

HOW TO COMPLETE DVLA FORM V55/5

All members of BFG (military and civilian) who take their BFG registered vehicles back to the UK for registration will be required to complete a DVLA Form V55/5 – Application for a First Licence for a Motor Vehicle and Declaration for Registration. In view of the potential number of vehicle types that could be registered it is difficult to provide a comprehensive guide. As such this guide seeks to deal with the common vehicle types. Your local DVLA office will be able to provide advice for all other cases.

The V55/5 should be completed in **BLOCK CAPITALS** using black ink so that the data can be clearly reproduced on Page 3 of the form. The details provided will form the basis of the vehicle record, therefore careful attention should be given to the supply of legible and accurate data. Forms that are difficult to read may **delay the issue of the vehicle registration document**.

Completion of Questions

Top right hand box must be completed if the vehicle is being imported into Great Britain, i.e. the vehicle has never been registered previously with the DVLA. This is where you have BFG registered your vehicle using an **ALLOCATION CERTIFICATE**.

| Serial | Information Required | Remarks |
|---------------|-----------------------------------|--|
| 1. | Registration Mark | Please leave this box blank – the DVLA Local Office will allocate an appropriate registration mark. <i>In the case of BFG personnel who previously exported their vehicle from the UK on a Pink Log Book, they will be allocated the same registration number given in the Pink Log Book.</i> |
| 2. | Taxation Class | Because of the variety of classes of vehicles please leave this blank. The DVLA Local Office will complete. |
| 3. | Period of Licence | Indicate 6 or 12 months. |
| 4. | Registration fee and Duty payable | The first Registration Fee will be payable unless the vehicle is licensed in the Disabled tax class. Staff at the DVLA Local Office will be able to provide you with the details of current registration fees and rate of duty. |
| 5. | Make | e.g FORD, VAUXHALL, PEUGEOT etc |

| | | |
|-----|---|--|
| 6. | Model | e.g. Ka, Corsa, 406, etc |
| 7. | Type of Body/Vehicle | e.g Saloon, Estate, Hatchback, Sports, Convertible, Coupe, Motorcycle, Tricycle, Moped, etc. |
| 8. | Wheelplan | For standard cars this is '2 AXLE RIGID'; for motorcycles this is '2 wheel'; for tricycle this is '3 wheel'. |
| 9. | Colour(s) | Up to two main colours or multi-coloured. |
| 10. | Type Approval Number/Category Details | To be taken from the European Certificate of Conformity (ECOC) (Field number 0.6 in the case of a ECOC for a car), or the Single Vehicle Approval (SVA) Certificate (Class Code). If you are unsure what to enter please ask for advice at your local DVLA office. |
| 11. | Variant | To be taken from the ECOC (Field 0.2). Not required when SVA presented. |
| 12. | Version | To be taken from the ECOC (Field 0.2). Not required when SVA presented. |
| 13. | Length | To be taken from the ECOC (Field 6.1). Not required when SVA presented. |
| 14. | HC | To be taken from the ECOC (Field 46.1) or the SVA Certificate. |
| 15. | Unladen Weight | Weight is not required for vehicles under 3500 kgs (e.g. passenger cars) unless the vehicle is a tricycle. |
| 16. | Seating Capacity | 5 Seats for normal vehicle. |
| 17. | Max Net Power | To be taken from the ECOC (Field 26). Not required when SVA presented. |
| 18. | Technical Permissible Maximum Towable Mass of the Trailer | Not required for cars. |
| 19. | Width mm | To be taken from ECOC (Field 7.1). Not required when SVA presented. |

| | | |
|-----|-----------------------------------|---|
| 20. | NOx g/km | To be taken from ECOC (Field 46.1) Not required when SVA presented. |
| 21. | Revenue Weight (kg) | Weight is not required for cars, light vans or any vehicle under 3500 kgs. For vehicle over 3500 kgs please make an entry and attach a weight certificate. |
| 22. | Number of Standing Places | Not required. |
| 23. | Max Permissible Mass | Not required. |
| 24. | Power/Weight Ratio | Not required |
| 25. | Date of Original Registration | From VX302 (Pink Logbook) or BFG Form 73. |
| 26. | Date of Registration in UK | Leave blank as this will be completed by DVLA staff |
| 27. | Euro Status Directive No | To be taken from the ECOC (Field 46). Generally shown with exhaust emissions e.g. 199/102A/EC, 98/69/EC. Not required when SVA presented. |
| 28. | Date from which licence is to run | Leave blank as DVLA staff will complete. |
| 29. | Type of Fuel | e.g Petrol, Diesel, Electricity etc |
| 30. | VIN/Chassis/Frame No | Please quote the full chassis/frame number. |
| 31. | Engine Number | Please quote the full engine number. |
| 32. | Cylinder Capacity | Please quote the cylinder capacity. (ECOC Field 24.) |
| 33. | CO2 g/km | To be taken from ECOC Field 46.2 or the SVA Certificate. NOTE: Where ECOC shows separate figures for urban, extra urban and combined figures, the combined figures should be quoted. |
| 34. | Mass in Service | Not required. |
| 35. | Particulates (pm) g/km | Only present for diesel engined vehicles. To be taken from ECOC Field 46.1. Not |

| | | |
|------------|-------------------------------------|---|
| | | required when SVA presented. |
| 36. | CO g/km | To be taken from ECOC Field 46.1. Not required when SVA presented. |
| 37. | HC + NOx g/km | To be taken from ECOC Field 46.1. Not required when SVA presented. |
| 38. | Trailer weight | Weight is not required for vehicles under 3500 kgs. Only complete for “draw-bar” trailers. |
| 39. | Stationary Sound Level | Not required. |
| 40. | Engine Speed Sound Level | Not required. |
| 41. | Drive-by Sound Level | Not required. |
| 42. | Year of Manufacture | Please enter the year the vehicle was manufactured, e.g. ‘1992’. |
| 43. | Partial Postcode of Purchaser. | Not required. |
| 44. | Name and Address of Vehicle Keeper. | Please complete your full name, address and postcode. You will be required to support your identity and address with appropriate documents such as passport for identity and utility bills, bank statement etc for address. If you are using a dealer’s address you will be required to have the dealer’s letter of authority. |
| 45. | Date of Birth | |
| 46. | Type Approval Exemption | Not required |
| 47 – 49 | | Not required |
| 50. | Mileage Details | Please quote the current mileage displayed on the mileometer at the time you register the vehicle in Great Britain. |
| | Declaration | Please tick the appropriate boxes, sign and date the bottom of the application form. |

Take the form with you to the DVLA Local Office and ensure that you have sufficient funds to pay the vehicle excise licence and registration fee plus all the supporting documents (originals and not photocopies).

Once you have UK registered your vehicle you must de-register the vehicle with the BFG VLO. You can do this by completing BFG Form 4003 and return it together with the BFG number plates, to the following FREEPOST address:

BFG VLO
Defence Postal & Courier Services
UK Mail Operations (BFG VLO)
FREEPOST LON 8236
West End Road
Ruislip HA4 6DQ