



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

FOR OFFICIAL USE

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 Test Centre Instruction _____

**APPLICATION FOR INDIVIDUAL VEHICLE APPROVAL (IVA)
O1/O2/O3/O4 CATEGORY TRAILERS
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. TRAILER DETAILS Please tick/complete the appropriate boxes below
(See note 3 in Guidance Notes)

3a. Trailer Identification Number

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3b. What is the category of trailer?

Category O1 - Not more than 750kg

If your Trailer is an O1 Category please complete Sections A, B and D only.

Category O2 - Over 750kg and not more than 3500kg

Category O3 - Over 3500kg and not more than 10,000kg

Category O4 - Over 10,000kg

(see note 3b in Guidance Notes)

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

3c. Trailer make and model			
3d. Type of Trailer	Full Draw Bar <input type="checkbox"/>	Centre Axle <input type="checkbox"/>	Semi Trailer <input type="checkbox"/>
3e. Date of Manufacture	Month <input type="text"/>	Year <input type="text"/>	
3f. Does the Trailer have a steerable axle?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
3g. Number of Axles	<input type="text"/>		
3h. What type of body is fitted (e.g. flat/box)?	<input type="text"/>		

SECTION B - APPROVAL

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

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

4b. Is it a Special Purpose Trailer? YES NO
If 'YES' please indicate which type:
Trailer Caravan Boat Trailers Other (please state)

4c. Does the Trailer 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 to Section 'C'

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

4e. Has any system or component on the Trailer been modified since being previously approved? YES NO
If 'YES' please give details

4f(i). Has the Trailer been fitted with any electronic equipment (in addition to braking and lighting systems)? YES NO
If 'YES' what equipment is fitted?

4f(ii). Is the equipment operational when the trailer is being used on the road? YES NO
If 'YES' to 4f(ii) is the equipment approved and displaying a manufacturer's "e", "E" or "CE" approval marking? YES NO

4g. Is the Trailer fitted with a combustion heater? YES NO

If YES is the equipment approved and displaying a manufacturer's 'e' or 'E' approval marking? YES NO

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

4h. Is the Trailer a "One- Off" with supportive documentation from a Technical service? YES NO
If 'YES' please give the Test Report Number (if known) _____

4i. Is the Trailer a precedent trailer that has a Model Report? YES NO
If 'YES' please give the Model Report Number (if known) _____

4j. Is the Trailer to be assessed against an existing Model Report? YES NO
If 'YES' please give the Model Report Number (if known) _____

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?
Air Hydraulic Electric Other

5b. Type of parking brake system e.g. cable or spring _____

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

5d. Does the Trailer have anti-lock brakes? YES NO

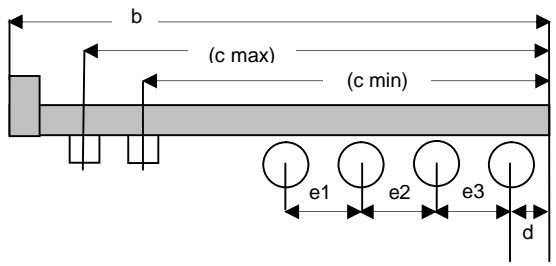
5e. Which tyre use condition applies? (2B, 2J, 2R etc.) _____

5f. Tyre/suspension fitment details

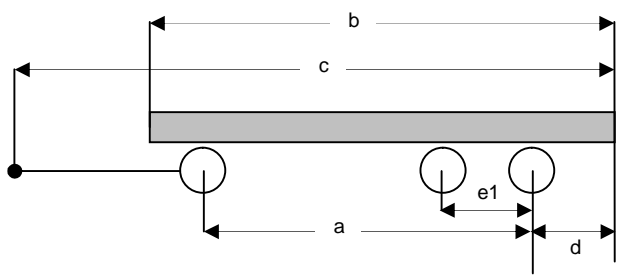
Axle (numbered front to rear)	Tyre Size and Type	Load Index	Speed Rating	Twin or Single	Suspension Type (air, steel, hydraulic etc)
Axle 1					
Axle 2					
Axle 3					
Axle 4					
Axle 5					

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

Semi Trailer



Drawbar Trailer



Letters refer to dimensions shown on diagrams.

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

(See note 6 in Guidance Notes)

a. Centre of foremost axle to centre of rearmost axle mm
 (Drawbar Trailers only but not "centre axle" drawbar trailers)

b. Overall Length mm Overall Width mm

In the case of an O2, O3 or O4 Trailer only - if an EC Certificate of Conformity is to be submitted with this application - go to 'Section D' – otherwise complete the remaining questions.

c. Distance from centre of coupling to the back of the trailer
 Minimum mm Maximum mm

d. Distance between centre of rearmost axle and the back of the trailer mm

e. Distance between axle centres (multi-axle trailers only)
 1-2 mm 2-3 mm 3-4 mm 4-5 mm

7. WEIGHTS Please tick/complete the appropriate boxes below**7a. Trailer Weights**

	Maximum weight (intended) in NI/GB	Maximum design weight
Gross Weight		
Axle 1		
Axle 2		
Axle 3		
Axle 4		
Axle 5		
Maximum design load imposed on drawing vehicle		

SECTION D – 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.nidirect.gov.uk/motoring or via the

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

ANNEX A*(See note "Annex A" in Guidance Notes)*

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				
3B	Rear Under-Run (O3/O4 only) *see notes	70/221/EEC to 2006/20/EC		
5	Steering Effort (if fitted)	70/311/EEC to 1999/7/EC		
9	Braking (O1 – if fitted; O2/O3/O4)	71/320/EEC to 2002/78/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		
10	EMC (O3/O4 only)	72/245/EEC to 2006/28/EC		
18	Statutory Plates	76/114/EEC to 78/507/EEC		
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		
28	Rear Fog Lamp(s)	77/538/EEC to 99/14/EC		
29	Reverse Lamps(s)	77/539/EEC to 97/32/EC		
36	Heating system (if fitted) *see Guidance Notes	2001/56/EC to 2006/119/EC		
42	Lateral Protection (O3/O4 only)	89/297/EEC		
43	Spray Suppression (O3/O4 only)	91/226/EEC		
45	Safety Glass	UNECE Reg. 43.00		
46	Tyres	92/23/EEC to 2005/11/EEC		
48	Masses and Dimensions	97/27/EC to 2003/19/EC		
50	Couplings	94/20/EC		



GUIDANCE NOTES
APPLICATION FOR INDIVIDUAL VEHICLE APPROVAL (IVA)
O1/O2/O3/O4 CATEGORY VEHICLES
The Road Vehicles (Approval) Regulations 2009

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 4h, 4i, 4j, 6c, 6d, 6e and 7).

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 under 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.nidirect.gov.uk/motoring or via the **SVA/IVA SECTION** - 028 905 41841 or by e-mail 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. TRAILER DETAILS

3a. Trailer Identification Number

For 17 digit chassis numbers please provide the number in full.

3b. What is the category of trailer?

Category O1 – Trailers with a maximum mass not exceeding 750kg.
Category O2 – Trailers with a maximum mass exceeding 750kg but not exceeding 3,500kg.
Category O3 – Trailers with a maximum mass exceeding 3,500kg but not exceeding 10,000kg.
Category O4 – Trailers with a maximum mass exceeding 10,000kg.

In the case of a semi trailer or centre axle trailer "maximum mass" is the load transmitted to the ground when coupled to a towing vehicle and fully laden to its maximum load.

3e. Date of manufacture

This is the date the trailer was completed to the extent that it can be inspected to the full IVA inspection criteria.
You can get the date your trailer was made from the manufacturer's information plate or the manufacturer.

4. TRAILER COMPLIANCE

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

“**Relevant Directives**” for a trailer are those relating to brakes, steering effort (if a steered axle is fitted) and in addition for trailers of O3 and O4, rear under-run.

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

- ◆ **Directive Compliance.** Showing that European Approval Standards are met – by, for example, documentary evidence from the manufacturer. This may be demonstrated by a copy of a Certificate of Conformity for the trailer together with a manufacturer’s declaration (see Annex ‘A’) as to which Directive items the trailer’s approval covers. Alternatively a letter from the manufacturer, listing the European Community (EC) Directives that the trailer 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 check at a designated Technical Service (Test Laboratory) with a known type approved trailer.
- ◆ **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).

4c. If the trailer has a National Small Series Type Approval (NSSTA) certificate as a “complete” or “completed” trailer and has not been modified since obtaining that certificate, you should contact the Vehicle Certification Agency (VCA) and request a “Mutual Recognition” certificate.

4f. This item relates to compliance with the EMC requirements (Electro Magnetic Compatibility). Please advise us of any electronic equipment fitted to the trailer, in addition to the items fitted on the braking system and the lighting system.

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.

4h. Is the trailer a ‘One-Off’ with supportive documentation?

A ‘One-Off’ trailer is one that will be tested as an individual trailer where the information provided will include documentation from a Technical Service (a Test Laboratory) that will not be used for any other trailer applications.

4j. Is the trailer to be assessed against an existing Model Report?

A Model Report is a document created as a result of a trailer 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 trailers 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 trailer 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.

5. BRAKES, TYRES AND SUSPENSION

5a. What type of brake system is fitted?

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

A hydraulic system is one that is primarily hydraulic and may be air or vacuum assisted.

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

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 trailer is limited at times 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.
2M	Operation of a low platform trailer fitted with tyres of 20 inch rim diameter or below and carrying a rectangular plate 7" x 9" displaying two letter "L".

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. Centre of foremost axle to centre of rearmost axle.**

When completing the application in respect of a centre axle drawbar trailer, disregard this question.

6b. Overall Length – The maximum length of the vehicle excluding:-

- ◆ Rear registration plates
- ◆ Lighting equipment
- ◆ 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

Overall Width – The maximum width of the vehicle at it's widest point excluding:-

- ◆ Tyre-pressure or tyre failure indicators
- ◆ Protruding flexible parts of the wheelguards
- ◆ Lighting equipment
- ◆ 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.

6c. Distance from centre of coupling to the back of the trailer

Please specify minimum and maximum dimensions where coupling, axles or chassis incorporate variable positions.

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 "Trailer 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 trailer is fitted with a Combustion Heater.

DVA TEST LOCATIONS FOR ALL TRAILER 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.

