

## Notes and Guidelines for Vehicle Inspectors

These guidelines have been drafted for the benefit of someone who is new to the procedures for registering old vehicles but who has been asked to inspect a vehicle on behalf of a club.

Old vehicles that are not currently UK registered fall into two categories: those that were once registered in UK, but whose numbers were not transferred to the centralised Swansea computer before it was closed to dormant records in 1983, and those that have never been UK registered.

Owners of the former group may reclaim their vehicle's original number by using the V765 scheme, providing (1) they have acceptable documentary evidence and (2) the application is approved by an authorised signatory, such as an officer of an appropriate club. If there is no documentary evidence, the vehicle will be treated as if it has never been UK registered.

Owners of vehicles that have never been UK registered, or that lack the necessary evidence to reclaim an original number, will be registered under an 'age-related' number, but before this can be done, the owner will need a document confirming the year of manufacture of the vehicle. Such dating confirmation may also be provided by authorised signatories.

Before approving a V765 application, or providing evidence of dating, an authorised signatory should either inspect the vehicle personally or arrange for someone with appropriate knowledge to do so. The notes that follow are for the benefit of such a person.

**The object of the inspection is to confirm the identity of the vehicle and check that it matches the description in any documentation that may have accompanied the application.**

Prior to the inspection, the owner should have provided the club's authorised signatory with details of the vehicle, including copies of documentation relating to the vehicle, e.g. an old style logbook, plus a recent photograph, together with a completed V765 application, and V55/5 form.

The signatory will then have examined the material to determine a year of manufacture, possibly using other relevant documentation such as Glass's Vehicle Checkbook. The date of first registration (if known), registration number (if known), and year of manufacture, will have been inserted on to the inspection form prior to the inspection visit.

The vehicle should be 'substantially complete', with all major mechanical components being present, having the outward appearance of a more or less assembled vehicle, although possibly in a decayed condition. The vehicle won't necessarily be roadworthy. If it is totally disassembled, or if more than one major assembly is missing, this should be stated clearly on the form overleaf.

The club's signatory will have briefed you on the characteristics of this particular vehicle model, in particular the details of where chassis/frame and engine numbers are likely to be found.

**Most importantly, please note down the actual chassis and engine numbers displayed on the vehicle, including any lettered prefixes or suffixes.** In cases where the chassis/frame number may be stamped in and repeated on a maker's plate, it is important to inspect and record both numbers.

Extra care will need to be taken with vehicles which are said to be manufactured just before the breakpoint for historic vehicle status (currently 1 January 1973, but from 1 April 2014 this will be 1 January 1974) or the breakpoint for exemption from the MoT (1 January 1960), because DVLA are likely to question the status of these vehicles more closely.

When making the appointment for the inspection, either you or the club's signatory should obtain agreement from the owner that your reasonable travelling expenses will be reimbursed to you at a pre-agreed rate. In general, it is your responsibility to collect these expenses at the time of the visit.

When completed, the form should be returned without delay to the club's V765 signatory whose name appears at the foot of the form.

[This could be printed on Club letter head]

**VEHICLE INSPECTION FORM**

*[Before completing this form, please read the guidelines overleaf]*

**Date** ..... **Name of applicant** .....

Place of inspection.....

Vehicle make & model .....

Registration claimed ..... Existing number if already registered.....

**Chassis/frame number(s) stamped/riveted on chassis or monocoque...** .....

**Chassis/frame/car number on maker's plate**.....

Engine number.....

**Current condition of vehicle** (ring one)

- |                                     |   |
|-------------------------------------|---|
| Incomplete or dis-assembled         | Un-rebuilt not roadworthy                 |
| Un-rebuilt but roadworthy           | Restored to original mechanical condition |
| Rebuilt to a modified specification | Recently constructed to an old design     |

**Is the vehicle examined substantially complete and genuine?** (Circle one) YES / NO

The documentation is for a vehicle with a year of manufacture of 19..... and if known, first registered on ...../...../19..... *Note, year of manufacture, and if known, the date of registration, should be completed by the club official before inspection.*

**Is the vehicle likely to be the same vehicle as on the documentation?** (Circle one) YES / NO

If NO, what is the estimated year of manufacture of the vehicle examined? 19.....

Comments (if necessary, continue overleaf).....

Inspector's name .....

Inspector's address.....

.....Phone Number.....

Inspector's email: .....

Inspector's signature.....Date.....

Note, this form is for internal use by the Club. However, some information may be passed to the DVLA.

When complete, this form should be returned to [insert name and address of club's V765 authorised signatory]

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In case of queries please ring .....