

A When you should use this form

You should only use this form to tax vehicles over 3500kg as HGV, Reduced Pollution HGV, Trailer HGV, Reduced Pollution Trailer HGV, Private HGV, Special Trailer, Special Types, Reduced Pollution Special Types, Small Island Vehicle, Recovery Vehicle, Combined Transport or Reduced Pollution Combined Transport.

B Tax bands

The tax due depends on the tax band (A to G) your vehicle is in.

- For rigid vehicles, the tax band is based on the vehicle's weight and the number of axles.

You must pay extra tax if your vehicle weighs over 12000kg and at any time it pulls a loaded trailer weighing over 4000kg.

- For articulated vehicles, the tax band is based on the combined weight of the cab and semi-trailer (plated weight) and the number of axles each has.

You can find out which tax band your vehicle is in by visiting www.direct.gov.uk/vehicletax

C Where to get your tax disc

You must apply at a DVLA local office.

You can find the address of your nearest local office:

- on the website at www.direct.gov.uk/dvla/local;
- by calling 08702 430444 (you will be asked to give your postcode).

DVLA local offices are open between 9am and 5pm, Monday to Friday, and between 9.30am and 5pm on the second Wednesday of each month.

D The documents you need to produce

- **The registration certificate (V5C) or a New Keeper's details (V5C/2).**
- **A valid, original insurance certificate or cover note** (not a renewal notice, policy, receipt or schedule).
- **A valid goods vehicle test certificate (GVT)**, if your vehicle is not exempt from testing (see section E).
- **A plating certificate**, if your vehicle must have one (see section F).
- **A design weight certificate**, if your vehicle must have one.
- **A valid reduced-pollution certificate** for reduced-pollution vehicles only. Your vehicle must continue to meet reduced-pollution standards for the period covered by the tax disc. For more information, see leaflet 'Environmental Vehicle Excise Duty for Lorries and Buses' (INF64) which you can get from any DVLA local office or by phoning Customer Enquiries (see section I).

E Producing a GVT certificate

When you tax your vehicle, you must provide a valid goods vehicle test certificate unless your vehicle does not have to be tested. A goods vehicle is exempt from testing (does not have to be tested) if any of the following apply.

- It is used on the public road by an order made under section 44 of the Road Traffic Act 1988.
- It is used on certain islands referred to in regulation 44(2) of the Goods Vehicles (Plating and Testing) Regulations 1988.
- It is a class of vehicle listed in schedule 2 of the Goods Vehicles (Plating and Testing) Regulations 1988. (For details of these vehicles see V112G form.)
- It is a heavy/light locomotive or motor tractor, as defined in the Road Traffic Act 1988, but has been given a revenue weight.

If any of the above apply to your vehicle, tick the appropriate box in part 2 over the page.

If you have any questions about exemption from testing, contact:

The Vehicle and Operator Services Agency (VOSA)
Welcombe House
Swansea
SA1 2DH.

Phone: 0870 606 0440

F Producing a plating certificate

You need to produce a plating certificate with this application if:

- you are taxing the vehicle based on its weight for the first time;
- you cannot produce the registration certificate (V5C) showing the vehicle's weight; or
- the vehicle has been re-plated since it was last taxed.

G How to pay

You can pay your vehicle tax at a DVLA local office by debit card or credit card (there is a £2.50 fee if you use your credit card), cash, cheque or postal order made payable to 'DVLA Swansea' or sterling traveller's cheques. You cannot use Post Office® saving stamps at a DVLA local office.

If your vehicle has not been taxed and does not have a SORN, you must pay any overdue tax direct to a DVLA local office.

If you pay with a cheque which bounces, the tax disc will not be valid and the vehicle will not be taxed.

Our leaflet 'Rates of Duty' (V149) will show you how much you need to pay for your tax disc. You can download a copy from www.direct.gov.uk/motoring or get one from DVLA local offices and Post Office® branches that issue tax discs.

H Special notes

If you have just bought a vehicle that is not taxed and do not have the New Keeper details (V5C/2), you will not be able to tax it until you get a V5C in your name. You should apply for a V5C using an 'Application for a Registration Certificate' (V62) and pay a fee. You can download a copy from www.direct.gov.uk/motoring/forms or get one from a DVLA local office or any Post Office® branch that issues tax discs.

By law you (as the seller) must hand over the V5C/2 when you sell a vehicle. If you (as the buyer) have a V5C/2, you can tax your vehicle at a DVLA local office if you do this within 13 months of the date you bought the vehicle.

If any of the vehicle's details need to be changed on the V5C/2 you must fill in a V62 with this application and visit or post them to a DVLA local office.

If you are already the registered keeper of a vehicle but have lost your V5C, you can tax your vehicle at a DVLA local office, but you will need to fill in a V62 and pay a fee. Or, if there are no changes to your details, you can phone Customer Enquiries on 0870 240 0010 and pay a fee to apply for a new V5C.

I Further information

More information on taxing your vehicle is available from the website at www.direct.gov.uk/vehicletax

If you are not satisfied with the service you receive from us, please see 'DVLA Customer service guide and what to do when things go wrong' (INS101). You can get these from DVLA local offices and from the website at www.direct.gov.uk/motoring/leaflets

You can contact us in the following ways.

By phone: 0870 240 0010 (Phone lines are open between 8am and 8.30pm, Monday to Friday, and between 8am and 5.30pm on Saturdays. Some calls will be monitored for quality and training purposes.)

By textphone (for people who are deaf or hard of hearing): 01792 766426. (This number will not respond to ordinary phones.)

By e-mail: vehicles.dvla@gtnet.gov.uk

By fax: 0870 850 1285.

By writing to: Customer Enquiries (Vehicles), DVLA, Swansea SA7 0EE.

J Data protection – releasing information

We will store your details on our vehicle register, we can release these details if we must do so by law. You can get more information on how and when we can release your details by visiting the website at www.direct.gov.uk/dvlatataprotection



CUSTOMER SERVICE EXCELLENCE



An executive agency of the
Department for
Transport

Please read the notes over the page before you fill in this form.
Please do not write in the shaded area.

Please write in **black ink** using **CAPITAL LETTERS**.

1 Your details

Title (Mr, Mrs, Miss, Ms): _____

Company name (if appropriate): _____

Address and postcode: _____

2 Vehicle details

Registration number: 2

Make: _____

Tax class you are applying for:

- | | | |
|---|---|---|
| HGV <input type="checkbox"/> | Trailer HGV <input type="checkbox"/> | Recovery Vehicle <input type="checkbox"/> |
| Special Trailer <input type="checkbox"/> | Private HGV <input type="checkbox"/> | Special Types <input type="checkbox"/> |
| Small Island Vehicle <input type="checkbox"/> | Combined Transport <input type="checkbox"/> | |

Tick if your vehicle is a reduced-pollution vehicle (See section D over the page)

Tick if your vehicle is exempt from goods vehicle testing (See section E over the page)

For rigid vehicles

Vehicle's weight: kg Number of axles: Tax band:

If over 12000kg and used to pull any trailer weighing over 4000kg, what is the maximum weight of any trailer pulled? kg

For articulated vehicles

Combined weight of cab and semi-trailer: kg

Number of axles on cab: Tax band:

How many axles will the attached semi-trailers have?

One axle Two axles Three or more axles

3 Tax disc details

How long do you want the tax disc to run for? Six months 12 months

If you want to buy a six-month tax disc you pay an extra 10% to cover a handling charge.

The date the last tax disc ran out or you last made a SORN: / /

If you do not know the date the last tax disc ran out because you bought the vehicle without a tax disc, give the date you got the vehicle. / /

What month and year do you want the tax disc to start? Month Year

You cannot backdate the tax disc to before the first day of the month in which you are making this application.

It is an offence to be the registered keeper of a vehicle that is not taxed or has no SORN in place. If you do not tax your vehicle or make a SORN, you could have to pay a fine of at least £1000.

Official use only (V85)
5/08

Complete field 9 in ALL cases
Complete field 7 if the licence is
HGV, Trailer HGV and RP equivalents

VC 3

Prefix 4

Amount Paid 5

Period 6

Wheel plan 7

Trailer Weight 8

TC 9

Tax Band _____

Expiry Month _____

Serial Number _____

SR

V62

V5C/2 noted

V5C Changes