



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

FOR OFFICIAL USE

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APPLICATION FOR INDIVIDUAL VEHICLE APPROVAL (IVA) - N2/N3 CATEGORY VEHICLES
 Goods Vehicles having a maximum mass exceeding 3500kg
 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)
 Postal Order(must be submitted with application)
 Credit or Debit card (over the counter only)
 Cash (over the counter only)

3. VEHICLE DETAILS Please tick/complete the appropriate boxes below
(See note 3 in Guidance Notes)

3a. Vehicle Identification Number or chassis number.

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

3b. Position of stamped VIN on vehicle.

3c. What is the category of vehicle?

Category N2 - Over 3,500kg and not more than 12,000kg GVW

Category N3 - Over 12,000kg GVW

(see note 3b in Guidance Notes)

3d. Vehicle make and model.

3. VEHICLE DETAILS cont...please tick/complete the appropriate boxes below
(See note 3 in Guidance Notes)

3e. Type of vehicle; Rigid Artic
 ♦ If rigid is it equipped to draw a trailer? YES NO
 ♦ If 'YES' what type of coupling is fitted?

3f. Date of Manufacture. Month Year

3g. Number of Axles. If more than 2 axles state arrangement and type of drive (e.g. 3 axle twin steer)

3h. What type of body is fitted (e.g. flat bed/box)?

3i. What type of transmission does it have? Manual Automatic Other

3j. Fuel type Petrol Diesel Gas Electric Other

3k. Engine make and code.

3l. Engine number.

3m. Where is the engine number located?

3n. Number and arrangement of cylinders.

3o. Engine capacity. cm³

3p. What is the maximum engine power? kW

SECTION B - APPROVAL

4. VEHICLE COMPLIANCE Please tick/complete the appropriate boxes below
(See note 4 in Guidance Notes)

4a. Has the vehicle been imported following registration or use in another country? YES NO
 If 'YES', from which country?

4b. Is it a Special Purpose vehicle? YES NO
 If 'YES' please indicate which type: Armoured vehicle Mobile crane

4c. Does the vehicle have an ECWVTA or NSSTA Certificate of Conformity as an "incomplete", "complete" or "completed" vehicle? YES NO
 If 'Yes' please give the Approval number including Variant then go straight to Section 'C'

4d. Does the vehicle have a European Individual Approval Certificate from another EU country? YES NO
 If 'YES', please enclose a copy

4e. Has the vehicle been modified since being previously approved? YES NO
 If 'YES' please give details

4. VEHICLE COMPLIANCE cont...please tick/complete the appropriate boxes below
(See note 4 in Guidance Notes)

| | | | |
|---------|---|------------------------------|-----------------------------|
| 4f(i). | Has the vehicle been fitted with any electronic equipment following approval? <i>If 'YES' what equipment is fitted?</i> | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 4f(ii). | Is the equipment operational when the vehicle is being used on the road? <i>If 'YES' to 4f(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"/> |
| 4g. | Has the vehicle had a 'One-off' Test? <i>If 'YES' please give the Test Report Number (if known)</i> | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 4h. | Is the vehicle a precedent vehicle used to create a Model Report? <i>If 'YES' please give the Test Report Number (if known)</i> | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 4i. | Is the vehicle to be assessed against an existing Model Report? <i>If 'YES' please give the Model Report Number (if known)</i> | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

SECTION C – ADDITIONAL INFORMATION

5. BRAKES, TYRES AND SUSPENSION Please tick/complete the appropriate boxes below
(See note 5 in Guidance Notes)

5a. What type of brake system is fitted?
Full Air Air/Vacuum Hydraulic Hydraulic Electric Other

5b. Which axle(s) have parking brakes fitted?
Axle 1 Axle 2 Axle 3 Axle 4 Axle 5

5c. Does the vehicle have anti-lock brakes? YES NO

5d. Is a transmission parking brake fitted? YES NO

5e. Which tyre use condition applies? (2B, 2J, 2R etc.)

5f. 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 | | | | | |
| Axle 5 | | | | | |

6. DIMENSIONS Please complete the appropriate boxes below
(See note 6 in Guidance Notes)

| | | | | | | |
|-----|---|----------------------|----|---------------|----------------------|----|
| 6a. | Overall Length | <input type="text"/> | mm | Overall Width | <input type="text"/> | mm |
| 6b. | Distance from centre of foremost axle to centre of rearmost axle. | | | | <input type="text"/> | mm |

6. DIMENSIONS cont...Please complete the appropriate boxes below

(See note 6 in Guidance Notes)

6c. Distance between closely spaced axles (Multi axled vehicles only).1 - 2 mm 2 - 3 mm 3 - 4 mm 4 - 5 mm**7. WEIGHTS** Please tick/complete the appropriate boxes below**7a. Vehicle Weights**

| | Maximum weight (intended) in NI/GB | Maximum design weight |
|--------------------|------------------------------------|-----------------------|
| Gross Weight | | |
| Gross Train Weight | | |
| Axle 1 | | |
| Axle 2 | | |
| Axle 3 | | |
| Axle 4 | | |
| Axle 5 | | |

SECTION D - DECLARATION, SIGNATURE AND DATA PROTECTION**8. DECLARATION AND SIGNATURE**

DEDECLARATION – 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 purpose of DVA's statutory functions. It will not disclose 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

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 2007/34/EC | | |
| 2 | Emissions | 70/220/EEC to 2003/76 88/77/EEC to 2001/27/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 | | |
| 13 | Anti-Theft *see Guidance Notes | 74/61/EEC to 95/56/EC | | |
| 36 | Heating System (if fitted) | 2001/56/EC to 2006/119/EC | | |
| EVIDENCE OF DIRECTIVE COMPLIANCE OPTIONAL | | | | |
| 4 | Rear Registration Plate Space | 70/222/EEC | | |
| 6 | Door Latches and Hinges | 70/387/EEC to 2001/31/EC | | |
| 7 | Audible Warning | 70/388/EEC to 87/354/EEC | | |
| 8 | Indirect Vision | 2003/97/EC | | |
| 15 | Seat Strength | 74/408/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 2005/41/EC | | |
| 20 | Installation Of Lights | UNECE Reg. 48.03 | | |
| 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 96/64/EC | | |
| 28 | Rear Fog Lamp(s) | 77/538/EEC to 99/14/EC | | |
| 29 | Reverse Lamp(s) | 77/539/EEC to 97/32/EC | | |
| 31 | Seat Belts | 77/541/EEC to 2005/40/EC | | |
| 33 | Identification of Controls | 78/316/EEC to 94/53/EC | | |
| 34 | Defrost/Demist | - | | |
| 35 | Wash/Wipe | - | | |
| 42 | Lateral Protection | 89/297/EEC | | |
| 43 | Spray Suppression | 91/226/EEC | | |
| 45 | Safety Glass | UNECE Reg. 43.00 | | |
| 46 | Tyres | 92/23/EEC to 2005/11/EEC | | |
| 47 | Speed Limiters | 92/24/EC to 2004/11/EC | | |
| 48 | Masses and Dimensions | 97/27/EC to 2003/19/EC | | |
| 49 | External Projections of Cabs | 92/114/EEC | | |
| 50 | Couplings | 94/20/EC | | |
| 57 | Front Under-Run Protection | 2000/40/EC | | |



GUIDANCE NOTES

APPLICATION FOR INDIVIDUAL VEHICLE APPROVAL (IVA) - N2/N3 CATEGORY VEHICLES

Goods vehicles having a maximum mass exceeding 3500kg
The Road Vehicles (Approval) Regulations 2009

SECTION A - GENERAL

Where the application is supported by a copy of an EC Certificate of Conformity it will **not** be necessary to complete the items that have a shaded (blue) background. (Items 4g, 4h, 4i, 6c, 7a).

If a vehicle is approved as a 'complete' vehicle and is subsequently modified such that the approval is no longer valid, further approval (e.g. IVA) in the modified condition will be required.

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

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 vehicle 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 either under the bonnet or around the door opening. Where the vehicle was previously registered in another country it can be found 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**.

3c. What is the category of vehicle?

The vehicle category is dependant on the "maximum mass" i.e. the Design Gross Vehicle Weight.

Category N2 - Goods vehicles with a maximum mass - exceeding 3,500kg but not exceeding 12,000kg.

Category N3 - Goods vehicles with a maximum mass exceeding 12,000kg.

3f. 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.

3i. "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.

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?

Please provide the manufacturer's quoted engine power in kilowatts (kW). (i.e. 'bhp')

SECTION B - APPROVAL

4. VEHICLE COMPLIANCE

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

"Relevant Directives" relating to a goods vehicle of category N2/N3 are those relating to noise, emissions, gas fuel tanks, heating system (if fitted), brakes, anti-theft if fitted, rear under run, steering effort and EMC.

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).

4c. 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 DVA website (see 2a).

4e. Has the vehicle been modified since being previously approved?

Any alterations in 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.

4f. 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.

4g. 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.

4i. 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 (a designated 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 websites www.transportoffice.gov.uk or www.direct.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.

SECTION C – ADDITIONAL INFORMATION

5. BRAKES, TYRES AND SUSPENSION

5a. 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.

5d. 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.

5e. Which tyre use condition applies? (2B, 2J, 2R etc.)

The tyre use conditions provide for the use of tyres of a lesser capability under specified conditions.

| TYRE CODE | CONDITION |
|-----------|---|
| 2B | No special condition. |
| 2J | The use on roads of the motor vehicle is limited to use by a local authority, or a person acting in pursuance of a contract with local authority, for road cleansing, road watering or the collection or disposal of refuse; night soil or the contents of cesspools, or for the purposes of the enactments relating to weights and measures or the sale of food and drugs and at speeds not in excess of 40mph and <u>only</u> within a radius of 25 miles from the permanent base from which it is normally used. |
| 2R | The use on roads of the vehicle is limited at all times to speeds not in excess of 50mph and subject to the requirement to display at the rear a “50” plate in accordance with the Road Vehicles (Construction and Use) Regulations (Northern Ireland) 1999, Schedule 16. |

5f. 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.

6. DIMENSIONS

6a. 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.

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.

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 trailer 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 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.

DVA TEST LOCATIONS FOR ALL HEAVY GOODS VEHICLE TYPES

| 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.