



3 Dealer Acting for Both Parties (if applicable)

Name	_____
Address	_____ _____ _____
Tel. No.	_____
Please tick box if documents are to be returned to Dealer	<input type="checkbox"/>

4 Vehicle Inspections

If an inspection of the donor or receiving vehicle is required, please state at which LVLO you would like this carried out.

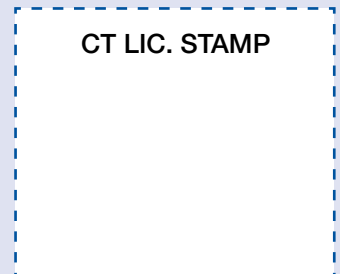
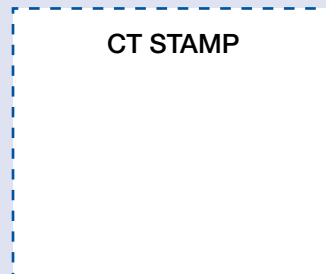
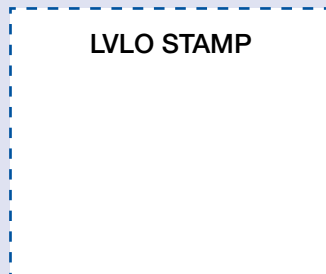
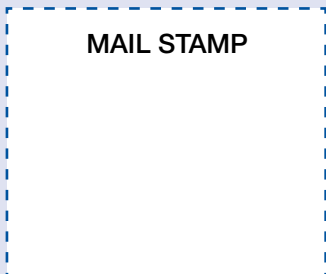
5 Replacement Mark Allocation

Please state from which LVLO current series of registration marks you would prefer the replacement mark to be allocated.

- Armagh
- Ballymena
- Belfast
- Coleraine
- Downpatrick
- Enniskillen
- Londonderry
- Omagh

If a choice has not been made, DVA will allocate a mark which it deems appropriate.

OFFICIAL USE ONLY			
Tax discs	Posted <input type="checkbox"/>	Customer <input type="checkbox"/>	
	Counter <input type="checkbox"/>	Garage <input type="checkbox"/>	
Replacement mark and CD	_____		
1. Replacement licence donor (where appropriate)	_____		
2. Replacement/first licence (where appropriate)	_____		
3. 1st Licence App. at LVLO	<input type="checkbox"/>		
4. MOT Certificate Returned	<input type="checkbox"/>		
5. Insurance Certificate Returned	<input type="checkbox"/>		
6. Receipt No	_____		
7. Assessed by	_____		



A Can any Registration mark be transferred?

No. Vehicles which are not subject to testing, such as an agricultural machine or a milk float, cannot take part in a transfer. Also in certain limited circumstances, a vehicle may be given a non-transferable mark. If so the V5C(NI) will state "This Registration Mark cannot be transferred to another Vehicle". You must make sure that the mark is transferable before entering into any commitment.

B How do I transfer my registration mark to another vehicle?

Apply to Driver & Vehicle Agency by filling in the attached form. Please read the rest of these notes first.

C Where do I take or send this form?

Applications should be sent to, Driver & Vehicle Agency, Cherished Transfer Section, County Hall, Castlerock Road, Waterside, Coleraine BT51 3TA.

D Where do I get further information?

Telephone the Vehicle Enquiries Section, County Hall, Castlerock Road, Waterside, Coleraine, on (0845) 402 4000 or access the Agency's website on www.dvani.gov.uk

E Must the vehicles be licensed when I apply for a transfer?

It is necessary to have the donor and recipient vehicles either currently licensed or an application to licence submitted at the time of transfer.

F What else should I take or send with my application?

- **The V5C(NI) for the donor vehicle** – (the vehicle which carries the mark to be transferred)
- **The V5C(NI)** – or a V55/1 in respect of a new vehicle or a V55/4 or a V55/5 in respect of new/used import i.e. ROI vehicle, for the receiving vehicle. (the vehicle which will receive the mark)
- **Applications received with only section 10 of V5C(NI) will not be accepted for transfer purposes. The complete certificate is required.**
If you are registering your vehicle on form V55/4 or V55/5, you will need to produce documentation confirming your name and address.
- **A test certificate for each vehicle that requires one**
- **The licence discs (if current).**
If the receiving vehicles licence disc has been refunded, it must be relicensed. N.B. An unlicensed donor vehicle must not be driven but transported to the LVLO for inspection. If there is evidence that the vehicle was brought to the LVLO other than by lawful means then the inspection will not proceed.

- **Please forward your current licence disc/s along with your application.** Transfers submitted without the tax disc are not 'valid' and will not be processed until the tax disc has been received. If the licence for the donor vehicle has expired or been refunded no more than 12 months prior to the date of application **and** a Statutory Off Road Notification (SORN) has been made, it may still be possible to transfer the mark. **In order for a vehicle to qualify for this concession, there must be no break between the expiry/refund date of the licence disc and the commencement of SORN.**

- **You may accompany your transfer with an application to refund the disc for the donor vehicle**, which will be processed immediately after the cherished transfer has been completed. You will receive a refund for each full month still to run on the licence disc at the time you apply for the refund.

To receive a refund for any one month, the licence must be –

- Posted to DVA, before the first day of the month, or
- Handed in to a DVA Local Office before the first day of the month.
- **The relevant certificates of insurance or valid cover notes**
- **The current fee** (£80 correct at the time of printing).
If the transfer is being paid by cheque the drawer's full name and address must be printed clearly on the back of the cheque. Cheques should be made payable to "DVA". If the recipient vehicle is in Great Britain cheques should be made payable to "Department for Transport".
- **For new vehicles and vehicles imported from abroad at First Registration in N.I. a First Registration fee of £55 is applicable.** (Correct at the time of printing)

G What happens next?

DVA may request an inspection of the donor vehicle at a designated time and place. You will be offered a vehicle inspection appointment following receipt of your application if required. The recipient vehicle may also be requested for inspection. The purpose of the inspection is to establish the identity of the vehicles, not the roadworthiness. To aid this you must ensure that the chassis plate is cleaned sufficiently to make it legible. If the transfer is approved the keeper/s will be notified. If the receiving vehicle is in Great Britain the appropriate DVLA local office in GB will complete the transfer of the mark to the receiving vehicle. The keeper of the donor vehicle will be responsible for ensuring that the new registration mark given by DVA will be placed on the vehicle immediately, and for exchanging the tax disc on the vehicle with a new one bearing the replacement registration mark. However, the transfer is not complete until the keeper of the receiving vehicle has fulfilled all requirements. In the unlikely event that the transfer is not completed, the donor vehicle may revert to its original mark or retain the replacement mark. However, DVA will not accept liability for any expenses incurred, such as the purchase of the plates.

H When will my new Registration Book/Certificate arrive

Within 6 weeks of approval by DVA. If it doesn't arrive by then, write to the Vehicle Licensing Central Office, County Hall, Castlerock Road, Waterside, Coleraine BT51 3TA or telephone on (0845) 402 4000 between 9.00am and 5.00pm Monday to Friday. In respect of the recipient vehicle in GB contact the DVLA Vehicle Enquiries Line Phone 0300 7906802.

I When can I transfer my registration mark again?

When the replacement registration document has been issued for both the donor and the receiving vehicle.

J What if the vehicle with the registration mark has been stolen?

If your vehicle is stolen and not recovered, it must be reported by the Police to DVA and the number will become eligible for transfer one year after the date of notification to DVA. If your vehicle is stolen and **recovered** you should apply to transfer the registration mark immediately after recovery of the vehicle.

In all cases the vehicle must be registered in the donor's name at the time of the theft, the vehicle must have been taxed at the time of theft or if the licence has expired or been refunded no more than 12 months prior to the date of theft and a Statutory Off Road Notification (SORN) has been made, it may still be possible to transfer the mark. In order for a vehicle to qualify for this concession, there must be no break between the expiry/refund date of the licence disc and the commencement of SORN.

The keeper of the donor vehicle must obtain a letter from their insurance company stating they have no interest in the registration mark.

K What if the vehicle with the cherished mark has been 'written off'?

If your vehicle has been 'written off', you may apply to transfer its number providing;

- The vehicle is available for inspection and must be produced on request by DVA to your requested LVLO (see Section 4 on this form 'Vehicle Inspections')
- The vehicle was registered in the donor's name when the write-off occurred
- The keeper of the donor vehicle must obtain a letter from their insurance company stating that the company has no interest in the registration mark
- The vehicle was taxed at the time of the accident or the licence disc had expired or was refunded no more than 12 months prior to the date of application and a Statutory Off Road Notification (SORN) has been made. In order for a vehicle to qualify for this concession, there must be no break between the expiry/refund date of the licence disc and the commencement of SORN.
- If the vehicle receiving the cherished number has been written off, you may not be able to transfer the number until the Driver & Vehicle Agency (Testing Division) inform us that it has passed a Vehicle Identity Check (VIC).

L May I transfer a mark to or from a motorcycle or moped?

Yes – You may transfer a registration mark to and from a motorcycle or moped to any other vehicle subject to normal requirements which apply to all participating vehicles.

M How do I acquire a registration mark?

If you are looking for a number which has never been assigned to any vehicle before, DVA's Sale of Marks Auction, Tender or Direct Sales has a wide range to choose from. The V750(NI) Certificate explains what you need to do when you are ready to have the number assigned i.e. a number bought at "Auction", "Tender" or "Direct Sales" can be assigned in two ways.

- (i) The new number can be assigned to a vehicle and the old number voided.
- (ii) The new number can also be assigned to your vehicle and the old number transferred onto another vehicle. In this case complete Section 1 of the attached form inserting the 'old' number in the 'Vehicle Registration Mark' space. The new number will be allocated as the replacement registration number.
- (iii) If you purchase a registration mark form one of DVA's Auctions, Tender or Direct Sales, the mark **cannot** be directly assigned to a GB registered vehicle. Furthermore, if a registration mark is purchased directly from DVLA it must first be assigned to a GB vehicle and **cannot** be directly assigned to a NI registered vehicle.

A registration mark may also be transferred from an existing vehicle but you don't have to buy and register the vehicle that carried that mark. You must fill in the attached form after reading this leaflet. Ask the keeper of the vehicle, which carried the mark you are buying, to sign the Donor Declaration in the space provided in Section 1. He or she may be asked to produce the vehicle for inspection. **Before buying the mark read the other notes on this form.**

N Notes

- **If the mark you are keeping or buying is one which has a year letter or age identifier, you will not be allowed to transfer the mark to a vehicle which is older than the mark, thereby making the receiving vehicle appear younger than it actually is.**
If the vehicle is old and no registration book is available you may not be able to transfer the mark. If the V5C(NI) is available, check that it doesn't advise that the registration mark cannot be transferred. If you intend to buy a vehicle for the number, and you are not in receipt of the registration document, you are advised to contact DVA (Details at D overleaf). DVA may wish to inspect the vehicle before the transaction is completed, **therefore, do not sell, export, scrap or dismantle the donor vehicle until the transfer is finally approved** and you receive the V5C(NI) from DVA.
- If the application is submitted by a dealer acting for the parties involved, we will correspond with that dealer about the transfer. This may involve sending documents relating to the vehicles to the dealer.
- **The keeper means the person registered as the keeper of the vehicle on the V5C(NI). The keeper normally keeps or uses the vehicle but might not be the legal owner.** The keeper (not the agent or dealer) must sign the declarations on the V317(NI).
- Dealers requiring a block of consecutive replacement marks should limit their request to blocks of five. This must be stated at the time of application to allow the applications to be processed together, otherwise the applications may be split.
- If either the donor or receiving vehicle is required to be registered in NI, you must complete form V55/4 or form V55/5, and forward it along with all the necessary documentation. It is not necessary to complete a V10(NI) form to licence, as a V55/4 or V55/5 will suffice.

