

# Trailer Testing – Notes for Guidance

## TESTING

### When is the test due?

For a trailer the test is due on the first anniversary of registration and then every year afterwards.

## GETTING A TEST

### How do I apply for the test?

#### By telephone

We are sorry that this is not currently available but we have plans to introduce a telephone booking service for trailers in the future.

#### By post

You may book a test by post. You will need to complete an application form and send it with the appropriate fee to the vehicle test centre (see list overleaf) at which you would like the test to be carried out.

#### At the counter

You may book a test in person at any vehicle test centre (see list overleaf). When making a booking in person you do not need an application form but it is advisable to have your registration documents and current test certificate details when making the booking.

The Belfast centre is open for booking from 9.00 to 4.00, Monday to Friday.

All other centres are open from 8.45 to 12.30 and 1.15 to 4.00, Monday to Friday.

#### On line

We are sorry that this is not currently available but we have plans to introduce an online booking service in the future.

### Do I need to apply in advance?

Yes. You should preferably apply about 6 weeks, but not more than three months, beforehand. We can issue a new test certificate up to 28 days before the current certificate expires. It will be dated from the current certificate's expiry date, as long as you inform the examiner and produce the previous certificate at the time of test.

### How much does the test cost?

You can get information on fees on a 24-hour phone line, (08457) 581416.

### Can I cancel my test appointment?

Yes, provided you give 1 clear day's notice. Clear days exclude Saturday, Sunday and public and bank holidays. Easter Tuesday counts as a public holiday but Good Friday does not. These days also exclude the date on which you tell us you wish to cancel and the date of the test. Example: if you wish to cancel a Tuesday appointment you must tell us by the previous Friday. We will only refund the fee if you give enough notice of the cancellation.

## THE TEST ITSELF

### What should I do before the test?

Make sure the trailer is roadworthy with all its equipment working. It must be in a reasonably clean condition externally and internally, otherwise we may refuse the test and you would lose your fee.

### What should I do when I arrive at the test centre?

Your appointment letter tells you which inspection lane number to go to. You will see equivalent numbers at the test centre. Drive the trailer to that lane number and wait. We will then ask you to drive your trailer into the centre for inspection.

## PASSING AND FAILING

### What happens if the vehicle passes?

We give a Trailer Test Certificate, valid for 12 months, to the driver at the test centre. Keep it safe.

### What happens if the vehicle fails the test?

You will get an inspection record sheet/notification of refusal listing the faults, and a retest application form. We charge reduced fees for retest applications if we receive them within 21 days of the full test.

### Loss of certificate

If you lose your certificate, apply for a duplicate. Use this form but only complete sections 1, 2, 5, 6 and 8. Send your application and fee to our HQ. Alternatively, you can apply via our telephone booking on 0845 247 2471.

### Change of ownership

If the vehicle is re-registered because of a change in registration or ownership, your certificate remains valid.

### If I do not have a trailer test certificate, can I use the trailer?

No – unless it is being driven to or from the test centre.

## APPEALS AND COMPLAINTS

### Can I appeal against the examiners decision?

Yes. You can appeal within 14 days of the decision. You can get appeal forms from test centres. You must pay another fee.

### What happens if I appeal?

The trailer will be re-examined and you will be asked about repairs etc, since the test. You must produce the inspection record sheet/notification of refusal and registration documents. If the examiner allows the appeal, we will issue a test certificate. If there are good reasons for the appeal, we may refund all or part of the fee.

### How do I complain?

If you are not satisfied with the service you receive, you can use our complaints procedure. Please ask at the test centre for details. If you are unhappy about any aspect of our service, please try to resolve it before you leave the test centre.

## ITEMS INCLUDED IN THE INSPECTION

### Braking system

#### Service brake

Mechanical condition

Efficiency

Balance

#### Secondary brake

Mechanical condition

Efficiency

Balance

#### Parking brake

Mechanical condition

Efficiency

### Lamps, reflectors and electrical equipment

#### Side marker lamps, end outline marker

#### lamps, front and rear position lamps,

#### stop lamps, rear fog lamp, number

#### plate lamp

Position

Condition and operation

Colour and visual efficiency

#### Direction indicator lamps

Position

Condition and operation

Colour and visual efficiency

Flashing rate

#### Reflex reflectors

Condition and colour

#### Rear marker plates

Position

Condition and colour

#### Electrical connections between

#### tractor vehicle and trailer or

#### semi-trailer

#### Electrical wiring

#### Axles, wheels, tyres and

#### suspension

#### Axles

#### Wheels and tyres

#### Suspension

#### Chassis and chassis

#### attachments

General condition

Side guards and rear underrun devices

Wings and spray suppression

Fuel tank and pipes

Spare wheel carrier

Coupling mechanism on tractor

vehicle, trailers and semi-trailers

#### Bodywork

General condition

Mounting

Doors and locks

Floor

#### Vehicle identification

#### Vehicle identification number

#### Chassis number