



V765 Club

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Our Ref VPG 2/3/8

Date: 16 October 2013

Dear Sir or Madam,

As you are aware, the Driver and Vehicle Licensing Agency (DVLA) Local Offices are closing. Vehicle registration procedures will be centralised at Swansea. The first 14 offices will close on 25<sup>th</sup> October 2013, with a further 12 closing on 22<sup>nd</sup> November 2013 and the final 13 offices closing on 13<sup>th</sup> December 2013. At the end of this letter is a schedule of office closures.

The centralisation of services at Swansea has meant that new policies and procedures have had to be considered. This letter sets out the new procedures for services previously provided by Local Offices in respect of the registration and licensing of historic vehicles.

This letter covers changes in procedures for:

- The verification of documents for V765 applications
- Obtaining a tax disc following a V765 application
- New DVLA VIN format

#### The verification of documents for V765 applications

Currently at Local Offices, customers can have original documents such as old log books, copied and verified and submit these verified copies with their V765 application. As a result of centralisation, DVLA has carefully considered the impacts of posting original valuable and historical documents to Swansea for processing.

From 21<sup>st</sup> October, any club listed on the V765/1 'List of vehicle owners' clubs' will be able to photocopy and verify original old documents that support a V765 application. The copies must be annotated 'authenticated copy' and be stamped, signed and dated by the V765 club signatory (preferably on the front of the document) taking care not to obscure any vehicle details. The authenticated copies should be submitted with a stamped and approved V765 application.

In line with current procedures for authorising V765 application, applicants/signatories cannot verify their own documentation.

Where there is evidence that documentation is being falsely verified by an owners' club, they will be immediately suspended and possibly removed from the V765/1 authorised list.

### Obtaining a tax disc following a V765 application

Currently, when making an application under the V765 scheme, the application is processed and the tax class shows 'not licensed'. On receipt of the V5C, the keeper then has to make an application for a tax disc at the DVLA Local Office. Under certain conditions, applications for a tax disc can be made with V765 applications and processed directly at a DVLA Local Office.

From 21st October, applicants will be unable to make an application for a tax disc in conjunction with a V765 application. In addition, for applications made via the V765 scheme, vehicles will no longer be put into the 'not licensed' tax class.

When a V765 application is received and successfully processed, the keeper will be issued with a Vehicle Registration Certificate (V5C) showing the tax class as 'historic' or 'private light goods' (whichever is applicable). When the applicant wishes to tax the vehicle, this can be done at a tax disc issuing Post Office® in the usual way using this V5C.

The vehicle will only fall within the scope of Continuous Registration (CR), Continuous Insurance Enforcement (CIE) penalties, or Statutory Off Road Notification (SORN), after the first tax disc has been issued at the Post Office®.

**The vehicle must not be used or kept on a public road without a tax disc.**

### New DVLA VIN format

From 1 October, as part of the centralisation process the current format for DVLA vehicle identification numbers changed to reflect that they are issued centrally rather than by an individual local office.

The new format will replace the SABTVRO ;

**DVLASWA 397 13(year) 146(Julian date) 02(issue number)**

1. The first 7 characters SABTVRO have been replaced with DVLASWA.
2. The Local Office number will be fixed as 397 (Swansea Local Office Code)
3. The next two digits will indicate the year of registration i.e.13.
4. Followed by the current date on the Julian calendar i.e.146
5. The final two digits will be the issue number for that day and will start at 01.

Any SABTVRO VINs already issued will continue to be accepted for registration purposes.

### General reminder

In light of the centralisation of services at DVLA Swansea and the above changes, it is timely to issue a reminder of the requirements and expectations of Owners'/enthusiasts clubs when approving and supporting applications under the V765 scheme or verifying date of manufacture for age related numbers.

Vehicle Owners Clubs should only provide evidence of the date of manufacture for vehicles over 25 years old or in instances where the manufacturer is unable to assist. The club must verify the vehicle before providing dating evidence, which should contain a note of the source material used to determine the date.

Please familiarise yourselves with the V765/3 'Guidance notes for those countersigning V765 applications and/or verifying date of manufacture for age-related numbers'. Any applications that

do not meet the requirements will be rejected. Clubs who continually submit applications that do not meet the requirements will be suspended and possibly removed from the V765/1 authorised list.

As a result of these changes, a new version of all forms/leaflets in the V765 series will be issued. These are currently in the process of being updated and a copy of each will be sent to you as soon as they are available.

Yours faithfully



John Vale  
Vehicle Registration Policy  
Team Leader

Friday 25 <sup>th</sup> October 2013	Friday 22 <sup>nd</sup> November 2013	Friday 13 <sup>th</sup> December 2013
Aberdeen	Bangor	Birmingham
Bournemouth	Beverley	Borehamwood
Brighton	Chester	Bristol
Carlisle	Dundee	Cardiff
Chelmsford	Exeter	Glasgow
Edinburgh	Inverness	Leeds
Ipswich	Maidstone	Manchester
Lincoln	Peterborough	Newcastle
Norwich	Sidcup	Northampton
Oxford	Theale	Nottingham
Sheffield	Truro	Portsmouth
Shrewsbury	Worcester	Preston
Stockton		Wimbledon
Swansea		