

Single Vehicle Approval **Application For a Minister's Approval Certificate**

(Motor Vehicles (Approval) Regulations 2001)



Vehicle & Operator Services Agency

\* For Official Use Only \*NR

\*STN INST

Please read the notes on page 3 before completing this application.

1. Vehicle Identification/Chassis Number (In full - See Notes)

2. Vehicle Make

3. Full Model Description

4. Where would you like the vehicle tested?  
(A list of SVA test stations are shown on the reverse of this form)

First Choice	<input type="text"/>
Second Choice	<input type="text"/>

5. When would you like the test?

6. At what time would you like the test: (See Notes) (✓) am  pm  outside normal working hours

7. Value of your enclosed Cheque/Postal Order or Customer Account Number

8. Vehicle Type (✓) Passenger/Dual Purpose:  Goods:   
Goods Vehicle GVW (✓) : 3000kg or under  Over 3000kg

9. Vehicle Class (✓)  
(Your vehicle may align to more than one class) (See Notes below) (If 'E' class - your vehicle will also align to one of the other classes)

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

10. 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)

<input type="text"/>
<input type="text"/>
Post Code
Telephone No:
Fax No:

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 months 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 GB 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 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.**
- T = Armoured Vehicle** - a vehicle complying with the armour plating anti-bullet requirements.
- R = A vehicle not being one of the above classes;** Vehicles of this class are required to meet the Enhanced SVA test standards. For further information see SVA 4 or for the 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 British 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 Vehicles (Approval) Regulations 2001

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

Name Telephone No

12. Date of Manufacture/First registration month and year Body Style (e.g. 3 door hatch)

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

14. (a) Engine Details:- \*Petrol/Diesel/Gas \*Turbocharged/Non Turbocharged Capacity cc

\*Delete as appropriate: Note Turbocharged includes engines fitted with a 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.

Driveline Details:- Number of Wheels Not including spare Number of Driven Wheels

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

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

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

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

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

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

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 Q15 note 1) Yes No

- submitted on the basis of model specific information previously provided by the manufacturer to the VOSA (see Q15 note II)? Yes No

e) - a 4x4 vehicle having a separate chassis (see Q15 note 111) Yes No

f) - a "forward control" vehicle (see Q15 note IV) Yes No

g) - a goods vehicle (if yes provide reference mass) (see Q15 note V) Yes No

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

16. Design Weights: The Design Weights are not required for an unmodified, standard production passenger vehicle. (see notes)

(The Design Weights should be obtainable 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

17. Maximum Road Speed Maximum Power Engine Speed (rpm)

18. Is the vehicle fitted with an Anti-lock Braking System? (✓) Yes No

Data Protection Act 1998

- For commercial reasons we may make some data we hold on our computer systems available to organisations connected with the motor trade, and they may wish to offer goods or services. If you wish your details to be released please tick this box.

DECLARATION I declare that to the best of my knowledge and belief all statements in this application are true, and where this application is in respect 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 VOSA only agrees to the use of the model report procedure on the condition that the applicant observes the Compliance Check arrangements described on page 4 of this application form.

SIGNATURE FULL NAME DATE

**Please read these notes before completing your application.** Failure to complete this application accurately or in full could cause delay. Application must be made to the **SVA Section, VOSA , 91/92 The Strand, Swansea, SA1 2DH.**

**Tel: 0870 6060 440.** Cheques should be made payable to VOSA . For further information see our web-site <http://www.vosa.gov.uk/> and e mail address [enq@vosa.gov.uk](mailto:enq@vosa.gov.uk)

**The following notes refer to the corresponding items on pages 1+2.**

**Q1** This information is likely to be found on the manufacturer's data plate under the bonnet or around the door aperture. Where the number is considered to be inadequate you will be referred to your local Vehicle Registration Office for them to allocate a suitable number.

**Q4** Please provide a second choice of test station as a slot at your first choice test station may not be available. (see page 4 for list of test stations).

**N.B.** Vehicles of class N, P & R that fail a test can be re-tested at any SVA test station. Other classes must be re-tested at the same SVA testing station as the original test.

**Q5/6** Please state your preferred choice. You will be allocated an appointment as near to your choice as possible. Testing outside 'normal' hours may be available at certain test locations. This would be before 8.00am or after 5.00pm on a Monday to Thursday, before 8.00am or after 4.30pm on a Friday or at any time on a Saturday, Sunday or a Bank Holiday. A supplementary fee will be payable for testing outside normal working hours. The test station will contact you if this service is available.

**Q9** 'R (ESVA)' class vehicles are required to meet the Enhanced SVA test standards. For further information see SVA 4 booklet or for Technical Standards the SVA Inspection Manual.

**The following notes refer to the corresponding items of information requested on page 2.**

**Q12** 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.

**Q14 (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.

**Q15** Vehicles of class 'R' are required to comply with the ESVA requirements in addition to the standard SVA requirement. 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.

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.

Where a vehicle is submitted using a model report (i.e. the answer to Question 15c or 15d 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 & 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.

"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, e.g. from Japan, an original de-registration document displaying the approval number (or if the vehicle is new a manufacturer's certificate of completion). For 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 III** - 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.

**NOTE IV** - 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.

**NOTE V** - "Reference Mass" means mass of vehicle with bodywork (including coolant, oils, fuel, tools, spare wheel and driver) plus 25kg.

**Q16** 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 weights - 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.

**Q17** Where manufacturer's data is available to the Inspectorate this may be used in lieu of the information provided on the application unless satisfactory documentary evidence to support the declaration is submitted.

## **Vehicle Operator & Services Agency test stations and their telephone numbers are:-**

Aberdeen - Cloverhill, Bridge of Don Ind Est, Aberdeen AB23 8EE - 01224 702357  
Avonmouth - VOSA, Unit 10 I.O. Centre, Cabot Park, Avonmouth, Bristol BS11 0QL - 01179 381157  
Beverley - Oldbeck Road, Off Grovehill Road, Beverley, North Humberside HU17 0JG - 01482 881522  
Birmingham - Garretts Green Ind Est, Birmingham B33 0SS - 0121 783 6560  
Cardiff (Llantrisant) - School Road, Miskin, Pontyclun, Mid Glamorgan CF72 8YR - 01443 224701  
Carlisle - Brunthill Road, Kingstown Ind Estate, Carlisle, CA3 0EH - 01228 528106  
Chelmsford - Widford Ind Est, Chelmsford, Essex CM1 3AE - 01245 259341  
Derby - Raynesway, Alverston, Derby DE21 7AY - 01332 571961  
Exeter - Grace Road, Marsh Barton Trading Est, Exeter, Devon EX2 8PH - 01392 278267  
Gillingham - Ambley Road, Gillingham, Kent ME8 0SJ - 01634 232541  
Glasgow (Bishopbriggs) - Crosshill Road, Bishopbriggs, Glasgow G64 2QA - 0141 772 6321  
Leighton Buzzard - Stanbridge Road, Leighton Buzzard, Bedfordshire LU7 8QG - 01525 373074  
Liverpool (Speke) - SVA Office, C/O Express Travel (Holdings) Ltd, Woodend Ave, Speke, Liverpool L24 9NB -  
0151 4860050 or 0151 5474445  
London North (Edmonton) - Anthony Wharf, Lea Valley Trading Est, Edmonton N18 3JR - 0208 807 7803  
London South (Mitcham) - Redhouse Road, Croydon, Surrey CR0 3AQ - 0208 684 1499  
London West (Yeading) - Cygnet Way, Willow Tree Lane, Yeading, Hayes, Middlesex UB4 9BS - 0208 841 9205  
North Manchester (Chadderton) - Broad Gate, Broadway Business Park, Chadderton, Oldham OL9 9XA - 0161 947 1000  
Newcastle-upon-Tyne - Sandy Lane, Gosforth, Newcastle-upon-Tyne NE3 5HB - 0191 236 5011  
Norwich - Jupiter Road, Hellesden, Norwich NR6 6SS - 01603 408128  
Nottingham - Main Road, Watnall, Nottingham NG16 1JF - 0115 938 2591  
Shrewsbury - Unit 6 Levens Drive, Harlescott, Shrewsbury SY3 7EG - 01743 462621  
Southampton - Unit R Centurion Ind Est, Bitterne Road West, Southampton SO18 1UB - 02380 837397  
Taunton - Taunton Trading Est, Norton, Fitzwarren, Taunton, Somerset TA2 6RX - 01823 282525

## **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 & Systems** - Harwell, Didcot, Oxfordshire OX11 0RA

**Ford Motor Company Ltd** - Aveley Emission Laboratory (AEL), Vehicle Operations Quality, Room 24/806, Aveley Plant, Arisdale Avenue, South 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 e.g. 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 (i.e. the answer to question 15d 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 VOSA test station, 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 two weeks. You will be notified when the check has been completed, when the vehicle will be returned to the VOSA test station 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.