

Template Dating Letter for an overseas produced vehicle, or vehicle produced in the UK exported and then imported.

[Club Name]
[Club address]
[Phone number & email address]

[Owners Name
Owners address]

[Date]

To whom it may concern

Dating letter for [year, make & model] chassis number ...

This letter should be passed on to DVLA, Swansea, SA99 1BE, when you make the application for an age-related number.

This particular vehicle has been imported and an HMRC paper based NOVA1 form (Notification of Vehicles Arrivals) has been completed. An HMRC NOVA acknowledgement letter has been received.

Assessment of the paperwork, some research, and an inspection (see below) allows us to establish that the vehicle was manufactured in [year].

The vehicle has been inspected on [date] at [location] and our assessment is that the vehicle, chassis number [...] and engine number [...], consists of genuine period components and is consistent with vehicles of a similar build specification, and that the vehicle is a true reflection of the marque.

We trust that you will be able to give consideration to an age-related number being allocated, based on the age of the youngest component of the vehicle, which was made in [year].

Thanking you in anticipation.

Yours faithfully

[Name of Club V765 scheme signatory]
[Club name]

Enclosures to DVLA Swansea SA99 1BE.

1. This letter
2. Completed V55/5 Form, plus a cheque for £55 made out to DVLA
3. Photographs of complete vehicle
4. Photograph of chassis plate / number
5. Photograph of engine number.
6. MoT issued under chassis number*, or a V112/V112G MOT exemption form if necessary
7. A photocopy proof of personal ID & address. (Typically either a DVLA Photocard driving licence and paper counter part, OR, a DVLA driving licence & a gas, electricity, water or landline phone bill issued in the last 3 mths.)
8. Photocopy of the HMRC NOVA acknowledgement letter.

*Once the vehicle is allocated a registration mark, DVLA will typically produce a new MOT certificate amended to include the new registration mark.

Note: Although the insurance certificate is not required to be produced with the registration application, the owner will need to inform the insurance company of the allocated registration number and get an amended Certificate of Insurance.