicle test centre to pay by credit/debit card over the counter.

Please do not send notes, coins or Giro transfers in the post. These can be accepted over the counter, along with your completed application form at any DVA test centre.

3. VEHICLE DETAILS

3a. Vehicle Identification Number (VIN) or chassis number

You can find the vehicle identification or chassis number on the manufacturer's plate under the bonnet, on the chassis, around the door opening or, where registered in a previous country, on a previous registration document or, if available, on the Type Approval document. If we consider the number to be unsuitable we may perform a security check on the VIN. Please make sure you write the number in **full**.

3b. Revised Vehicle Identification Number requested (multi stage approved vehicles only).

In agreement with the approval authority, the manufacturer responsible for the final stage of approval may replace the first and second parts of the original identification number with his own code where he is registered with WMI. The last eight digits must remain those of the first stage manufacturer and the original number must be retained on the vehicle.

3c. What is the category of vehicle?

The vehicle category is dependant on the number of seating positions and the "maximum mass" i.e. the Design Gross Vehicle Weight.

- ◆ An M2 vehicle is a passenger vehicle having more than eight seats in addition to the driver's seat and having a maximum mass **not** exceeding 5,000kg.
- ◆ An M3 vehicle is a passenger vehicle having more than eight seats in addition to the driver's seat and having a maximum mass exceeding 5,000kg.

3d. What class is the vehicle?

For vehicles having a capacity **exceeding 22 passengers** in addition to the driver, there are three classes of vehicles:

Class I: Vehicles constructed with areas for standing passengers, to allow frequent passenger movement;

Class II: Vehicles constructed principally for the carriage of seated passengers, and designed to allow the

carriage of standing passengers in the gangway and/or in an area which does not exceed the space provided for two double seats;

Class III: Vehicles constructed exclusively for the carriage of seated passengers.

Class IIIS : A “Class III” vehicle specifically designed for the carriage of school children.

A vehicle may be regarded as belonging in more than one Class. In such a case it may be approved for each Class to which it corresponds.

For vehicles having a capacity **not exceeding 22 passengers** in addition to the driver, there are two classes of vehicles:

Class A: Vehicles designed to carry standing passengers; a vehicle of this Class has seats and shall have provision for standing passengers;

Class B: Vehicles not designed to carry standing passengers; a vehicle of this Class has no provision for standing passengers.

3f. Body date of manufacture?

This is the date the vehicle was completed to the extent that it can be inspected to the full IVA inspection criteria.

You can get the date your vehicle was made from the manufacturer’s information plate, the manufacturer or, if available, the Type Approval document.

3g. What type of transmission does it have?

“Automatic” includes any transmission where a “drive mode” can be selected that automatically provides changes in gear selection as vehicle speed increases/decreases.

Gearboxes having an electronic control that provides individual gear selection only will be considered to be a “manual” transmission.

3h. Is a speed limiter fitted?

Evidence that a speed limiter is not required must be in the form of documentary evidence

- from the manufacturer/converter that the vehicle is unable to reach the speed due to overall gearing of the drive train.
- from a speed limiter or tachograph calibration centre, or
- declaring exemption due to its use i.e. an Emergency Vehicle.

3j. Number of passengers (maximum).

If the vehicle is approved to 2001/85/EC or ECE Reg. 107.02, and the approval covers a range of seating, please enter the minimum and maximum e.g. 36 / 50

3m. Where is the engine number located?

Please indicate where the engine number is located, i.e. L/H side of block (when viewed from driver’s seat).

3n. Number and arrangement of cylinders?

This information can be obtained from the manufacturer of the engine.

3o. Engine capacity.

Please provide the manufacturer’s quoted engine capacity in cubic centimetres cm³ (i.e. ‘cc’)

3p. What is the maximum engine power and the engine speed at which it is obtained?

Please provide the manufacturer’s quoted engine power in kilowatts (kW) and the engine speed in revolutions per minute (RPM) at which the engine produces maximum power. You should try to obtain this information from either the manufacturers plate, the vehicle handbook, or by contacting the manufacturer.

4. BRAKES, TYRES AND SUSPENSION

4a. What type of brake system is fitted?

This relates to the basic mode of operation of the braking system. Where a brake system is primarily operated by air, although incorporating an electronic control system e.g. ABS or EBS, the system is considered to be a “Full Air” system.

An “electric” brake system is one where the foundation brake is operated solely by electrical energy.

4d. Is a transmission parking brake fitted?

This question relates to a parking brake that operates on the gearbox or propshaft of the vehicle. Do not include engine braking devices.

4e. Tyre/suspension fitment details

Please specify the tyre size and type. The size and type can be obtained from the manufacturer’s side wall markings e.g. 8.5R 17.5, or 10R 22.5, the type being “Radial” or “Crossply”.

The “load index” and “speed rating” are also displayed on the tyre side wall markings, a typical marking being e.g. “156/150L”. “156/150” being the code that is used to establish the tyre’s carrying capacity and the

speed rating (e.g. “L”) being the code indicating the speed up to which the tyre can carry the designated weight.

“Twin or Single” indicates whether the tyres are fitted in twin or single formation i.e. two on each side of the axle or one on each side of the axle.

5. EXTERNAL DIMENSIONS

5a. Overall Length – The maximum length of the vehicle excluding

- ◆ Wiper and washer devices
- ◆ Front or rear registration plates
- ◆ Lighting equipment
- ◆ Mirrors and other devices for indirect vision
- ◆ Access steps and hand-holds
- ◆ Lifting platforms, access ramps and similar equipment in *running order* (i.e. in the position they would be on a moving vehicle), not exceeding 300mm, provided that the loading capacity of the vehicle is not increased
- ◆ Coupling devices
- ◆ Trolley booms of electrically-propelled vehicles
- ◆ External sun visors.

5b. Overall Width – The maximum width of the vehicle at its widest point excluding

- ◆ Tyre-pressure or tyre failure indicators
- ◆ Protruding flexible parts of wheelguards
- ◆ Lighting equipment
- ◆ Mirrors and other devices for indirect vision
- ◆ Access ramps in *running order* (i.e. in the position they would be on a moving vehicle), provided that they do not exceed 10mm from the side of the vehicle and the requirements of section 16 (Exterior Projections) are met
- ◆ Retractable steps
- ◆ The deflected part of the tyre walls immediately above the point of contact with the ground
- ◆ Handles and hinges of external lockers
- ◆ Trim protruding not more than 10mm from the bodywork.

SECTION B - APPROVAL

7. VEHICLE COMPLIANCE

In support of this application it is necessary to provide evidence of compliance with the “Relevant Directives”.

“**Relevant Directives**” relating to a passenger vehicle of category **M2/M3** are those relating to noise, emissions, rear under-run, gas fuel tanks, brakes, anti-theft if fitted, steering effort, EMC, heating system, flammability and Bus and Coach Directive 2001/85.

Demonstrating compliance can be achieved by one or more of the following methods

- ◆ **Directive Compliance** Showing that European Approval Standards are met, for example, by documentary evidence from the manufacturer. This may be demonstrated by a copy of a Certificate of Conformity for the vehicle, together with a manufacturer’s declaration (see Annex ‘A’) as to which Directive items the vehicle’s approval covers. Alternatively a letter from the manufacturer, listing the European Community (EC) Directives that the vehicle met at the time it was made. You must send a copy of this with the application; however, **YOU MUST SHOW US THE ORIGINAL AT THE TIME OF TEST.**
- ◆ **Comparison Test** A comparison test at a designated Technical Service (Test Laboratory) with a known type approved vehicle.
- ◆ **Directive Test** Physically having a test conducted at a designated Technical Service (Test Laboratory) to the appropriate Directive standard.
- ◆ **Model Report** The use of a Model Report compiled from data obtained from a designated Technical Service (Test Laboratory).

Immobiliser/Alarm (if fitted)

You must show us evidence from the vehicle manufacturer or a designated Technical Service (Test Laboratory), or an original certificate of installation from an approved installer for an immobiliser that meets

the European Directive requirements at the time of test. If the vehicle also has an alarm fitted, we will also need evidence that it meets the necessary standards. If presenting a certificate of installation it will need to be a certificate from an accredited installer either Vehicle Systems Installation Board (VSIB phone 0870 5502006 or visit www.vsib.co.uk) or Mobile Electronic Security Federation (MESF **selected installers only**, please refer to website www.mesf.org.uk or phone 01376 561040).

7b. Does the vehicle have an ECWVTA or NSSTA Certificate of Conformity as an “incomplete”, “complete” or “completed” vehicle?

“ECWVTA” is a European Community Whole Vehicle Type Approval and “NSSTA” is National Small Series Type Approval.

For definitions of “incomplete”, “complete” and “completed” please refer to the IVA Information Guide on the websites (see 2c).

7f (i). Has the vehicle had a stability (tilt) test?

Evidence of compliance is not required for a Class B vehicle (vehicles not designed to carry standing passengers) or a ‘Single Deck’ vehicle that has been approved to UNECE Regulation 13.11.

7f (ii). Has the vehicle structure been strength tested?

This refers to the requirement of the vehicle to comply with the structural strength requirement of UNECE Regulation 66.

Evidence of compliance is only required for a Class II or Class III vehicle (see item 3d for definitions).

7f (vi). If ‘YES’ has the vehicle been tested to the requirements of UNECE Regulation 33?

Evidence of compliance is required where there are two or more sliding doors fitted and one is an emergency door.

7g. Has the vehicle been modified since being previously approved?

Any alterations to the structure or fixed equipment of the vehicle which affect its carrying capacity and alterations to any part of a braking system or its means of operation must be stated. Modifications to any system previously approved must also be indicated in this section.

7h. This item relates to compliance with the requirements of EMC (Electro Magnetic Compatibility). Please advise us of any electronic equipment that has been fitted to the vehicle, following the issue of an approval to the base vehicle.

If equipment is fitted it is required to meet Directive requirements as demonstrated by a manufacturer’s approval marking, if it is in operation when the trailer is travelling on the road.

7i. Has the vehicle had a ‘One-Off’ Test?

A ‘One-Off’ test is a test on an individual vehicle where the information provided will include documentation from a Technical Service that will not be used for any other vehicle applications.

7k. Is the vehicle to be assessed against an existing Model Report?

A Model Report is a document created as a result of a vehicle being submitted to a Technical Service (an authorised Test Laboratory) and being fully documented such that the report can be used to establish compliance on future vehicles of the same specification. You may be able to obtain the use of an existing Model Report, some of which are listed on the Vehicle & Operator Services Agency (VOSA) website www.direct.gov.uk or www.transportoffice.gov.uk

If presenting a vehicle using a Model Report, you should be prepared to remove or dismantle trim and other parts so that the examiner can gain access to critical parts.

ANNEX A

This application is required to be supported by evidence of compliance with certain EC Directives. Where this evidence is not available from the vehicle manufacturer, you will be responsible for providing the required information. Some of the options available to achieve this are listed in the “Vehicle Compliance” section of these notes.

Item 3A – Fuel Tanks

Evidence of compliance is required for any main tank fitted.

Item 3B – Rear Under-run

As an alternative to providing Directive Compliance, evidence can be demonstrated by submitting calculations that confirm the equipment and its securing arrangements comply with the Directive strength requirements.

Item 36 – Heating Systems

Evidence of Directive compliance is required only if the vehicle is fitted with a Combustion Heater.

Item 52 – Buses & Coaches

Where the vehicle does not have evidence of compliance with Directive 2001/85/EC or UNECE Regulation

107.02 it will be necessary to provide documentary evidence of the Items 52A, B, J, N & Z and complete Item "7f".

Item 52Z – Wheelchair Restraints

Evidence of compliance is required in respect of wheelchair restraints for a forward facing wheelchair position, and in respect of the back support only for a rearward facing wheelchair position.

DVA TEST LOCATIONS		
TEST CENTRE	ADDRESS	PHONE NUMBER
BELFAST	66 Balmoral Road, Belfast, BT12 6QL	02890 681831
COOKSTOWN	Sandholes Road, Cookstown, BT80 9AR	02886 754809

Important Information

Please note: The Driver & Vehicle Agency (DVA) may require further information or clarification regarding the completion of this application form or supporting documentation you have supplied. Please be aware that DVA or the Vehicles & Operator Services Agency (VOSA) who work in partnership with DVA may contact you in order to process the application.



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