

Guidance notes

Use BLOCK CAPITALS when you fill in this form.

You, the Purchaser named over the page, have been given the right under the Sale of Registration Marks Regulations (as appropriate) to assign (put onto a vehicle) this vehicle registration number. This right to assign has been granted to you alone and is non-transferable. The Nominee shown, where appropriate, has no right to assign this vehicle registration number.

The Secretary of State may revoke your right to assign if there are special reasons for doing so.

A. Important Information

- This vehicle registration number can only be assigned to a vehicle that:
 - is registered or about to be registered in Great Britain in your name or in the name of your Nominee. If you assign this vehicle registration number to your Nominee's vehicle, entitlement to display this vehicle registration number passes to them as they are the registered keeper;
 - is taxed or being taxed at the time of the application;
 - is a type that has to have an MoT or Goods Vehicle Test (GVT) certificate.
- You cannot make a vehicle appear newer than it actually is.
- You are not allowed to display this vehicle registration number on a vehicle until it has been assigned.
- You must assign this vehicle registration number to a vehicle before the assignment period runs out.
- Your application to assign this vehicle registration number to a vehicle may be refused if the origin or age of the vehicle cannot be established.
- When you have assigned this vehicle registration number, the vehicle's existing vehicle registration number will be withdrawn, unless you apply to transfer or retain it. If you wish to transfer or retain that vehicle registration number, you will need to fill in and submit an 'Application to transfer or retain a vehicle registration number' (V317 or V778/1) at the same time as the assignment.
- When you have assigned this vehicle registration number, it must be displayed in accordance with the Road Vehicles (Display of Registration Marks) Regulations 2001 at all times. It is an offence to alter, re-arrange or misrepresent the characters of a vehicle registration number. There is a maximum fine of £1,000 and you risk having this vehicle registration number withdrawn without compensation. For more information see leaflet 'Vehicle registration numbers and number plates' (INF104) available from www.direct.gov.uk/motoringleaflets
- When you have assigned this vehicle registration number, it will then be allowed to be transferred to another vehicle or retained, but subject to the Department's current transfer or retention rules. You will need to fill in a V317 and pay a fee each time you transfer or retain this vehicle registration number.
- We may need to inspect the vehicle. If so, we will tell you the date and place of the inspection.

B. How to put this vehicle registration number onto a vehicle

What you need to do depends on whether the vehicle is unregistered or is already registered in Great Britain.

Make sure you read the Guidance notes on this Certificate BEFORE you apply to put this vehicle registration number onto a vehicle.

Unregistered vehicles

You may be able to assign this vehicle registration number to a new (previously unregistered) vehicle through your dealer. You will need to check with them.

If you are not able to assign through your dealer, you should send the following to **DVLA, Personalised Registrations, Swansea, SA99 1DS**:

- This Certificate with the appropriate sections filled in
- A filled in 'Application to register and tax a new vehicle' (V55) form, along with any supporting documents and fees (see the V55 form for guidance)
- The appropriate payment for the vehicle's tax
- Certificate of Insurance (valid on the date the tax disc starts)
- The assignment fee of £80 (for vehicle registration numbers purchased before 1 May 1993)
- MoT or GVT Certificate (if applicable), valid on the date the tax disc starts.

Evidence that the vehicle complies with the relevant Type Approval requirements may be necessary in some cases. If in doubt, you should check with the DVLA.

Registered vehicles

You will need to send the following to **DVLA, Personalised Registrations, Swansea, SA99 1DS**:

- This Certificate with the appropriate sections filled in
- The Registration Certificate (V5C) for the vehicle you are putting this vehicle registration number onto. If you have just got the vehicle and you do not have the V5C you can use the New keeper's details section (V5C/2) provided it has not been previously stamped by DVLA, but you must also include a filled in 'Application for a vehicle registration certificate' (V62).

You can get a V62 from www.direct.gov.uk/motoring Office* branches that issue tax discs.

- Valid MoT or GVT Certificate (if applicable)
- The assignment fee of £80 (for vehicle registration numbers purchased before 1 May 1993)
- A photocopy of your tax disc if it was issued from a Post Office* branch within the last two weeks

Do not enclose your tax disc with your application.

Do not apply for a refund of vehicle tax while your application is being considered, as this could mean that your assignment application will be cancelled.

If the vehicle is not currently taxed, you will also need:

- A filled in 'Application for a tax disc' (V10) or 'Application to tax a Heavy Goods Vehicle (HGV)' (V85) and the appropriate payment for the Vehicle's tax
- Certificate of Insurance (valid on the date the tax disc starts)
- MoT or GVT Certificate (if applicable), valid on the date the tax disc starts.

Assigning and adding or changing Nominee details at the same time.

If you want to assign this vehicle registration number to a vehicle that is not registered in your name, you can add (if you do not have one), or change Nominee details at the same time as assigning. You will also need to fill in section 2 and sign in section 6 over the page.

What happens next?

The DVLA will send you a confirmation letter, usually within two weeks. This will include your new tax disc, authorisation to display the new vehicle registration number and your amended MoT or GVT certificate (if appropriate).

DVLA Swansea will send a new V5C within four weeks of receiving your application. However, this could take up to eight weeks if you sent us a V62, or if we need to inspect the vehicle. If you have not received your new V5C after eight weeks, phone DVLA customer enquiries on 0300 790 6802. If you are deaf or hard of hearing and have a textphone, phone 0300 123 1279 (this number will not respond to ordinary phones).

C. Nominee Details

You can add (if you do not have one) a Nominee or change your current Nominee online at dvlaregistrations.direct.gov.uk or by filling in section 2 and signing in section 6 over the page. You can only do this before your assignment period runs out. If you use this Certificate, you should send it with the fee of £25 to:

DVLA Personalised Registrations, DVLA, Swansea SA99 1DN.

You can pay by sending a cheque or postal order, made payable to "DVLA Swansea". Please write the vehicle registration number on the back of the cheque or postal order.

Please allow three weeks for the delivery of the new Certificate.

If the assignment period is due to run out within three weeks, you should apply for an extension at the same time. Please read note D below on extending your assignment period.

D. Extending the assignment period

You can extend the assignment period to this vehicle registration number online at dvlaregistrations.direct.gov.uk or by filling in section 3 and signing in section 6 over the page. You can only apply up to 28 days before the assignment period runs out. If you use this Certificate, you should send it with the relevant fee to:

DVLA Personalised Registrations, DVLA, Swansea SA99 1DN.

You can pay by sending a cheque or postal order made payable to "DVLA Swansea". Please write the vehicle registration number on the back of the cheque or postal order.

Please allow three weeks for the delivery of the new Certificate.

E. Purchaser's change of address details

You, the Purchaser named over the page, can change your address online at dvlaregistrations.direct.gov.uk or by filling in section 4 and signing in section 6 over the page. If you use this Certificate, you should send it to:

DVLA Personalised Registrations, DVLA, Swansea SA99 1DN.

Please allow three weeks for the delivery of the new Certificate.

It is in your own interest to keep this information up to date so that we can remind you when the assignment period is due to run out.

F. Refund of the assignment fee

If you have not assigned this vehicle registration number to a vehicle and you have chosen not to extend the assignment period, you can apply for a refund of the assignment fee if you paid the assignment fee at the time you purchased this vehicle registration number. The note over the page will confirm if you have paid the assignment fee. You can only apply after the assignment period has run out and within six years of that date. Fill in section 5 and sign in section 6 over the page. Send your application to:

DVLA Personalised Registrations, DVLA, Swansea SA99 1DN.

Please allow up to six weeks for receipt of your refund.

The purchase price will not be refunded.

You are also advised to read "Registration Numbers and You" (INF46), which you can get from www.direct.gov.uk/personalisedregistrations