

# Individual Vehicle Approval – How to improve your application process

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23 June 2015

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- During presentations (10:30 – 11:00) everyone will be muted so that only the presenters will be heard.
- The presentation will be followed by a Q&A session. Click on the hand symbol to show that you have a question.
- If you are experiencing any technical problems please call 020 7344 1673.

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Driver & Vehicle  
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## Individual Vehicle Approval

How to Improve your Application Process



## Purpose

### Information

- Background
- How to **submit** an application
- How to **correctly** complete an application

### Education

- **Basic** application errors
- **Technical** errors for all vehicle categories

### Feedback



- Opportunity to **ask questions** on application process



# Background

- **Scheme Overview**
- **Challenges**



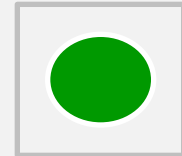
Too long to process application



No transparency on applications



Paper-centric processes



Accepted all applications

- **Improvements**



Online application system



Automated alerts on application



Web-based functions




'Soft' rejection of applications not correctly completed

- **Where we are going ....**



# Submit an application

## Step 1



**GOV.UK**

Search : **Apply for an IVA**


Click:

**Start now >**

on the Technical Test  
Application service

Recommended to use gov.uk to obtain your application to make sure it is the latest version

## Step 2



Contact Details

Vehicle Details

Attach Documents

**ONLINE FORM**


Complete: **Blank Fields**

Attach: **IVA application form & Supporting documents**

Click: **Submit**

If you are unable to view the online form please download your latest search engine version

## Step 3



**ALERTS**

Receive: **Email status alerts**

Email alerts include your unique TAS ID, please use this reference number if you have any queries when application is being processed.

Please do not reply to TASS automated email alerts

Recommended email address for submission of follow up information:  
[approvals@vosa.gsi.gov.uk](mailto:approvals@vosa.gsi.gov.uk)

## Step 4



**Ready for Inspection**

Receive: **[TaSS xx] – Ready for Inspection**

**To make an appointment for inspection, your DVSA testing location will contact the applicant to arrange a time and date.** For appointments at non-DVSA sites, applicants will need to make contact with their third party location to arrange an appointment.

For inspections carried out at DVSA locations please wait until your testing location has made contact

Recommended contact number:  
**0300 123 9000**



## Basic errors

| missing fields |







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## Basic errors | Payment |

### Prefunded Account

Delegates on PFA must confirm funds can be released for applications this must include a either a printed or electronic signature.

### Credit/Debit card

Applicants will receive an automated email once their application is entered onto the system.

Applicants will be instructed to call 0300 123 9000 and reference your TASS ID. Number when making a credit/debit card payment.

**Applications will not be released for inspection until payment is processed.**

## SECTION 10 – PAYMENT DETAILS Please tick/complete the appropriate boxes below ▼

You can pay the application fee by one of several methods :

1. Cheques/postal orders - payable to the 'Vehicle and Operator Services Agency' (or 'VOSA').
2. Credit/debit card - if you choose to pay by this method, then once your application has been processed, you will be contacted by email with instructions on how to arrange your card payment.
3. Pre-funded account (if you are a regular user of the scheme this is the quickest method to use). For pre-funded accounts, the signatory on the application must be a delegate authorised to use the account. For more information on setting up a pre-funded account, go to [www.gov.uk/dvsa](http://www.gov.uk/dvsa).
4. Cash – Only when application is presented in person at a VOSA or DVSA location. Please do not send notes, coins or Giro transfers in the post.

**Refund Policy** - Should you wish to cancel the IVA appointment date you have been allocated, the following options will apply regarding the fee paid at the time of application :

1. If you give more than 3 working days notice prior to the appointment you have been given, then either:
  - you can request a later appointment or if not,
  - a fee of £100 will be retained by VOSA and the remaining amount refunded to the payee.
2. If you give 3 working days or less notice prior to the appointment date you have been given, then :
  - the whole fee will be forfeited.

**Please Note** : If you have another application for an IVA inspection, it is possible to substitute it for the application being cancelled. Details of the current fees can be found on our website or our Contact Centre on 0300 123 9000.

8a. How are you paying the fee required for your IVA inspection?

Cheque / Postal Order

Credit / Debit Card

Cash

VOSA Pre-funded Account

#### No Signature

The payment declaration must be signed. This grants DVSA authorisation to take payment from pre-funded accounts (PFA). When paying using a PFA *the signatory must be a listed delegate on the account or the application will be rejected.* If paying by credit/debit card the signatory must match the card holder or be authorised to use the card.

in person at a VOSA or DVSA location ONLY (not by post).

PFA No. :

I hereby authorise the Vehicle and Operator Services Agency to take the amount stated below from my bank / pre-funded account in respect of my application for an IVA inspection.

£

8c. Signature details : Please sign and print your name if you are either the card holder or PFA delegate.

Signature and name of cardholder or PFA delegate :

Signature :

Print Name :



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## Technical errors

| IVA Light | IVA1C /1LG |



## Incorrect forms being completed

Customers submit the incorrect application form for the vehicle type;

An **IVA 1C** form must be completed for **passenger cars** which have a maximum of 9 seats including the driver (M1 vehicles)

An **IVA 1LG** form must be completed for **light goods vehicles**, weighing not more than 3500kg which have a maximum of 7 seats including the driver (N1 vehicles).

If a goods vehicle meets the following criteria it can undergo a passenger test and a IVA 1C should be completed;

- Gross vehicle weight is not more than 6500kg,
- The vehicle has 4 or more seats including the driver,
- The length of the load area does not comprise more than 40% of the total vehicle length.

## Sections 4n – 4w [IVA 1C] 4q – 4y [IVA1LG]

Customers are regularly not completing a section of the IVA 1C and IVA 1LG application forms which is coloured blue. This is despite the information being required in the majority of cases.

**This must be completed for all applications** unless they are for Class 'R' vehicles and a Certificate of Conformity is provided (or it is otherwise stated on the application form).



**Technical errors**  
| IVA Light | IVA1C /1LG |

**Section 4b [IVA1LG]**

Customers either do not give an answer to 'Position of stamped VIN on vehicle' or give the location of the visible VIN i.e. windscreen.

All vehicles registered in the UK (other than vehicles meeting the American standards) must have a unique, **stamped-in**, Vehicle Identification Number (VIN). This is usually stamped into the body or chassis of the vehicle. Its location can be established by either consulting the vehicle handbook or the vehicle manufacturer.

4b. Position of stamped VIN  
on vehicle :



4c. Vehicle make and full model description :



**Lack of understanding on what supporting documentation is required;**  
**especially personal imports**

Customers do not send in the supporting documents required, often because they misinterpret the Personal Import class and believe that the vehicle is a Personal Import purely because they have purchased it for their own use.

A vehicle is only classified as a **Personal Import** if:

- The applicant can prove that **they** lived in the country of export for **at least 12 months**, by providing e.g. utility bills in their name, in the country of export, covering a minimum 12 month period.
- The applicant can prove that **they** had the vehicle in their possession for **at least 6 months** in the country of export, by providing e.g. the Registration Certificate for the vehicle.
- The applicant can prove that **they** used the vehicle for **at least 6 months** in the country of export, by providing e.g. an Insurance Certificate for the vehicle.



## Technical errors

| IVA Trailer | IVA1T |



**Technical errors**  
| IVA Trailers | IVA1T |

**Section 3h / Annex 5 – steerable axles**

Applicants often do not know whether a steering effort report is needed. If the trailer has no steerable axles at all, then you do not need to supply any steering effort approval. In order to know whether or not you need to supply evidence of approval for steering effort, we would advise you to refer to the 'Commission Directive 92/62 EEC' document online - go to section 4.2.3.2 for further information.

**Section 4h / Annex 3b – rear under-run**

Lack of supporting documentation – Where a rear under-run device is fitted either an approval or a test report from a technical service needs to be provided. Each application needs to contain this information. If the vehicle is considered exempt further evidence should be provided – currently we will request it if it is not submitted with the application.

**Section 4j, k & l**

These questions are not required to be completed when the trailer has a 'complete' or 'incomplete' EC Certificate of Conformity and the base trailer has not been modified (as per the instruction on the front page).

If not, then the questions always need to be ticked even if the answer is NO to all of them as we need to be clear whether the application needs to be linked to a test report.

<b>4j. Is the Trailer a 'One-Off' with supportive documentation from a Technical Service?</b>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
<i>If 'YES' please give the Test Report Number (if known) :</i>	<input type="text"/>			
<b>4k. Is the Trailer a precedent trailer that has a Test Report?</b>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
<i>If 'YES' please give the Test Report Number (if known) :</i>	<input type="text"/>			
<b>4l. Is the Trailer to be assessed against an existing Model Report?</b>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
<i>If 'YES' please give the Model Report Number (if known) :</i>	<input type="text"/>			



## Technical errors

| IVA Trailers | IVA1T |

### Section 4i [i] Coupling device approval number missing (Light Trailers)

Please make sure that you complete this box with the **correct** coupling approval number.  
We would expect to see an approval relating to the Directive Requirement '94/20/EC' or 'Regulation 55.01'.

You may find this information on any approval information you have for the coupling or possibly on the coupling itself.  
The full approval/regulation number is required.

4i (i). What is the coupling device / pin approval number?	<input type="text"/>	
(ii). Is the coupling device fitted to the manufacturer's instructions?	YES <input type="checkbox"/>	NO <input type="checkbox"/>



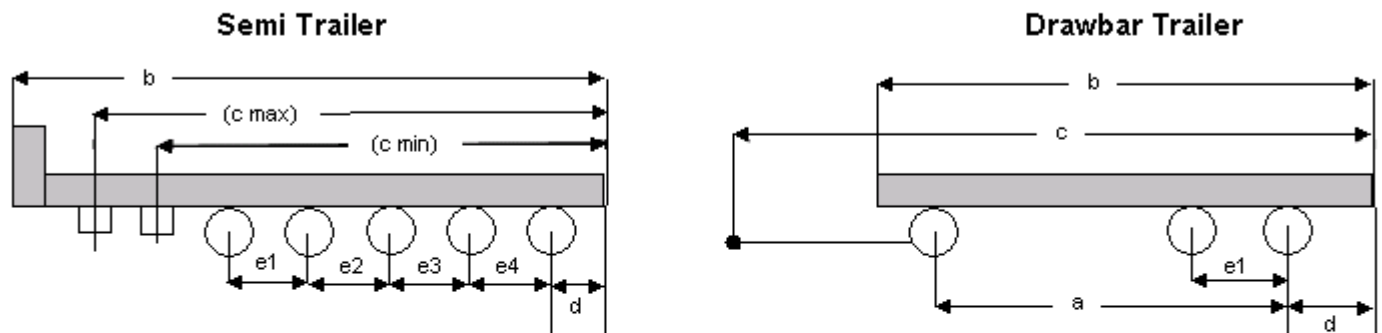
**Technical errors**  
| IVA Trailers | IVA1T |

**Section 6**

**Missing measurement information which is needed for plating O3/O4 trailers, [6A-6E]**

If the trailer requires plating (and doesn't have a 'complete' or 'incomplete' EC Certificate of Conformity for an unmodified base trailer) then questions 6a-6e always need to be completed. The measurements need to be completed by the applicant and not taken off the COC (6a and 6b). This is because the COC can sometimes give the maximum measurements as opposed to the actual measurements of the completed trailer.

**6. DIMENSIONS** Please complete the appropriate measurements below ▼  
(See note 6 in Guidance Notes)



Questions 6a to 6e below refer to the dimensions shown on the diagrams.

<b>6a. Centre of foremost axle to centre of rearmost axle :</b> (Drawbar trailers <b>only</b> but <b>not</b> 'centre axle' drawbar trailers)	<input type="text"/>	mm
<b>6b. Overall Length :</b>	<input type="text"/>	mm
<b>Overall Width :</b>	<input type="text"/>	mm

**In the case of an O2, O3 or O4 trailer requiring plating, if an EC Certificate of Conformity is to be submitted with this application, go to 'Section D' – otherwise complete the remaining questions.**





## Technical errors

| IVA Trailers | IVA1T |

### Section 7 Weights

Max design load imposed on drawing vehicle is required for all trailers and should not be left blank. It is often referred to as the 'nose weight'.

7. WEIGHTS		Please tick/complete the appropriate boxes below ▼	
7a. Trailer Weights (kg) :			
		Maximum weight (intended) in Great Britain	Maximum design weight
Gross Weight		<input type="text"/>	<input type="text"/>
Axle 1		<input type="text"/>	<input type="text"/>
Axle 2		<input type="text"/>	<input type="text"/>
Axle 3		<input type="text"/>	<input type="text"/>
Axle 4		<input type="text"/>	<input type="text"/>
Axle 5		<input type="text"/>	<input type="text"/>
Axle 6		<input type="text"/>	<input type="text"/>
Maximum design load imposed on drawing vehicle			<input type="text"/>
Mass of trailer with bodywork in running order (O3 & O4 only)			<input type="text"/>



## Technical errors

| IVA Trailers | IVA1T |

### **Lack of or incorrect supporting documentation for O2 trailer brakes [on occasions O1 trailers] – Annex 9a, 9b, 9c**

For an O2 trailer (and an O1 with brakes) please supply a copy of each of the three approvals/reports needed to demonstrate compliance.

An approval/report demonstrating EC Directive compliance is required for –

- the foundation brake,
- For the trailer brake control device (which may be incorporated into the coupling), and
- A compatibility report for the use of the coupling with the foundation brake.

The compatibility report must relate to the brakes/coupling used.

### **Annex – General – not always completing test report for approval numbers in Annex A**

You must complete the details required in Annex A of the application form where mandatory evidence of compliance is required. Please quote the test or approval numbers from your documentation which supports your application. If a particular item is not applicable, please put n/a



## Technical errors

| IVA Heavy | IVA1H |



## Technical errors

| IVA Heavy | IVA1H |

### Section 1a – statutory vs voluntary

A voluntary test is £247.31 + VAT and is usually the option taken if a vehicle has already been registered by the DVLA but applicant needs reassurance of a new specification. This type of test would not grant you with an Individual Approval Certificate needed to register the vehicle with the DVLA. Therefore, please be sure you have chosen the correct test option (usually will be Statutory).

<b>1a. APPLICATION TYPE</b>		Please select the appropriate box below ▼ <i>(See Section A &amp; 1a in Guidance Notes)</i>	
STATUTORY (Complete) ▶	<input type="checkbox"/>	<input type="checkbox"/>	◀ VOLUNTARY (Complete)

### Section 3f – HGV equipped to draw a trailer

If the HGV is equipped to draw a trailer, please ensure you confirm whether it is a ball or jaw type coupling and the capacity in kg (e.g. ball will usually be 3500kg). If it is a jaw type coupling, please ensure the make and model is provided.

3f. Type of vehicle :		Rigid	<input type="checkbox"/>	Artic	<input type="checkbox"/>	If <i>Rigid</i> , is it equipped to draw a trailer?		YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If 'YES' please confirm coupling type / capacity :		Ball	<input type="checkbox"/>	Jaw	<input type="checkbox"/>	Capacity (kg)	<input type="text"/>				
If a 'jaw' type coupling, please provide the following :		Make :	<input type="text"/>			Model :	<input type="text"/>				



## Technical errors

| IVA Heavy | IVA1H |

### Section 4c [i] – incomplete or complete vehicle

This question asks if the vehicle has a Certificate of Conformity as either an incomplete or a complete vehicle. The approval number will have a format similar to: e1\*2007/46\*0000\*00 or e1\*NKS\*0000/0000\*00. It will say on the Certificate of Conformity whether or not it is a complete or an incomplete approval.

<b>4c (i). Is the vehicle compliant with either a European Community Whole Vehicle Type Approval (ECWVTA) or a National Small Series Type Approval (NSSTA) as :</b>			
• a <u>complete/completed</u> vehicle?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	• an <u>incomplete</u> vehicle?
	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

### Section 4c [ii]

This question needs to be answered if ANY part of question 4c (i and II) is answered 'YES'.  
In order to pass IVA the HGV should be suitable for left hand traffic.

<b>4c (ii). If 'NO' to 4c (i), is the vehicle non-compliant ONLY because it :</b>			
• is of a height more than 4 metres, or	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
• has 4 or more axles and is exempt from turning circle requirements	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
<b>If 'YES' to 4c (i) or 4c (ii), please give the Approval and Variant numbers ►</b>		<input type="text"/>	
<b>If 'YES' is the vehicle suitable for left hand traffic (R/H Drive)?</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
<b>4d. Do the vehicle have an Individual Approval Certificate from</b>			



## Technical errors

| IVA Heavy | IVA1H |

### Section 4e – modification since NSSTA/ECWVTA approval

Please include all modifications that have been made to the vehicle since the vehicle was given a Certificate of Conformity. For example, if the Certificate of Conformity is for an **incomplete** vehicle, has there been a modification to the wheelbase? Is it just the case of a body or other equipment has been fitted onto the base vehicle? If the Certificate of Conformity is for a **complete** vehicle, has it been imported and adapted for use on UK roads (e.g. headlights/speedometer changed for UK roads)? If there have been no modifications at all made following a complete Certificate of Conformity, you need to tell us exactly **why** IVA is required (e.g. time lapsed Certificate of Conformity).

<b>4e. Has the vehicle been modified since either being approved or completed to a known NSSTA or ECWVTA approval standard? If 'YES' please give details below. If 'NO' please explain why you require an IVA certificate ▼</b>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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### Section 4h – rear under-run

If the vehicle has a rear under run, please tick the corresponding box as to whether it is an original manufacturers product or if it is an after market product. Please ensure that if it is an after market product that you provide an approval document or test report for it. If you tick that the HGV is exempt from a rear under run we will require further evidence as to the reason you consider it to be exempt. For example – if it is exempt because the vehicle is a car transporter, please ensure you answer question **3i (type of body?)** with car transporter.

You could also put reasons for this exemption in the space provided for question **4e** (e.g. vehicle fitted with rear loading refuse collection body therefore exempt from the fitment of a rear under run).

<b>4h (i). Is the vehicle fitted with a rear under-run device?</b>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
<b>4h (ii). If 'YES', is the device :</b>				
• <b>original vehicle manufacturer's equipment?</b>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
• <b>an 'after market' product supplied by a component manufacturer?</b>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
<b>If 'YES', has it got an approval?</b>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
• <b>one for which a calculation and/or report is available to demonstrate compliance?</b>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
<b>If 'NO' to 4h (i), is the vehicle considered exempt?</b>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>



## Technical errors

| IVA Heavy | IVA1H |

### Section C (items 5 - 7)– Plating information

If the HGV is going to be used for the carriage of goods then Plating will be required. The answers to most of the questions in Section C should be available from the base vehicle manufacturer (e.g. Mercedes, MAN, Scania, Volvo, DAF etc). Please note – the information required in Section C is not normally available on a Certificate of Conformity.

<b>5. BRAKES, TYRES AND SUSPENSION</b>		Please tick/complete the appropriate boxes below ▼ <i>(See note 5 in Guidance Notes)</i>								
<b>5a. What type of brake system is fitted?</b>										
Full Air	<input type="checkbox"/>	Air/Vacuum Hydraulic	<input type="checkbox"/>	Hydraulic	<input type="checkbox"/>	Electric	<input type="checkbox"/>	Other	<input type="checkbox"/>	
<b>5b (i). What is the 'split' arrangement of the service brake system?</b> <i>(see Guidance Notes)</i>					<input type="checkbox"/>					
<b>5b (ii). Is the manufacturer's designated secondary brake part of the service brake system?</b> <i>(See Guidance Notes)</i>					YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		
<b>5b (iii). If the answer to 5b (ii) is 'NO', which axle or axles operate on the secondary brake system? ▼</b>										
Axle 1	<input type="checkbox"/>	Axle 2	<input type="checkbox"/>	Axle 3	<input type="checkbox"/>	Axle 4	<input type="checkbox"/>	Axle 5	<input type="checkbox"/>	
<b>5b (iv). Which axle or axles have parking brakes fitted?</b>										
Axle 1	<input type="checkbox"/>	Axle 2	<input type="checkbox"/>	Axle 3	<input type="checkbox"/>	Axle 4	<input type="checkbox"/>	Axle 5	<input type="checkbox"/>	
<b>5c. Does the vehicle have anti-lock brakes?</b>					YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		
<b>5d. Is there a transmission parking brake fitted?</b>					YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		



**Technical errors**  
| IVA Heavy | IVA1H |

**Section 5e – Tyre condition**

Asks which tyre use condition applies and the options available (2B, 2J & 2R). Please complete the appropriate option. These are explained fully in the customer guidance notes

5e. Which tyre use condition applies? (2B, 2J, 2R etc)

**Section 5f – tyre/suspension fitment details**

ALL fields in this question must be answered (e.g. Tyre size & type: 315/70/22.5. Load index: 150/154. Speed Rating: L Twin/Single?: Twin. Suspension Type: Air). The tyre information should come from the tyres fitted to the vehicle, not the Certificate of Conformity.

**5f. Tyre/suspension fitment details :**

Axle (numbered front to rear)	Tyre Size and Type	Load Index	Speed Rating	Twin or Single	Suspension Type (air, steel, hydraulic etc)
Axle 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Axle 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Axle 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Axle 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Axle 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>





## Technical errors

| IVA Heavy | IVA1H |

### Question 6 [length, width ... ]

The measurements need to be done by the applicant and not taken off the Certificate of Conformity. This is because the Certificate of Conformity can sometimes give maximum measurements as opposed to accurate measurements and may not be representative of the completed vehicle. The figures can be estimated from the manufacturers/body builders drawings if the vehicle is yet to be completed.

6. DIMENSIONS		Please complete the appropriate boxes below ▼ <i>(See note 6 in Guidance Notes)</i>			
6a.	Overall Length :	<input type="text"/>	mm	Overall Width :	<input type="text"/> mm
6b.	Distance from centre of foremost axle to centre of rearmost axle :				<input type="text"/> mm
6c.	Distance between closely spaced axles : <i>(Multi axled vehicles only)</i>				
1 - 2	<input type="text"/> mm	2 - 3	<input type="text"/> mm	3 - 4	<input type="text"/> mm
		4 - 5	<input type="text"/> mm		

### General - Supporting Documents

Please ensure a signed, chassis specific Statement of Compliance is provided for each application. This document is available from the manufacturer (e.g. Mercedes, Scania etc) and needs to show approval numbers the HGV complies with. It **MUST** be signed by someone authorised to provide type approval information (e.g. a homologation engineer).



## Technical errors

| IVA PSV | IVA1P |



## Section 4b(i) - split braking arrangement

This needs to be established to ensure that the correct method is used in assessing the brake system. You may need to contact the manufacturer or his dealer/distributor to obtain the information which is not normally on any approval certificates.

4b (i). What is the 'split' arrangement of the service brake system? (see Guidance Notes)

## Section 6 - Weights

Design weights or the weight a vehicle is to be operated at in GB need to be completed in all cases, not only when a weight change is required. The weights can be obtained from the incomplete Certificate of Conformity, the manufacturer's plate or from the manufacturer.


6. WEIGHT DETAILS		Please tick/complete the appropriate boxes below ▼ (See note 6 in Guidance Notes)							
6a. Vehicle weights (kg) :									
Maximum design weights ▼									
Axle 1 lb / kg	<input type="text"/>	Axle 2 lb / kg	<input type="text"/>	Axle 3 lb / kg	<input type="text"/>	Gross lb / kg	<input type="text"/>	Train lb / kg	<input type="text"/>
If the vehicle is a 'converted vehicle', and the weights shown above are higher or lower than those allocated by the original manufacturer, please provide the original weights.									
Original design weights ▼									
Axle 1	<input type="text"/>	Axle 2	<input type="text"/>	Axle 3	<input type="text"/>	Gross	<input type="text"/>	Train	<input type="text"/>



**Technical errors**  
| IVA PSV | IVA1P |

**Section Annex item 19 – completion of 19A – Seatbelt anchorage compliance**

The 19a declaration form requests specific information regarding report numbers, technical service names etc which the applicant needs to transfer from the reports relating to the components. The information is frequently incorrect. The declaration also needs to be signed by either the floor manufacturer or by a technical service.

 Driver & Vehicle Standards Agency		<h1>IVA 19a</h1>	
<b>'M' CATEGORY VEHICLES – SEAT BELT ANCHORAGE COMPLIANCE COMPLIANCE AND COMPATIBILITY DECLARATION</b>			
Official Use Only :		Z Number : <input type="text"/>	
<b>FAILURE TO COMPLETE THIS DECLARATION ACCURATELY OR IN FULL COULD RESULT IN DELAYS</b>			
<b>1. VEHICLE AND CONVERTER DETAILS</b>		Please complete the appropriate boxes below ▼	
Document / Assessment Number :		<input type="text"/>	



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## Contact Us

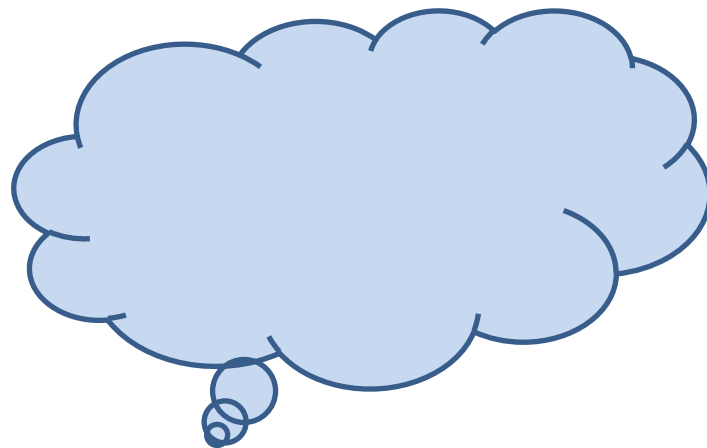
**We have a dedicated team processing IVA applications.**

All applications will be processed electronically using Technical Application System (TAS)  
The team will make primary contact via your email address on the application form to notify errors or reason for rejection.

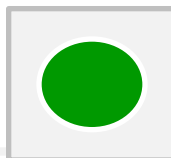
If you need to contact the team please email; [approvals@vosa.gsi.gov.uk](mailto:approvals@vosa.gsi.gov.uk) quoting the TAS reference number



## Question & Answers



Submitting an Application



Processing an Application



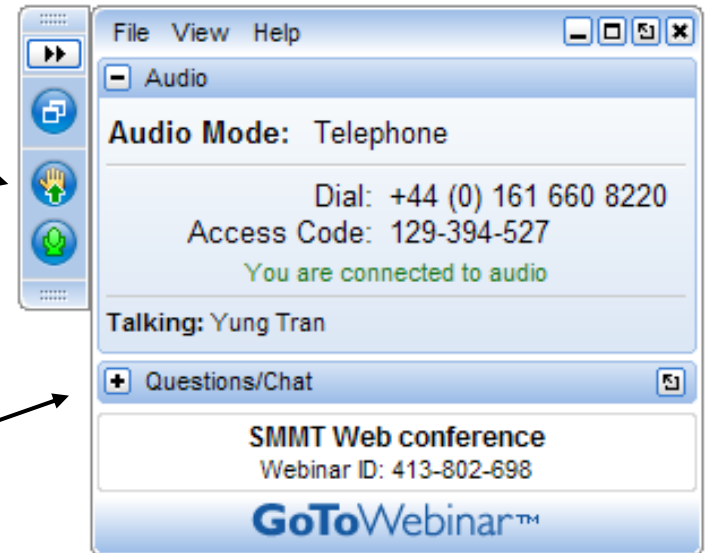
Technical sections on an Application

# Questions and Answers

Please click on the hand symbol to raise your hand if you have a question.

Please ensure that you are connected to the audio to ask a question.

Alternatively, you can type your question.



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