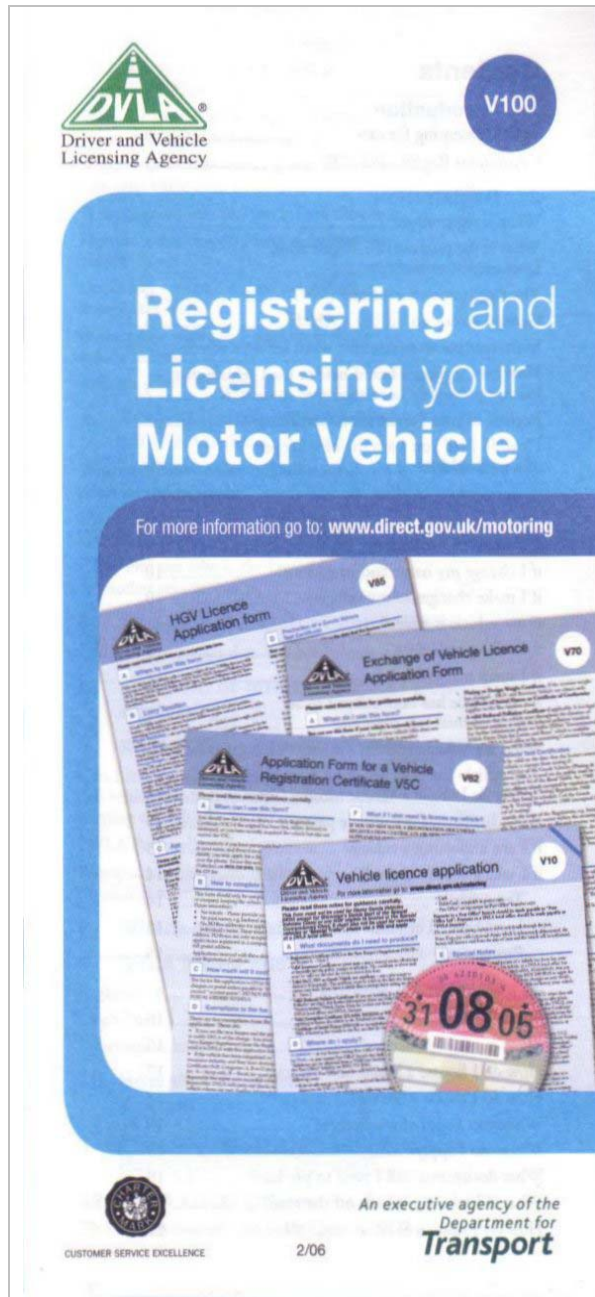


Extracts from Leaflet V100 from the DVLA available at Post Offices in the UK



DVLA
Driver and Vehicle
Licensing Agency

V100

Registering and Licensing your Motor Vehicle

For more information go to: www.direct.gov.uk/motoring

Application Form for a Vehicle Registration Certificate V5C

Vehicle licence application

31 08 05

An executive agency of the
Department for
Transport

CUSTOMER SERVICE EXCELLENCE 2/06

What if I take my vehicle off the road?

If you are/or become the keeper of a vehicle and you do not license it because you do not use it or keep it on a public road, you must tell us as soon as you take the vehicle off the road. Telling us about this is called SORN (Statutory Off Road Notification). This also applies if you have recently purchased a vehicle and the previous keeper has made a SORN. You only need to make a SORN for a vehicle that had a licence in force on or after 31 January 1998. SORN applications cannot be backdated. Once you have made a SORN you will be sent an acknowledgement letter within 4 weeks confirming the details. If the acknowledgement letter is not received after 4 weeks you must immediately contact Customer Enquiries Group on 0870 240 0010.

How do I make a SORN?

- Registered keepers with a V5/V5C in their name can declare SORN online at: www.direct.gov.uk/taxdisc
- Filling in the relevant section of your renewal reminder form (V11) and taking it to a licence issuing Post Office® branch. **Do not post to DVLA Swansea.**
- Filling in the relevant section of your reminder form V85/1 (for Heavy Goods Vehicles) and taking or sending it to a DVLA local office. **Do not post to DVLA Swansea.**
- Calling 0870 850 4444, if you are the registered keeper and have a V5/V5C in your name. Please note it is only the person shown as the registered keeper on DVLA's records who can make a SORN by telephone. You can make a declaration from the 15th day of the month in which the licence or SORN expires. DVLA is unable to accept multiple SORNs by telephone.
- Filling in form V14 or V33 (see Section 9) if you are applying for a refund and the vehicle is to remain in your possession. Please **do not** make a SORN if you have sold, scrapped, exported the vehicle or if it has been stolen.
- Completing a SORN form (V890) (see Section 9) and sending it to DVLA.
- There are special arrangements in place to cater for motorists who are abroad and may find it difficult to SORN their vehicles. If the vehicle is remaining in the United Kingdom and is not being used or kept on the

public road, then it is possible to make a SORN two calendar months in advance. Applications should be made on form V890 and accompanied by a letter of explanation detailing that the registered keeper is/will be out of the country on expiry of the current vehicle licence/SORN. The form and letter should be sent directly to DVLA, Swansea, SA99 1AR.

What if I do not license the vehicle or make a SORN?

If you are or you become the registered keeper of a vehicle, you must ensure that the vehicle is licensed or a SORN has been made.

Under the system of Continuous Registration (CR), which commenced in January 2004, it is not necessary for your vehicle to be sighted on a public road for an offence to have been committed. DVLA now has the authority to use information from the vehicle record to carry out enforcement action against the registered keeper.

The registered keeper of an unlicensed vehicle who has not made a SORN could be fined a minimum of £1,000. In addition to this, you will either be required to purchase a licence or make a SORN, pay arrears of duty accrued whilst the vehicle was unlicensed and pay a penalty of £80.

The maximum penalty for making a false declaration by making a SORN when the vehicle is actually used or kept unlicensed on a public road is £5,000 and two years imprisonment.

If an unlicensed vehicle is seen on the road, you could find your vehicle wheel-clamped by our wheel-clamping contractor. You would be charged a fee to have your vehicle released, and you would also have to produce a valid licence disc or a surety fee. If you did not pay this within 24 hours, we would dispose of your vehicle, generally by crushing it. You can find more information in the leaflet INF32 (see Section 9).

What if I am ready to license my vehicle before the SORN has expired?

You can license the vehicle at a licence issuing Post Office® branch or a DVLA local office (if appropriate) in the usual way using the relevant form. For further information see Page 17 'How do I renew a licence?'. Please remember to take along your Registration Document/Certificate (V5/V5C).

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What if my vehicle licence is due to expire (run out) while I am abroad?

If you are going to be abroad when your tax disc is due to expire you may apply to relicense it up to two calendar months in advance. Advance applications can only be taken or posted to a specific Post Office* branch (details in Section 11) or, to a DVLA local office (details in Section 12). Applications must be made on a vehicle licence application form (V10) (see Section 9). **If you are making a postal application** you must also submit a letter explaining why you are applying to relicense your vehicle so far in advance. If you give an address abroad the new tax disc can be sent to you there.

Remember to check with your insurer that appropriate motor insurance cover is in place for use of the vehicle while you are abroad.

Historic Vehicles – Do I have to pay Vehicle Excise Duty (VED)?

Vehicles constructed before 1 January 1973 that are not used for hire or reward or in connection with a trade or business are exempt from paying Vehicle Excise Duty (VED).

Even though these vehicles are exempt from paying VED, they are still required, by law, to be licensed and registered on the DVLA vehicle register.

Further information on the Historic taxation class is available on the website www.direct.gov.uk/motoring or in our leaflet INF34 (see Section 9).

When did the Historic Vehicle VED exemption end?

The answer is vehicles **constructed before 1st January 1973** that are not used for hire or reward or in connection with a trade or business are exempt from paying Vehicle Excise Duty (VED). It is explained on page 25 of Leaflet V100 in the extract below.

So on that basis virtually all Factory MGBGTV8s miss the concession. My V8, Harvest Gold 1089, was built in December 1973 missed it by just over 11 months. Do note the date is when the vehicle was **constructed** and not first registered as is often believed. Victor Smith