



Vehicles ~ *Import & Export*

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STOP PRESS

New registration procedures for certain importers of new vehicles were introduced on 1st January 2001.

Want to know more? Please read on.

If you are :

- **A commercial, independent importer of new, type approval compliant vehicles** and
- **Registered for VAT** and
- **Currently using the V55/5 system to register those vehicles**

you may be able to benefit from the new, streamlined arrangements.

A new, secure first licensing and registration form - V55/2 - is available for authorised, VAT-registered, commercial traders. It offers distinct advantages over the V55/5 form in that it does not need to be supported by separate evidence of newness, compliance with type approval or Customs forms.

[How can I join the scheme?](#)

Import traders will need to be audited and approved by the Vehicle Certification Agency before joining the V55/2 scheme.

Applicants are required to demonstrate that:

- they have knowledge of the various Type Approval or Single Vehicle Approval systems and that
- they have their own systems in place to show that only type-approval compliant vehicles are registered under the V55/2 scheme and that
- they have facilities for securely storing documents such as the Certificate of Conformity so that they can be audited as required.

Approved traders will be held accountable for the use and security of V55/2 forms. They will also be responsible for submitting the completed V55/2 form to the DVLA Local Office (formerly known as the Vehicle Registration Office) on behalf of the customer.

To obtain an approval application pack, please contact **in writing**:

IMPORTING A VEHICLE

A vehicle which is permanently imported for use in Great Britain must be registered and licensed as soon as possible after it arrives in this country. After arrival you are only entitled to drive the vehicle on foreign registration plates from the port of entry to your home address, place of destination or to a pre-arranged test. Thereafter the vehicle must be kept off the road until the registration formalities have taken place. Application for registration should be made to your nearest DVLA Local Office. N.B. Generally it is not possible to offer an "over the counter service".

A "brand new" vehicle can be driven to GB and registered as "new" provided the vehicle:

- is registered in GB quickly after collection - this is taken to be 14 days but may be extended to one calendar month at peak periods (e.g. prior to 1st March and 1st September)
- Only have reasonable delivery mileage **and**
- Not have been previously "permanently" registered.

For most new vehicles you must present evidence of Type Approval from the supplier or vehicle manufacturer, usually in the form of a Certificate of Conformity. If the vehicle has not been subject to Type Approval it must pass a Single Approval (SVA) Test.

VEHICLE REGISTRATION

The following documents will need to be submitted to the DVLA Local Office. (N.B. photocopies are NOT acceptable).

- Completed application form V55/5.
- A £25 registration fee (if applicable).
- # The required fee for the licence.
- A current British certificate of insurance.
- Foreign registration document and any other papers you have relating to the vehicle.
- Evidence showing the date the vehicle was collected (normally the invoice from the supplier).
- Evidence of type approval.
- The appropriate Customs and Excise form.
- A current British MOT test certificate (if applicable).
- A Declaration of Newness (if applicable).

Please make cheques, postal orders payable to "DVLA Swansea" or "Driver and Vehicle licensing Agency".

Registration and licensing will not take place unless you have the necessary documentation. In some cases the DVLA Local Office may wish to see the vehicle to check its identity.

A. Type Approval

Non -type approved vehicles **less than 10 years old** that are personally imported are required to pass a Single Vehicle Approval (SVA) test. To qualify as a Personal Import [PI], the following conditions have to be met.

- If the vehicle has been imported by a person entering the United Kingdom;
- That the person had, at the time the vehicle was imported, been normally resident in a country other than the United Kingdom for a continuous period of at least 12 months;
- That person intends to become normally resident in the United Kingdom;
- That the vehicle has been in the possession of that person and used by him in the country where he has normally resident for a period of at least 6 months before its importation and
- That the vehicle is intended for his personal or household use in the United Kingdom.

Personally imported vehicles **over 3 years old**, that meet the above criteria, will be subject to the MOT test.

The Vehicle Inspectorate will need to be satisfied that the person importing the vehicle complies with the above criteria.

NB. P.I. status does not apply to HGVs over 3,500kgs.

Commercial and other Non-Personal Imports

If you do not qualify as a personal importer, you will need to submit your vehicle for an SVA inspection. Until 31 July 2001, one level of test "Standard SVA" applied to all vehicles. From the 1 August 2001 a more stringent SVA test was introduced, (Enhanced SVA) that applies to most imports which are neither type approved nor personal.

It is also permissible to obtain an equivalent single approval granted in another EEA State.

Further information on SVA is given in leaflet [SVA4](#) and in the booklet 'How to Import a vehicle into great Britain' [PI5](#).

Vehicles over 10 years old are exempt from type approval and SVA but will require a current MOT certificate.

B. Customs & Excise Registration Documents

What Customs Forms Do I Need?

VEHICLES IMPORTED FROM WITHIN THE EUROPEAN UNION

VAT415 - This form must be completed by individuals who have personally acquired a New Means of Transport in another Member State. The form is available at **DVLA Local Offices** and following completion will be forwarded to Customs and Excise. The form can also be obtained from VAT Business Advice Centres.

N.B. New Means of Transport (NMT) vehicles are defined by Customs and Excise as originating from within the European Union (EU) and are less than 6 months old or have travelled less than 6,000 kms (3,750m).

VAT 413 - This form is issued by Customs & Excise for NMT vehicles which have been personally acquired within the EU and which have been notified direct to Customs & Excise, instead of the **DVLA Local Office**.

VAT 414 - This self-declaration form can only be used in the following circumstances:

- a. For NMT vehicles acquired commercially within the EU by VAT registered traders.
 - b. For vehicles not classed as NMT's (i.e. over 6 months old or have travelled more than 6000kms) which have been acquired from within the EU.
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VEHICLES IMPORTED FROM OUTSIDE THE EUROPEAN UNION

C & E 386 - This form is issued by Customs & Excise for a vehicle of any age personally imported from outside the EU.

C & E 388 - This form is issued by Customs & Excise for a Customs restricted vehicle of any age personally imported from outside the EU.

C & E 389 - This is a self-declaration form which should be used by VAT registered traders for commercial imports from outside the EU.

BFG 414 - This form is issued to all Customs relieved vehicles, irrespective of age, which have been personally acquired within the EU by British Forces Germany personnel.

For further advice on import duty and tax contact HM Customs & Excise Advice Service on [0845 0109000](tel:0845 0109000).

C. Temporarily Imported Vehicles

There are International agreements which provide for the temporary use of a vehicle in a foreign country for a limited time, usually 6 months in a 12 month period. A visitor to the UK may use a vehicle displaying foreign plates, provided that all taxes (including vehicle excise duty) are paid in their country of origin.

EXPORTS

A. Permanent Exports

If you intend to take your vehicle abroad for more than 12 months, this is regarded as a permanent export. Before you go you must complete the V5 Registration Document, to show the intended date of export and return the document to DVLA or to a DVLA Local Office. In its place, you will receive a

Certificate of Export V561 as confirmation of your vehicle's registration.

If you do not have a V5 Registration Document or if you have a Green V5/2 New Keeper's Supplement, you will need to apply for an export certificate using form V756 which is available from a DVLA Local Office or [Click Here](#) to download the form at our Forms Page. Make sure that you provide all the information requested on the form including the chassis number of the vehicle. You can either take or send your application to a Local Office or alternatively send it to DVLA, Swansea. If the application is made in person to a Local Office you will be required to provide proof of identity such as a Driving Licence, Passport or a utility bill which clearly shows your name and address. Unless you are already registered as the keeper of the vehicle, checks for entitlement may have to be made before an Export Certificate is issued. If the Local Office is unable to issue the Certificate, the application will be forwarded to the DVLA and despatch of the certificate may be delayed while entitlement is established.

The Local Office will not accept an application more than 14 days in advance of the date of export.

Note: You may be required to surrender the Export Certificate (or the V5 registration document if it is still in your possession) to the foreign authority when the vehicle is registered abroad.

B. Temporary Exports

If you are taking your vehicle out of the country for less than 12 months you must take your V5 registration document with you. If you do not have a Registration Document you should apply for one at a DVLA Local Office using form V62 or, if you have a Green V5/2 New Keeper's Supplement in your name, form V379/1. Proof of identity such as Driving Licence, Passport or utility bill and proof of purchase i.e. bill of sale may be required when you apply. After checks of the vehicle record at DVLA are completed you should be issued with a temporary Certificate of Registration to cover the period away. It is essential that either Certificate be applied for **well in advance** of the intended date of export. If the DVLA Local Office is unable to issue the Certificate for any reason, the application will have to be forwarded to DVLA and despatch of the Certificate may be delayed whilst entitlement is established.

Remember to consult your insurer to check that your use is properly covered. You will also need to fix a GB sticker to the rear of your vehicle.

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