



Single Vehicle Approval  
**Application For a Department  
 Approval Certificate**  
 (Motor Vehicles (Approval) Regulations  
 (NI) 2001)

FOR OFFICIAL USE:

Fee rec'd £ \_\_\_\_\_ Int \_\_\_\_\_  
 Cash/cheque/PO/Debit Card Credit Card \_\_\_\_\_  
 Application No \_\_\_\_\_  
 Appointment \_\_\_\_\_  
 Certificate No \_\_\_\_\_  
 Cert Date \_\_\_\_\_  
 Fee Correct \_\_\_\_\_ Int \_\_\_\_\_

\*For Official Use Only  \*STN INST

Please read the notes on pages 4, 5 and 6 before completing this application.  
 Please note SVA tests cannot be booked by telephone.

1. Vehicle Owner's Full Name

Owner's UK address or Address to which appointment letter to be sent: (Please ensure details are entered in full and include Post Code)

**Post Code**   
**Daytime Contact No**   
**Fax No**

2. Vehicle Make  3. Full Model Description

4. Date of Manufacture/First Registration  Body Style (eg 3 door hatch)   
*Month and Year*

5. (a) Engine Details: \*Petrol/Diesel/Gas \*Turbocharged/Non-Turbocharged Capacity  cc  
 \*Delete as appropriate: Note Turbocharged includes engines fitted with Supercharger

If a vehicle of class A, S or C, date of Manufacture of Engine

If a vehicle of class L, Number and Arrangement of Cylinders

(b) Transmission Type: \*Manual/Automatic \*Delete as appropriate

(c) Driveline Details: Number of wheels  Number of Driven Wheels   
 Not including spare

6. Vehicle Identification/Chassis Number (in full - See Notes)

7. Vehicle Type (Please tick which apply) Passenger/Dual Purpose  Goods

Number of Seats  **Note:** SVA test will not apply to vehicles with more than 8 passenger seats excluding the Driver's seat.

8. Vehicle Class - Please tick which apply (Your vehicle may align to more than one class) (See Notes) (If 'E' class - your vehicle will also align to one of the other classes)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>N</b>	<b>P</b>	<b>A</b>	<b>L</b>	<b>C</b>	<b>D</b>	<b>S</b>	<b>M</b>	<b>T</b>	<b>E</b>	<b>R (ESVA)</b>	

9. If class 'E' application, name/telephone number of English speaking approval authority representative

Name   
 Telephone No

10. Country of First Registration or where First offered for sale as new

11. If class 'R' (requiring ESVA) is the vehicle:

(a) displaying a European type approval number on the manufacturer's plate Yes  No

If YES please enter type approval number

If YES recorded mileage (including prior to any modification)  Miles/km  
(Delete as appropriate)

(b) a 'one-off' with supportive documentation of compliance? Yes  No   
(ie a vehicle not used to set a precedent for further applications of compliance)

(c) a precedent vehicle on which a model report is requested? Yes  No   
(ie a vehicle used as a precedent on which a model report is requested for further vehicles to be assessed against)

(d) a vehicle to be assessed against an existing model report? Yes  No

If YES please enter model report number that vehicle is to be tested against

If YES the application must be accompanied by a letter of authorisation from the owner of the model report or proof of ownership

- If 'Yes' to b, c, or d above is the application accompanied by evidence of compliance with an acceptable standard from a non-European country? Yes  No

- accompanied by one or more test reports? Yes  No

- accompanied by evidence direct from the manufacturer of compliance with the relevant European Directives (see Q12 note 1) Yes  No

- submitted on the basis of model specific information previously provided by the manufacturer to VOSA (see Q12 Note II) Yes  No

(e) a 4x4 vehicle having a separate chassis Yes  No

(f) a 'forward control' vehicle Yes  No

(g) a goods vehicle Yes  No

(if yes provide reference mass) Reference mass (kg)

(h) If your vehicle is a passenger vehicle and manufactured after 1 October 1998, is it fitted with an alarm? Yes  No   
(If Yes evidence of compliance is required)

12. Design Weights: The Design Weights are not required for an unmodified, standard production passenger vehicle (see notes)  
(The Design Weights should be obtained from the vehicle data plate, the vehicle handbook or the manufacturer or his agent)

Axle 1  Kg Axle 2  Kg Axle 3  Kg Gross  Kg Train  Kg

13. Maximum Road Speed  (mph)

Maximum Power Engine Speed (Speed, in rpm, at which the engine produces maximum power)  (rph)

14. Is the vehicle fitted with an Anti-lock Braking System? Yes  No
15. Is the speedometer compatible with the driveline: Yes  No
16. Please indicate any date/time which would not be suitable for you to have your vehicle tested

**Payment Details**

Payment by cheque/postal order

I enclose a cheque/postal order for

Cheques/postal orders should be made payable to the Driver & Vehicle Agency General A/C and crossed A/C Payee. Write the Vehicle Identification/Chassis Number on the back of the cheque/postal order. Do not send cash through the post.

Credit and Debit Card payments can be made in person at any Test Centre with the card holder present.

**Duplicate Certificate**

If you need a duplicate certificate because your certificate has been lost or defaced please tick the correct box.

Lost  Defaced and enclosed

Date and place of issue if known

**Data Protection Act 1998**

- The Department of the Environment uses personal data you provide for the purpose of booking a Single Vehicle Approval Test. Personal data may also be used by the Department and may be passed to authorised third parties for other purposes in accordance with the Data Protection Act 1998.

**DECLARATION** I declare that to the best of my knowledge and belief all statements in this application are true, and this application is in respect of a vehicle that is not registered under the Vehicle Excise and Registration Act 1994 and where in the case of a Personal Import, the vehicle is for my personal or household use in the United Kingdom and I do not intend to dispose of it in the immediate future. I understand that DVA only agrees to the use of the model report procedure on the condition that the applicant observes the Compliance Check arrangements described on Page 6 of this application form.

SIGNATURE \_\_\_\_\_ FULL NAME \_\_\_\_\_ DATE \_\_\_\_\_

Please read these notes before completing your application. You may wish to retain pages 4 & 5 for future reference

Failure to complete this application accurately or in full could cause delay.

**The following notes refer to the corresponding items on Pages 1, 2 and 3**

- Q4** The date of manufacture may be obtained from the manufacturer's data plate, from the manufacturer or his agent. If previously registered, the date of first registration may be provided as an alternative. **SVA scheme only applies to vehicles that are less than 10 years old.**
- Q5(a)** Evidence to substantiate the date of manufacture of the engine shown on this form will be required at the time of examination. Failure to supply this detail will result in the application of a more stringent test standard than would otherwise be applicable.
- Q6** This information is likely to be found on the manufacturer's data plate under the bonnet, around the door aperture or stamped on the body. Where the number is considered to be inadequate the Department will issue you a suitable number prior to the test. **It is important that the chassis or Vehicle Identification Number (VIN) is given in full.**

**Q8 The Vehicle Classes are:**

**N = Left Hand Drive**

**P = Personal Import** - a vehicle, (a) imported by a person entering and intending to become resident in the UK and for his own personal use, (b) who has been resident in a country other than the UK for a continuous period of at least 12 months; and (c) the vehicle has been in the possession of and used by that person for a period of at least 6 months before its importation - **supported by original documentation confirming compliance with items 'b' & 'c'**. Examples Item (b) Vehicles imported from countries outside the EC an original C&E 388 may be acceptable: Countries within the EC, household bills, etc, spanning the 12 month period. Examples Item (c) Ownership or registration document PLUS insurance document(s) or service invoices for the vehicle spanning the 6 month period.

**A = Amateur Built** - a vehicle constructed or assembled for your personal use by you or persons acting on your behalf who are not carrying on a business that assembles motor vehicles.

**L = Vehicle manufactured in very low volume** - a vehicle which is either (a) of a type belonging to a 'family of types' for which the total number manufactured in the world for any 12 month period in the 36 months before the month of manufacture does not exceed 200, or (b) of a 'type variant' for which the number manufactured in the world for any 12 month period in the 36 months before the month of manufacture does not exceed 20.

**C = Vehicle built by a person in the business of building vehicles using parts of a UK registered vehicle** - please supply supporting evidence of which donor vehicle the engine and other components are from.

**D = Disabled person's vehicle**

**S = Rebuilt Vehicle** - a vehicle (a) to which the Secretary of State or the Department has assigned a vehicle identification number, (b) which does not align to the 'A' or 'C' definitions, and (c) which has been rebuilt using a replacement chassis or integral chassis/body of the same design as the original.

**M = Motor Caravan, Motor Ambulance or Hearse** - SVA test on a Motor Caravan or Motor Ambulance is not compulsory.

**T = Armoured Vehicle** - a vehicle complying with the armour plating anti-bullet requirements.

**R = A vehicle not being one of the above classes** - 'R (ESVA)' class vehicles are required to meet the Enhanced SVA test standards. For further information see SVA 8 booklet, which is available from DVA and is published on [www.doeni.gov.uk/DVA](http://www.doeni.gov.uk/DVA) or [www.sva-ni.gov.uk](http://www.sva-ni.gov.uk) or for Technical Standards the SVA Inspection Manual.

**E = European Single Approval** - an application for a vehicle that has been found by the authority of another EEA state to comply with requirements at least equivalent to those of the UK SVA, **supported by a declaration and evidence of the technical standards to which the vehicle complied issued by the authorised testing authority.**

**NOTE:** Full definitions of the above can be found in the Motor Vehicle (Approval) Regulations (NI) 2001

- Q11** Vehicles of class 'R' are required to comply with the ESVA requirements in addition to the standard SVA requirement.
- (a) If applying for ESVA using type approval number please ensure you have included evidence from the manufacturer of type approval. This is usually in the form of a letter on the manufacturers headed paper.
- (b) A 'one off' vehicle is a vehicle to be tested as an individual vehicle where the information submitted is not required to be

used in connection with future applications.

- (c) A 'precedent' vehicle is one where any test request submitted includes additional data to enable a 'model report' to be created which can be used as a basis to examine subsequent vehicles of the same specification.
- (d) When a vehicle is submitted using a model report (ie, the answer to Question 12c or 12d is 'Yes') **the presenter should be prepared to remove/dismantle trim and other components in order to gain access to critical components.**

**NOTE I** - Relevant Directives in relation to a Goods Vehicle are those relating to Brakes, Noise and Emissions. Relative Directives relating to a Passenger Vehicle are those relating to Brakes, Noise, Emissions, Fuel Consumption/CO<sub>2</sub>, Seat Belt Anchorages, Seat Belt Installation, Protective Steering and for vehicles manufactured from 1 October 2003 Frontal Impact and Side Impact.

**NOTE II** - Only applicable to certain Nissan D22 and Isuzu TFS69 and TFS54 vehicles.

- (e) A 4x4 having a separate chassis is a motor vehicle that has a frame chassis (that is separated from the body) and to which the engine and front/rear suspension is attached and on which the engine power can be transmitted to all wheels.
- (f) A forward control vehicle is a vehicle having the major part of the engine (the block) underneath the driver/passenger compartment and to the rear of the most forward part of the windscreen.
- (g) 'Reference Mass' means mass of vehicle with bodywork (including coolant, oils, fuel, tools, spare wheel and driver) plus 25 kgs.

**NB** 'Supportive documentation will, where the application is based either wholly or in part on the vehicle having been approved to a recognised comparable standard in another country, include evidence of that approval, eg, from Japan, a copy of the original de-registration document displaying the approval number (or if the vehicle is new a manufacturer's certificate of completion).

For all passenger vehicles having a date of manufacture from 1 October 1998 an original certificate of installation from an approved installer for an Immobiliser device that meets the European directive requirements must be presented at the time of test. From 1 December 2001 this will need to be a certificate from a Vehicle Security Installation Board (VSIB) accredited installer.

**Note all original documents must be presented on the day or the test.**

For multiple applications where the first vehicle is to be used to create a model report you are advised not to submit applications for subsequent vehicles until the model report has been approved.

- Q12** Design Weight is the weight including the load that the vehicle is capable, by design, of imposing on a road, in the case of axle weight - of that axle only, gross weight - of that vehicle in total, and train weight (only in the case of a vehicle fitted with a towing cross-member) - the combined weight of the laden vehicle and trailer.
- Q13** Where manufacturer's data is available to the Agency this may be used in lieu of the information provided on the application unless satisfactory documentary evidence to support the declaration is submitted.

### **Where to send your form and fee**

Please send your completed application form, fee and other required documentation to:

**SVA Section, DVA HQ, Balmoral Road, Belfast BT12 6QL. Tel: 028 9054 1841**

**The SVA test will be conducted at: DVA, Jubilee Road, Newtownards BT23 4XP. Tel: 028 9181 3064**

For information on SVA tests please visit our websites [www.doeni.gov.uk/DVA](http://www.doeni.gov.uk/DVA) or [www.sva-ni.gov.uk](http://www.sva-ni.gov.uk)

or  
contact SVA Section, DVA HQ, Balmoral Road, Belfast BT12 6AL, Tel 028 90 541841

or  
For fees contact DVA Fees Information line: Tel 08457 581416 (all calls are charged at local rate)

For information on GB tests and test centres visit VOSA website at [www.vosa.gov.uk](http://www.vosa.gov.uk)

or  
call VOSA national number on 0870 6060440

The VOSA Inspection manual can be obtained from Vehicle and Operator Services Agency PO BOX 12 Swansea SA1 1BP

### **IMPORTANT**

If you do not get a test appointment letter within 10 days, you must tell the Agency immediately.

If you do not, you are likely to lose your test fee.

## **Organisations approved for ESVA Emissions and Noise testing are:**

**Millbrook Proving Ground Ltd** - Millbrook, Bedford MK45 2JQ

**Prodrive** - Tickford House, Tanners Drive, Milton Keynes, Bucks MK14 5BN

**The Associated Octel Co Ltd** - Fuel Technology Centre, Denbigh Road, Watling Street, Bletchley, Milton Keynes MK1 1EZ

**AEA Technology Products and Systems** - Harwell, Didcot, Oxfordshire OX11 0RA

**Ford Motor Company Ltd** - Aveley Emission Laboratory (AEL), Vehicle Operations Quality, Room 24/806, Aveley Plant, Arisdale Avenue, Stock Ockenden, Essex RM15 5TJ

**LTC Ltd** - Aston Way, Leyland, Preston, PR5 3TZ

**TRL Ltd** - Old Wokingham Road, Crowthorne, Berkshire, RG45 6AU

**Landrover** - Block 105, Lode Lane, Solihull, West Midlands B92 8NW

**NB** Some of the laboratories listed above specialise in particular subject areas, eg, Emissions. An individual laboratory may not conduct the full range of tests/examinations necessary to approve a particular vehicle.

## **Compliance Checks**

If the vehicle is submitted for assessment against an existing model report (ie, the answer to question 12d is 'yes') it may be chosen for a 'compliance check'. This is a check carried out on a sample of vehicles to ensure that vehicles submitted on the basis that they are built to the same specification as an original vehicle described in a model report (the original vehicle having been tested and found to comply with the relevant enhanced requirements) actually comply with the enhanced requirements and are built to the specification described in the model report.

The compliance check is part of the 'approval' process and vehicles submitted on the basis of an existing model report are therefore submitted on the understanding that they may be chosen for this check.

If the vehicle is selected for a compliance check you will be notified when you present the vehicle for test. You will be required to leave the vehicle at the DVA test centre, from where it will be transported to an independent test laboratory, who will carry out a full check of the vehicle against the nominated model report. As the vehicle presenter you may claim reimbursement of the cost of your intended return journey to your home/place of work. There will be no charge for transportation of the vehicle to or from the laboratory or the compliance check. The process is likely to take approximately 4 to 6 weeks. You will be notified when the check has been completed, when the vehicle will be returned to the DVA test centre and the outcome of the check.

It should be noted that the outcome of this Compliance Check can have an effect on the future use of the model Report in question. It may be the Model Report has to be expanded, or in certain extreme cases is deemed to be unusable.



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