

# The Individual Vehicle Approval Scheme

**A Guide to the Approval of Light Passenger & Light Goods Vehicles, Buses & Coaches, Large Goods Vehicles & Trailers**



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# Welcome to the **Individual Vehicle Approval Information guide...**

This information guide is intended to help customers who will be affected by the changing European legislation on Vehicle Approval. It aims to communicate all relevant information that you will need to know about the Individual Vehicle Approval scheme.



## Past, present and future....

In October 2007, the European Type Approval scheme for cars known as European Community Whole Vehicle Type Approval (**ECWVTA**) was amended by the implementation of the Recast Framework Directive 2007/46/EC. Due to this legislation, European Community Whole Vehicle Type Approval will extend to cover other vehicle types for the first time. The Directive details the mandatory implementation dates for all categories of vehicles affected, the first being **M<sub>1</sub>**\* passenger cars (\*see Vehicle Category chart on pages 4 & 5) followed by buses, coaches, vans, trucks, some special purpose vehicles and trailers at key dates between 2009 and 2014. The Directive provides the base European legislation for the approval of vehicles that are mass produced, built in small numbers or as individual vehicles, requiring them to meet specified safety and environmental standards before they can be used on the road.

### **Q - What is ECWVTA?**

**A - ECWVTA** stands for European Community Whole Vehicle Type Approval. It is a European approval scheme which allows a vehicle of a type to be approved for use across all member states in the EU without the need for further testing in each country. It creates a single market by ensuring a common standard of vehicle that is safe to use on the road and has a lower impact on the environment. Provision is however, made for differences depending on whether the vehicle is to be used in a country where traffic uses the left hand rule of the road or right hand rule of the road.

### **Q - What is Individual Vehicle Approval (IVA)?**

**A - Full ECWVTA** won't suit everyone due to the extensive, rigorous and therefore expensive testing requirement that is necessary to gain approval, particularly those manufacturing vehicles in low numbers. As a result of this, the Directive provides for three basic routes to approval :

1. **European Community Whole Vehicle Type Approval (ECWVTA)** - for mass produced vehicles
2. **National Small Series Type Approval (NSSTA)** - for vehicles built in small numbers
3. **Individual Vehicle Approval (IVA)** - for vehicles built as 'one-offs' or in very small numbers

**IVA** is a UK National approval scheme and a pre-registration inspection for vehicles imported, assembled or manufactured in very small numbers or as individual vehicles. Under IVA, a vehicle has to be taken for examination to a **Vehicle and Operator Services Agency (VOSA)** test station in Great Britain or to a Driver Vehicle Agency (DVA) test station if in Northern Ireland.

### **Q - What are the benefits and why do we need IVA?**

**A - IVA** checks that vehicles constructed for non-European markets comply with UK law. Even vehicles which appear outwardly similar to European specification models but are intended for other markets can often prove unsuitable for use in the United Kingdom without at least some modification. The scheme will ensure that these vehicles have been designed and constructed to modern safety and environmental standards and will help make sure that they are safer on the road and have a lower impact on the environment.

### **Q - Will IVA affect me?**









**A -** The amended legislation applies to passenger cars and light goods vehicles and will also affect a number of vehicle categories for the first time, so if you are involved in the manufacture, conversion, import/export, sale or purchase of such vehicles, you are likely to be affected. Generally, if your vehicle is not covered by either an ECWVTA or National Small Series Type Approval (British or similar national approval from another European Economic Area Member State), then it will need to be approved under the **IVA** scheme and be issued with an **Individual Approval Certificate (IAC)**.

## Q - Which category is my vehicle in?





A - The legislation divides vehicles into categories depending on the number of seats and the weight (in the case of a passenger vehicle) and on vehicle weight in the case of goods vehicles and trailers.

The **vehicle category chart** below illustrates how the vehicles are described in the legislation so that you can see which category applies to you. Throughout this Guide, you will see the key implementation dates by which your category of vehicle must be approved.

## Vehicle Category Chart

| Passenger Vehicles  |   |  |
|---|---|--|
|   | Description   | Category of Vehicle                          |
|    | Vehicles designed and constructed for the carriage of passengers and comprising of no more than eight seats in addition to the driver's seat  | M <sub>1</sub>                               |
|    | Vehicles designed and constructed for the carriage of passengers, comprising of more than eight seats in addition to the driver's seat and having a maximum mass not exceeding 5 tonnes   | M <sub>2</sub>                               |
|  | Vehicles designed and constructed for the carriage of passengers, comprising of more than eight seats in addition to the driver's seat and having a maximum mass exceeding 5 tonnes   | M <sub>3</sub>                               |
|  | Motor caravans, ambulances, hearses, armoured cars, wheelchair-accessible vehicles (WAV's)  | M <sub>1</sub><br>(Special Purpose Vehicles) |
| Goods Vehicles  |   |  |
|  | Vehicles designed and constructed for the carriage of goods and having a maximum mass not exceeding 3.5 tonnes  | N <sub>1</sub>                               |
|  | Vehicles designed and constructed for the carriage of goods and having a maximum mass exceeding 3.5 tonnes but not exceeding 12 tonnes  | N <sub>2</sub>                               |
|  | Vehicles designed and constructed for the carriage of goods and having a maximum mass exceeding 12 tonnes. In the case of a towing vehicle designed to be coupled to a semi-trailer or centre-axle trailer, the mass to be considered for classifying the vehicle is the mass of the tractor vehicle in running order, increased by the mass corresponding to the maximum static vertical load transferred to the tractor vehicle by the semi-trailer or centre-axle trailer and, where applicable, by the maximum mass of the tractor vehicles own load. | N <sub>3</sub>                               |
|  | Armoured Goods vehicles   | N <sub>1</sub><br>(Special Purpose Vehicles) |

## Trailers

|   | Description  | Category of Vehicle |
|---|--|---------------------|
|  | Trailers with a maximum mass not exceeding 0.75 tonnes   | O <sub>1</sub>      |
|  | Trailers with a maximum mass exceeding 0.75 tonnes but not exceeding 3.5 tonnes  | O <sub>2</sub>      |
|  | Trailers with a maximum mass exceeding 3.5 tonnes but not exceeding 10 tonnes  | O <sub>3</sub>      |
|   | Trailers with a maximum mass exceeding 10 tonnes. In the case of a semi-trailer or centre-axle trailer, the maximum mass to be considered for classifying the trailer corresponds to the static vertical load transmitted to the ground by the axle or axles of the semi-trailer or centre axle trailer when couple to the towing vehicle and carrying its maximum load. | O <sub>4</sub>      |

The vehicles shown as '**Special Purpose**' vehicles are given certain dispensations where it can be demonstrated to the Inspecting Authority that due to its design, it cannot comply with the technical requirements.



# Passenger Cars (M<sub>1</sub>) and Light Goods Vehicles (N<sub>1</sub>)

This category includes Wheelchair Accessible Vehicles (WAV's - see page 7)

**Q - What are the implementation dates for passenger vehicles (M<sub>1</sub>) and light goods vehicles (N<sub>1</sub>)?**

**A -** IVA is mandatory for M<sub>1</sub> and N<sub>1</sub> vehicles from\* ▼

## Category

## Implementation Date

Passenger cars - M<sub>1</sub>

**29th April 2009\***

Special Purpose passenger - M<sub>1</sub>

**29th April 2012\***

Light goods vehicles\*\*- N<sub>1</sub>

**29th October 2011\***

Special Purpose light goods\*\*-N<sub>1</sub>

**29th October 2014\***

*\*Unless your vehicle already has an approval certificate, is a 'Special Purpose' vehicle or is more than 10 years old at the time of application.*

*\*\*Note : SVA (Single Vehicle Approval) is mandatory for light goods vehicles up until 29th October 2011*

**Q - How do you define a 'Special Purpose' vehicle?**

**A -** A '**Special Purpose**' vehicle means a vehicle intended to perform a function which requires special body arrangements and/or equipment. This category includes **Wheelchair Accessible Vehicles (WAV's)**.

The regulations give "dispensations" to certain categories of vehicle considered to be 'Special Purpose' vehicles. The following vehicles are considered to be 'Special Purpose':

**Motor Caravan** - Motor vehicles of category 'M' (only) constructed to include living accommodation which contains at least the following equipment:-

- seats and a table
- sleeping accommodation which may be converted from the seats
- cooking facilities
- storage facilities

This equipment must be rigidly fixed to the living compartment; however, the table may be designed to be easily removable.

**NB:** 'N' category vehicles converted for the

purpose will be considered as 'M'. However, for certain items, as described in the relevant inspection manual, dispensation is given to allow the base vehicle 'N' (Goods Vehicle) standards to be considered for IVA purposes.

**Armoured Vehicle (can be category 'M' or 'N')** Vehicles intended for the protection of conveyed passengers and/or goods and complying with armour plating anti-bullet requirements.

**Ambulance** - Motor vehicles of category 'M' (only) intended for the transport of sick or injured people and having special equipment for such purpose.

**NB:** 'N' category vehicles converted for the purpose will be considered as 'M'. However, for certain items, as described in the relevant inspection manual, dispensation is given to allow the base vehicle 'N' (Goods Vehicle) standards to be considered for IVA purposes.

**Hearse** - Motor vehicles of category 'M' (only) intended for the transport of the deceased and having special equipment for such purpose.

**NB:** 'N' category vehicles converted for the purpose will be considered as 'M'. However, for

the base vehicle 'N' (Goods Vehicle) standards to be considered for IVA purposes.

### **Wheelchair Accessible Vehicle (WAV) -**

Vehicles of category M<sub>1</sub> (only) constructed or converted specifically so that they accommodate one or more persons seated in their wheelchair(s) when travelling on the road.

**NB:** 'N' category vehicles converted for the purpose will be considered as 'M'. However, for certain items, as described in the relevant inspection manual, dispensation is given to allow the base vehicle 'N' (Goods Vehicle) standards to be considered for IVA purposes.

### **Q - When does IVA not apply?**

**A -** IVA does **not** apply to the following :

- Agricultural or forestry tractors, their trailers and interchangeable towed machinery, together with their systems, components and separate technical units and trailers designed and constructed specifically to be towed by them
- Quadricycles
- Tracked vehicles

IVA does **not** apply but is **optional** for the following :

- Vehicles designed and constructed for use principally on construction sites or in quarries, port or airport facilities
- Vehicles designed and constructed for use by the armed services, civil defence, fire services and forces responsible for maintaining public order
- Mobile machinery
- Vehicles intended exclusively for racing on roads. Prototypes of vehicles used on the road under the responsibility of a manufacturer to perform a specific test programme provided they have been specifically designed and constructed for this purpose

### **Q - What level of test do I need for either an M<sub>1</sub> or N<sub>1</sub> category - 'BASIC' or 'NORMAL' IVA?**

**A - BASIC IVA (BIVA)** is open to vehicles in the following two categories: -

- Passenger cars - **M<sub>1</sub>**
- Light goods vehicles - **N<sub>1</sub>**

'Basic' IVA is required for the following classes of vehicles (please refer to Annex 1 for the vehicle definitions)

1. Personal Imports
2. Amateur Built vehicles (kit cars)
3. Rebuilt vehicles
4. Very low volume production vehicles
5. Ambulances (Ambulances are only 'M' category)
6. Motor caravans (Motor caravans are only 'M' category)
7. Hearses (Hearses are only 'M' category)
8. Armoured vehicles (Armoured vehicles can be 'M' or 'N' categories)
9. Left hand drive vehicles
10. A vehicle manufactured using parts of a registered vehicle



Any vehicle not being one of the above categories will be subject to a 'NORMAL' IVA inspection.

For Basic IVA, all the inspections take place at selected testing stations which are operated by the Vehicle and Operator Services Agency (VOSA), an executive agency within the Department for Transport. These tests can also be conducted by VOSA examiners at '**Designated Premises**' (DP's) if certain conditions are met. A **Designated Premise** is a privately owned and operated site where VOSA examiners conduct IVA testing.

Although the same items are tested as in Type Approval, they are not tested in the same way. The examiner will, in the case of certain items, conduct an engineering assessment. This check will be in the form of either visual inspection or a simple test on the vehicle to ensure, as far as practicable, that it complies with the regulations.

The inspection will be limited to parts of the vehicle which can be easily seen without the vehicle having to be dismantled. However, the presenter may be asked to open lockable compartments and remove engine covers, inspection/access panels, trims or carpeting. This is to allow access to items subject to inspection. In addition, as vehicles are inspected individually, the tests are not destructive or damaging to the vehicle in any way.

An **Individual Approval Certificate (IAC)** is issued when the examiner is satisfied that the vehicle would meet the requirements of the regulations, in the main being in relation to the design and construction of the vehicle. This is as opposed to an MoT which is concerned about the condition of the vehicle, although with regards to IVA, a vehicle in poor condition may make it impossible to assess whether some construction requirements are met.

Where an item is found to be defective to the extent that it presents a potential danger when the vehicle is used, this may also result in the refusal to issue an Individual Approval Certificate.

### **NORMAL IVA (NIVA)**

**NORMAL IVA** applies to M<sub>1</sub> passenger cars and N<sub>1</sub> light goods vehicles that are not defined by one of the categories subject to Basic IVA. This includes mass produced vehicles that are imported on a commercial basis. These vehicles will have to meet the basic IVA requirements as well as additional safety, environmental and security aspects. These include brakes, crash safety, seat belt installation and anchorages, exhaust emissions (including CO<sub>2</sub>), noise and silencers and anti-theft protection. For these additional requirements, the European Standard (or in some cases non-EU standards considered to be comparable) for that aspect of the vehicle and appropriate to the age of the vehicle will have to be met.

For the **NORMAL IVA** element of the test, the items (other than seat belts) cannot be tested by VOSA because special facilities are required. For such items, you will have to provide additional documentary evidence to demonstrate that your vehicle complies with the 'Type Approval' standards required of mass produced cars in Europe. Your vehicle will be checked to ensure it aligns to the documentation provided as evidence of compliance when it is presented at the VOSA test station for the remainder of the test.

In all cases, IVA (whether Basic or Normal) is only required for vehicles less than 10 years old, which require first licensing and registration in the United Kingdom.



**Q - What items are included in the inspection of an M<sub>1</sub> and N<sub>1</sub> vehicle?**

**A -** Most of the items inspected in the IVA scheme are those that are tested when manufacturers apply for Type Approval for mass produced vehicles. The following table lists the items inspected for M<sub>1</sub> passenger cars and N<sub>1</sub> light goods vehicles for the two levels of IVA. All

the items for 'Basic' IVA are checked at the IVA test station. However, items for 'Normal' IVA (other than seat belts) cannot be tested at the IVA test station and therefore you will have to produce documentary evidence of compliance. The IVA test station will then check that your vehicle aligns to the documentation presented to the Examiner on the day of the test.

**List of requirements for Basic IVA and Normal IVA for M<sub>1</sub> Passenger Vehicles & N<sub>1</sub> Goods Vehicles**

| No: | Item   | Basic IVA<br>M <sub>1</sub> Passenger     | Normal IVA<br>M <sub>1</sub> Passenger    | Basic IVA<br>N <sub>1</sub> Goods         | Normal IVA<br>N <sub>1</sub> Goods        |
|-----|--|---|---|---|---|
| 1   | Noise  | Inspection                                | Approval<br>Documentation                 | Inspection                                | Approval<br>Documentation                 |
| 2   | Emissions  | Inspection                                | Approval<br>Documentation                 | Inspection                                | Approval<br>Documentation                 |
| 3   | Fuel tank/rear under run                               | Approval<br>Documentation<br>& Inspection | Approval<br>Documentation<br>& Inspection | Approval<br>Documentation<br>& Inspection | Approval<br>Documentation<br>& Inspection |
| 4   | Rear Registration plate                                | Inspection                                | Inspection                                | Inspection                                | Inspection                                |
| 5   | Steering effort  | Inspection                                | Inspection                                | Inspection                                | Inspection                                |
| 6   | Door latches and hinges                                | Inspection                                | Inspection                                | Inspection                                | Inspection                                |
| 7   | Horn   | Inspection                                | Inspection                                | Inspection                                | Inspection                                |
| 8   | Rear vision  | Inspection                                | Inspection                                | Inspection                                | Inspection                                |
| 9   | Braking  | Inspection                                | Approval<br>Documentation                 | Inspection                                | Approval<br>Documentation                 |
| 10  | Suppression (radio)                                    | Inspection                                | Inspection                                | Inspection                                | Inspection                                |
| 11  | Diesel smoke   | Inspection                                | Inspection                                | Inspection                                | Inspection                                |
| 12  | Interior fittings                                      | Inspection                                | Inspection                                | Inspection                                | Inspection                                |
| 13  | Anti-theft and immobiliser                             | Inspection                                | Approval<br>Documentation<br>& Inspection | Approval<br>Documentation<br>& Inspection | Approval<br>Documentation<br>& Inspection |
| 14  | Protective steering                                    | Approval<br>Documentation<br>& Inspection | Approval<br>Documentation                 | Inspection                                | Approval<br>Documentation                 |
| 15  | Seat strength<br>& 38 (head rests added)               | Inspection                                | Inspection                                | Inspection                                | Inspection                                |
| 16  | Exterior projection                                    | Inspection                                | Inspection                                | Inspection                                | Inspection                                |
| 17  | Speedometer and<br>reverse gear                        | Inspection                                | Inspection                                | Inspection                                | Inspection                                |
| 18  | Plates (statutory)                                     | Inspection                                | Inspection                                | Inspection                                | Inspection                                |
| 19  | Seat belt anchorages                                   | Inspection                                | Approval<br>Documentation                 | Inspection                                | Approval<br>Documentation                 |
| 20  | Installation of lighting &<br>light signalling devices | Inspection                                | Inspection                                | Inspection                                | Inspection                                |
| 21  | Retro reflectors                                       | Inspection                                | Inspection                                | Inspection                                | Inspection                                |

|    |   |                       |                        |             |                        |
|----|---|-----------------------|------------------------|-------------|------------------------|
| 22 | Side lights, marker lights, stop lights | Inspection            | Inspection             | Inspection  | Inspection             |
| 23 | Direction indicators                    | Inspection            | Inspection             | Inspection  | Inspection             |
| 24 | Rear registration plate lamps           | Inspection            | Inspection             | Inspection  | Inspection             |
| 25 | Headlamps (including bulbs)             | Inspection            | Inspection             | Inspection  | Inspection             |
| 26 | Front fog lamps                         | Inspection            | Inspection             | Inspection  | Inspection             |
| 28 | Rear fog lamps                          | Inspection            | Inspection             | Inspection  | Inspection             |
| 29 | Reversing lamps                         | Inspection            | Inspection             | Inspection  | Inspection             |
| 30 | Parking lamps                           | Inspection            | Inspection             | Inspection  | Inspection             |
| 31 | Seat belts                              | Inspection            | Inspection             | Inspection  | Inspection             |
| 32 | Forward vision                          | Inspection            | Inspection             | Inspection  | Inspection             |
| 33 | Identification of controls              | Inspection            | Inspection             | Inspection  | Inspection             |
| 34 | Defrost/demist                          | Inspection            | Inspection             | Inspection  | Inspection             |
| 35 | Wash/wipe                               | Inspection            | Inspection             | Inspection  | Inspection             |
| 36 | Heating systems                         | Inspection            | Inspection             | Inspection  | Inspection             |
| 37 | Wheel guards                            | Inspection            | Inspection             | Inspection  | Inspection             |
| 39 | CO2 emissions/fuel consumption*         | N/A                   | Approval Documentation | Inspection  | Approval Documentation |
| 40 | Engine power                            | Declaration           | Declaration            | Declaration | Declaration            |
| 44 | Masses and dimensions                   | Inspection            | Inspection             | Inspection  | Inspection             |
| 45 | Safety glass                            | Inspection            | Inspection             | Inspection  | Inspection             |
| 46 | Tyres                                   | Inspection            | Inspection             | Inspection  | Inspection             |
| 50 | Couplings                               | Inspection            | Inspection             | Inspection  | Inspection             |
| 53 | Frontal impact (if <2500kg GVM)         | N/A                   | Approval Documentation | N/A         | N/A                    |
| 54 | Side impact (if <700mm R point)         | N/A                   | Approval Documentation | N/A         | N/A                    |
| 60 | Frontal protection (bull bars)          | Inspection (E marked) | Inspection (E marked)  | Inspection  | Inspection             |

\* Required unless the applicant is opting to use DfT (Department for Transport) data

**Q - How do I demonstrate compliance on an M<sub>1</sub> (passenger car) N<sub>1</sub> (light goods vehicle)?**

**A -** For a given vehicle, the method by which a person confirms that it meets all the requirements for IVA will vary according to the following :

- The country of origin
- The market that it was intended for
- The age of the vehicle

Compliance with the BASIC IVA standards (M<sub>1</sub> & N<sub>1</sub> only) will be assessed by a

combination of visual inspection and specific tests (e.g. emissions test) at the VOSA test site. If the vehicle is fitted with an immobiliser or alarm, an installation certificate from a Vehicle Systems Installation Board (VSIB - [www.vsib.co.uk](http://www.vsib.co.uk)) or a specified Mobile Electronics & Security Federation (MESF - [www.mesf.org.uk](http://www.mesf.org.uk)) accredited installer will be required. In addition, if the vehicle has been modified by the fitting of additional seats that contain seat belt anchorages, a certificate may be required for the additional seats to demonstrate compliance with the M<sub>1</sub> seat belt anchorage requirements.

Compliance with **NORMAL IVA** may be demonstrated by one of the following methods :

1. Directive Compliance - Showing that European Approval Standards are met
2. Comparable Standards (M<sub>1</sub> & N<sub>1</sub> only) - Showing that comparable non-European standards are met
3. Comparison Test - A comparison check with a known type approved vehicle
4. Directive Test - Physically having a test conducted to the appropriate Directive standard
5. Using a Model Report
6. A combination of the above scenarios

## 1. Directive Compliance

This can be demonstrated for example by the presence of a European Type Approval marking (on the VIN Plate) which can be used as proof of compliance (it would be assumed that the vehicle would not have a **Certificate of Conformity (COC)**). VOSA will attempt to verify with the vehicle's manufacturer that the European Type Approval number on that particular vehicle does mean that the relevant requirements are met.

If it is confirmed that the vehicle meets the Type Approval requirements, is less than 12 months old and has done 3,000km\* or less, then it will be considered to be 'new'. Following a check of basic approval markings and compliance with left hand rule of the road requirements, an **Individual Approval Certificate (IAC)** will be issued. If it is more than 12 months old or has done more than 3,000km, a Basic IVA will be carried out. (The recorded mileage should include any mileage recorded on a previous speedometer). **\*Note : 3000km equates to 1,865 miles**

If VOSA is unable to verify with the vehicle manufacturer the approval status of that vehicle, then alternative proof of compliance will be required (for example, a test at a Test Laboratory or a comparison with a known Type Approved vehicle, as appropriate).

Directive compliance may also be demonstrated by providing an Approval Certificate (if the vehicle was previously approved and

subsequently modified) or a letter of Compliance with the specific Directives which appertain to your particular vehicle from the vehicle manufacturer, by reference to the vehicle's identification number.

Applicants should note that in all of these circumstances there may be a delay in obtaining the information required.

## 2. Comparable Standards ( M<sub>1</sub> & N<sub>1</sub> only)

Comparable Standards are not acceptable in respect of 'Noise' and 'Emissions' if the vehicle is considered new. A new vehicle (in this context) is a vehicle that has not been registered from new for a period of at least 6 months in another country.

Each key area has an EC Directive and/or UN (ECE) Regulation that applies to it. In many cases, the technical standards that apply in other non-European countries (Japan, the United States and Canada for example are the same or very similar to those required in EC Member States). These have been identified in the Inspection Manual. If it can be demonstrated that a vehicle meets those standards then it can be deemed to be compliant for that key area. Exactly how this is done depends on the country of origin, but will normally require some approval documentation or in the case of vehicles of Japanese origin, a **'Certificate of Completion'** or an **'Export Certificate'**.

In order to demonstrate compliance, the document, in its original condition, must show that the vehicle has been subject to approval in Japan by displaying the vehicle **'Specification and Classification numbers'** (or sometimes referred to as the Type Designation and Variant numbers).

If an applicant is using such documentation as proof of compliance, then he or she will be required to send a photocopy of the complete document (the Japanese version) to VOSA Swansea with their completed IVA application form. **The original must be presented with the vehicle on the day of the inspection at the VOSA test station.**

If the original Japanese document is not presented with the vehicle at the time of the Inspection or it is not exactly the same as the photocopy checked by VOSA Swansea, then this will be deemed as an Inspection non-compliance, on the basis that compliance with one or more of the key areas has not been demonstrated.

If the notes in the Remarks Box of the document contain the Type Approval (Specification and Classification numbers) then we shall also require an official translation of the Japanese document. Once we have that information then VOSA will be able to assess if the document does demonstrate compliance. If this information is not able to be provided then alternative proof of compliance will be required.

If the type approval numbers are not shown on the document, the applicant may provide details of the original approval and Type Designation numbers if they can be provided from the vehicle manufacturer.

### 3. Comparison Test

For key areas (other than Noise and Emissions) it is possible to demonstrate compliance by arranging for one of the Test Laboratories which are authorised by the **Vehicle Certification Agency (VCA)** to conduct a comparison test of the vehicle with a known Type Approved equivalent vehicle. You must make arrangements with the Test Laboratory directly to provide them with a European Approved vehicle for this purpose (this will be a commercial arrangement that VOSA will have no involvement in). This will check that certain components on the vehicle being tested are the same as those fitted to the Type Approved vehicle. The components checked are those that are believed could significantly affect the result of a Directive test for the key area in question. For noise, in place of a full Directive dynamic test (which requires a test on a test track and which can be affected by the prevailing weather conditions) it is possible to conduct a comparison test combined with a static noise test (as prescribed in the Directive).

Following successful completion of such a test, the Test Laboratory will provide a test report

including specification pro-forma, photographs and a declaration of the findings.

Other than in respect of a Seat Belt Anchorage inspection, no substantial dismantling of the vehicle is envisaged (in either Directive Testing or Comparison testing), as a detailed inspection of visible or easily accessible components - e.g. brake layout/components should establish similarity. However, components such as wheels will have to be removed to identify braking components and items may need to be removed to identify critical items such as ECU, steering components and seat belt anchorages (one of each belt type - e.g. one side front, one side rear, one centre rear assuming L/H mirrors R/H). In the case of a comparison test this would be required on both the vehicles being compared.

It should be noted that although this method can be a cost effective way of demonstrating compliance, it can be very difficult finding a Type Approved vehicle that is identical to some vehicles built for non-European markets. In a situation where an imported vehicle does not have a European Approved comparable vehicle (and no documentation of compliance is available), full Directive tests at an authorised Test Laboratory would be necessary. Please note in the case of protective steering, seat belt anchorages and front and side impact the Directive tests are destructive.

A test can be in respect of an individual vehicle. However, if it is intended to use the results of these tests for other similar vehicles, then it will be necessary for the test laboratory to submit to VOSA sufficient data to create a Model Report. A Model Report would cover all key areas that the comparison check covered.

Information obtained by the Test Laboratory for the purposes of a vehicle approval will be sent directly to VOSA.



The purpose of the Model Report is to enable a VOSA examiner to check that the specification of subsequent vehicles are the same in all relevant respects to the one originally tested at the authorised test laboratory. It will include component descriptions, code numbers and other identifying features supplemented by photographs or drawings.

Some companies have produced Model Reports and offer them for use to members of the public and other companies for a fee.

**Information on Model Reports is available on our website - [www.vosa.gov.uk](http://www.vosa.gov.uk)**

#### **4. Directive Test**

Compliance can be demonstrated by arranging for a Directive test appropriate to the date of vehicle manufacture. This is possible for any of the key areas - although other methods of demonstrating compliance are likely to be more practical and/or cost effective for areas such as seat belt anchorages and protective steering which would involve destructive testing.

The tests are effectively the same as is required in Type Approval for a vehicle of that date of manufacture. There are certain minor differences in the detail of the procedures to ensure that they are cost effective to carry out, and are possible without the vehicle manufacturer's support.

These tests are conducted only at the authorised Test Laboratories and the results are forwarded to VOSA Swansea. These will always consist of information on the result of the test and will contain certain measurements taken in the test that VOSA may require.

#### **5. Model Report**

A Model Report is used when an applicant wishes to prove compliance on a subsequent vehicle on the basis of a Directive or Comparison Test or series of tests conducted previously on a 'master' vehicle (or vehicles).

If the vehicle is listed, a Model Report is available for one or more of the subjects requiring compliance. This report could be used to demonstrate compliance. The report owner should be contacted for further information. It is important to ensure that your vehicle is of the same specification as that in the report.

If the vehicle presented for inspection matches the specification in the Model Report, it will pass and if it does not, it will fail and further modifications or alternative evidence of compliance will be necessary.

VOSA will be responsible for compiling Model Reports, although they will be owned by the applicant. Most Model Reports will consist of test reports and vehicle specification details from the Test Laboratory. For some vehicles e.g. where comparison on protective steering is required, the Laboratory will provide evidence to support the similarity of a non-type approved vehicle with one that has full Type Approval.

Model Reports have considerable commercial value. The confidentiality of Model Reports will be protected to ensure that only those staff who need to know their contents are able to see them. However, applicants can if they wish, allow the use of Model Reports by others. VOSA will only use such reports where there is a written agreement between both parties, a copy of which will need to be emailed to VOSA Swansea. Applicants using this process may be subject to a Compliance check (see 'What is a Compliance check?' on page 15).

**Q - What if my vehicle has been imported from Japan?**

**A -** Where vehicles have been imported from Japan, evidence that the vehicle was approved there will be taken to confirm that the vehicle meets the requirements in respect of those items where Japanese Approval is considered comparable (Comparable Standards). For a used vehicle, an original Export certificate that demonstrates the vehicle has been allocated 'Classification and Specification numbers' (or Type Designation numbers) will serve this purpose providing the vehicle has not been modified since manufacture in respect of any of the IVA relevant items, in a way that is likely to have a detrimental affect on the original approval. Where the vehicle is new, a manufacturer's Certificate of Completion will be sufficient evidence of compliance with the comparable standards, again providing it displays the required details and the vehicle has not had any detrimental modifications in respect of the relevant IVA items. The extent to which further independent laboratory tests need to be conducted will depend mainly on the age of the vehicle.

**Q - What if my vehicle has been imported from a country other than Japan?**

**A -** There are also some standards in other countries that are recognised as being sufficiently similar to those that apply in Europe, such as safety standards that apply in the United States, Canada and Australia.

Where a vehicle has its origins in North America or Canada, evidence of compliance to the **FMVSS/CMVSS Standards** can be demonstrated by evidence of the qualifying standards being displayed on the original manufacturer's plate.

Vehicles imported from Singapore may have originally been registered in that country on the basis of meeting the Japanese approval standards. If evidence of the Japanese approval standards deemed comparable to the European standards is available from the Singapore Authority, this may be acceptable. On the other

hand, vehicles imported from Middle Eastern countries may not be designed to meet European emissions levels.

Vehicles produced for use in developing countries are unlikely to have been built to standards that we are prepared to recognise as being comparable to those in Europe. Examples of such vehicles will probably require testing by an authorised laboratory to most of the enhanced requirements (including destructive tests) before an Individual Approval Certificate can be issued. Modifications will almost certainly be required and it is possible that some vehicle types cannot be converted economically to comply with European standards. Remember though that left hand drive vehicles only require a Basic IVA examination.

**Q - How can I demonstrate compliance with the Anti-theft requirements for an M<sub>1</sub> passenger vehicle?**

**A -** All M<sub>1</sub> passenger vehicles subject to Normal IVA will need to provide evidence of Directive Compliance for anti-theft or will be required to fit an immobiliser which must be approved to EC standards by an approved Vehicle Systems Installation Board (VSIB) accredited installer. The installation certificate must be provided to the Examiner on the day of the inspection.

In respect of Basic IVA, if an immobiliser or an alarm has been fitted, the applicant will need to demonstrate compliance in the same way as Normal IVA.

### **Q - What are the services provided by Authorised Test Laboratories?**

**A -** The services that authorised test laboratories may provide are :

- Testing, to Directive noise and emissions requirements that are applicable at the time of manufacture of the vehicle;
- Production of documents (drawings, photos) to enable VOSA examiners to be able to identify (without dismantling) vehicles that are sufficiently similar to the subject vehicle that had undergone the tests, (documenting a vehicle to support a request for a Model Report);
- Back to back examination of vehicles, for which there is a claim of EC specification but for which no evidence of Type Approval exists, against an EC Type Approved vehicle which is of the same specification, and the production of a report, (a comparison test)
- In some cases if required, testing to braking, seat belt anchorages and protective steering requirements. (Directive tests which could be destructive).

Laboratories that have been authorised for IVA testing are listed on the application forms which are available from VOSA or your DVLA local office. In addition, any laboratory from another country, which is already recognised by the Vehicle Certification Agency (VCA) as a Type Approval Technical Service, may also carry out this work.

**Please Note : The cost of such tests must be borne by the applicant.**

### **Q - What is a Compliance Check?**

**A -** If the vehicle is submitted for assessment against an existing Model Report, it may be chosen for a 'Compliance Check'. This is carried out on a sample of vehicles to ensure that vehicles submitted on the basis that they are built to the same specification as an original vehicle described in a Model Report (the original vehicle having been tested and found to comply with the relevant NIVA requirements) actually comply with the NIVA requirements and are built to the specification described in the Model Report.

The compliance check is part of the 'approval' process and vehicles submitted on the basis of an existing Model Report are therefore submitted on the understanding that they may be chosen for this check.

If the vehicle is selected for a compliance check, you will be notified when you present the vehicle for test. You will be required to leave the vehicle at the VOSA test site, from where it will be transported to an Independent approved Test Laboratory, which will carry out a full check of the vehicle against the nominated Model Report.

# Larger Passenger (M<sub>2</sub> & M<sub>3</sub>) and Goods Vehicles (N<sub>2</sub> - N<sub>3</sub>) and Trailers (O<sub>1</sub> - O<sub>4</sub>)

**Q - What if my vehicle is a 'larger vehicle' or trailer?**

**A -** Other than passenger cars and light goods vehicles (M<sub>1</sub> & N<sub>1</sub>), all other vehicles are subdivided into three categories of 'Completeness' :-

- Complete
- Incomplete
- Completed

## Complete Vehicles

A '**Complete**' vehicle is one which does not require any multi-stage approval that can be registered and used on the road. It is likely to be a vehicle built completely by an individual manufacturer.

## Incomplete Vehicles

An '**Incomplete**' vehicle is a multi-stage vehicle that may involve more than one manufacturer e.g. the chassis/cab manufacturer and the body manufacturer. A chassis/cab may or may not be Type Approved but will require full approval as a complete vehicle before it can be used on the road.

**An incomplete vehicle must undergo at least one further stage of completion in order to meet the technical requirements of the Directive.**

## Completed Vehicles

A '**Completed**' vehicle is one which has received multi-stage approval, meeting the requirements of the Directive and can be registered and used on the road.

## Larger Passenger Vehicles - M<sub>2</sub> & M<sub>3</sub>

**Q - What are the implementation dates for larger passenger vehicles - M<sub>2</sub> & M<sub>3</sub>?**

**A -** IVA is mandatory for M<sub>2</sub> & M<sub>3</sub> vehicles from\*

| Category  | Implementation Date |
|---|---------------------|
| Incomplete & Complete - M <sub>2</sub> , M <sub>3</sub> | 29th October 2010*  |
| Completed - M <sub>2</sub> , M <sub>3</sub>             | 29th October 2011*  |

*\*Unless your vehicle was built more than 3 months before the implementation dates above*



**Q - What items are included in the inspection of an M<sub>2</sub> and M<sub>3</sub> vehicle?**

**A -** Please refer to the table below :

**List of requirements for M<sub>2</sub> and M<sub>3</sub> Passenger vehicles**

| <b>No:</b> | <b>Item</b>   | <b>M<sub>2</sub> &amp; M<sub>3</sub></b> |
|------------|---|--|
| 1          | Noise   | Approval Documentation & Inspection      |
| 2          | Emissions   | Approval                                 |
| 3A & B     | Fuel tank/rear under run                            | Approval Documentation & Inspection      |
| 4          | Rear Registration plate                             | Inspection                               |
| 5          | Steering effort                                     | Approval Documentation                   |
| 7          | Horn  | Inspection                               |
| 8          | Rear vision   | Inspection                               |
| 9          | Braking   | Approval Documentation                   |
| 10         | Suppression (radio)                                 | Approval Documentation                   |
| 13         | Anti-theft and immobiliser                          | Inspection                               |
| 15         | Seat strength (head rests added)                    | Inspection                               |
| 17         | Speedometer & reverse gear                          | Inspection                               |
| 18         | Plates (statutory)                                  | Inspection                               |
| 19         | Seat belt anchorages                                | Inspection                               |
| 20         | Installation of lighting & light signalling devices | Inspection                               |
| 21         | Retro reflectors                                    | Inspection                               |
| 22         | Side lights, marker lights, stop lights             | Inspection                               |
| 23         | Direction indicators                                | Inspection                               |
| 24         | Rear registration plate lamps                       | Inspection                               |
| 25         | Headlamps (including bulbs)                         | Inspection                               |
| 26         | Front fog lamps                                     | Inspection                               |
| 27         | Tow Hooks   | Inspection                               |
| 28         | Rear fog lamps                                      | Inspection                               |
| 29         | Reversing lamps                                     | Inspection                               |
| 30         | Parking lamps                                       | Inspection                               |
| 31         | Seat belts  | Inspection                               |
| 33         | Identification of controls                          | Inspection                               |
| 34         | Defrost/demist                                      | Inspection                               |
| 35         | Wash/wipe   | Inspection                               |
| 36         | Heating systems                                     | Inspection                               |
| 45         | Safety glass  | Inspection                               |
| 46         | Tyres   | Inspection                               |
| 47         | Speed Limiter                                       | Inspection                               |
| 48         | Masses and dimensions                               | Inspection                               |
| 50         | Couplings   | Inspection                               |
| 51         | Flammability  | Approval Documentation                   |
| 52         | Interior  | Inspection                               |

## Medium to Heavy Sized Goods Vehicles - N<sub>2</sub> & N<sub>3</sub>

**Q - What are the implementation dates for medium sized and heavy vans and trucks - N<sub>2</sub> & N<sub>3</sub>?**

**A -** IVA is mandatory for N<sub>2</sub> & N<sub>3</sub> vehicles from\*

| Category  | Implementation Date |
|---|---------------------|
| Incomplete & Complete - N <sub>2</sub> , N <sub>3</sub> | 29th October 2012*  |
| Completed - N <sub>2</sub> , N <sub>3</sub>             | 29th October 2014*  |

*\*Unless the vehicle is more than 25 years old at the time of application*

**Q - What items are included in the inspection of an N<sub>2</sub> and N<sub>3</sub> vehicle?**

**A -** Please refer to the list below :

### List of requirements for N<sub>2</sub> and N<sub>3</sub> Passenger vehicles

| No:    | Item  | N <sub>2</sub> and N <sub>3</sub>   |
|--------|---|-------------------------------------|
| 1      | Noise   | Approval Documentation & Inspection |
| 2      | Emissions   | Approval                            |
| 3A & B | Fuel tank/rear under run                            | Approval Documentation & Inspection |
| 4      | Rear Registration plate                             | Inspection                          |
| 5      | Steering effort                                     | Approval >7.5t                      |
| 7      | Door latches and hinges                             | Inspection                          |
| 8      | Horn  | Inspection                          |
| 9      | Rear vision   | Inspection                          |
| 10     | Braking   | Approval Documentation              |
| 13     | Suppression (radio)                                 | Approval Documentation              |
| 15     | Anti-theft and immobiliser                          | Inspection                          |
| 17     | Seat strength (head rests added)                    | Inspection                          |
| 18     | Speedometer & reverse gear                          | Inspection                          |
| 19     | Plates (statutory)                                  | Inspection                          |
| 20     | Seat belt anchorages                                | Inspection                          |
| 21     | Installation of lighting & light signalling devices | Inspection                          |
| 22     | Retro reflectors                                    | Inspection                          |
| 23     | Side lights, marker lights, stop lights             | Inspection                          |
| 24     | Direction indicators                                | Inspection                          |
| 25     | Rear registration plate lamps                       | Inspection                          |
| 26     | Headlamps (including bulbs)                         | Inspection                          |
| 27     | Front fog lamps                                     | Inspection                          |
| 28     | Tow Hooks   | Inspection                          |
| 29     | Rear fog lamps                                      | Inspection                          |
| 30     | Reversing lamps                                     | Inspection                          |
| 31     | Seat belts  | Inspection                          |

| No: | Item                        | N <sub>2</sub> and N <sub>3</sub>   |
|-----|-----------------------------|-------------------------------------|
| 33  | Identification of controls  | Inspection                          |
| 34  | Defrost/demist              | Inspection                          |
| 35  | Wash/wipe                   | Inspection                          |
| 36  | Heating systems             | Inspection                          |
| 42  | Lateral protection          | Inspection                          |
| 43  | Spray Suspension            | Inspection >7.5t                    |
| 45  | Safety glass                | Inspection                          |
| 46  | Tyres                       | Inspection                          |
| 47  | Speed limiters              | Inspection                          |
| 48  | Masses and Dimensions       | Inspection                          |
| 49  | External projection of cabs | Inspection                          |
| 50  | Couplings                   | Inspection                          |
| 56  | Dangerous goods ??          | Inspection                          |
| 57  | Front under-run protection  | Approval Documentation & Inspection |

## Trailers - O<sub>1</sub> - O<sub>4</sub>

**Q - What are the implementation dates for Trailers - O<sub>1</sub>, O<sub>2</sub>, O<sub>3</sub> & O<sub>4</sub>?**

**A -** IVA is mandatory for Trailers O<sub>1</sub> - O<sub>4</sub> from\* ▼

| Category   | Implementation Date       |
|--|---------------------------|
| Incomplete & Complete<br>- O <sub>1</sub> , O <sub>2</sub> , O <sub>3</sub> , O <sub>4</sub>   | <b>29th October 2012*</b> |
| Completed - O <sub>1</sub> , O <sub>2</sub> ,<br>O <sub>3</sub> , O <sub>4</sub>               | <b>29th October 2013*</b> |
| <i>*Unless your vehicle was built more than 3 months before the implementation dates above</i> |                           |

**Q - What items are included in the inspection of an 'O' category vehicle?**

**A -** Please refer to the list below:

| List of requirements for O <sub>1</sub> - O <sub>4</sub> Trailers |  |                        |                        |   |   |
|---|--|------------------------|------------------------|---|---|
| No:   |  | Trailer O <sub>1</sub> | Trailer O <sub>2</sub> | Trailer O <sub>3</sub>                    | Trailer O <sub>4</sub>                    |
| 3B  | Rear under run                                 | N/A                    | N/A                    | Approval<br>Documentation<br>& Inspection | Approval<br>Documentation<br>& Inspection |
| 4   | Rear reg plate space                           | Inspection             | Inspection             | Inspection                                | Inspection                                |
| 5   | Steering effort (if fitted with steered axles) | Inspection             | Inspection             | Inspection                                | Approval<br>Documentation<br>& Inspection |

| No: |  | Trailer O <sub>1</sub>    | Trailer O <sub>2</sub> | Trailer O <sub>3</sub> | Trailer O <sub>4</sub>                    |
|-----|--|---------------------------|------------------------|------------------------|---|
| 9   | Braking                                  | Inspection<br>(if fitted) | Inspection             | Inspection             | Approval<br>Documentation<br>& Inspection |
| 10  | EMC/RFI                                  | Inspection                | Inspection             | Inspection             | Approval<br>Documentation<br>& Inspection |
| 18  | Statutory plates                         | Inspection                | Inspection             | Inspection             | Inspection                                |
| 20  | Lighting installation                    | Inspection                | Inspection             | Inspection             | Inspection                                |
| 21  | Retro reflectors                         | Inspection                | Inspection             | Inspection             | Inspection                                |
| 22  | Stop, End out-line & Side & Marker lamps | Inspection                | Inspection             | Inspection             | Inspection                                |
| 23  | Direction Indicators                     | Inspection                | Inspection             | Inspection             | Inspection                                |
| 24  | Rear registration plate lamp             | Inspection                | Inspection             | Inspection             | Inspection                                |
| 28  | Rear fog lamps                           | Inspection                | Inspection             | Inspection             | Inspection                                |
| 29  | Reverse lamps                            | Inspection                | Inspection             | Inspection             | Inspection                                |
| 36  | Heater (if fitted)                       | Inspection                | Inspection             | Inspection             | Approval<br>Documentation<br>& Inspection |
| 42  | Side under run                           | N/A                       | N/A                    | Inspection             | Approval<br>Documentation<br>& Inspection |
| 43  | Spray suppression                        | N/A                       | N/A                    | Inspection             | Approval<br>Documentation<br>& Inspection |
| 45  | Glass (if fitted)                        | Inspection                | Inspection             | Inspection             | Inspection                                |
| 46  | Tyres                                    | Inspection                | Inspection             | Inspection             | Inspection                                |
| 48  | Masses and Dimensions non-M1             | Inspection                | Inspection             | Inspection             | Inspection                                |
| 50  | Couplings                                | Inspection                | Inspection             | Inspection             | Inspection                                |
| 56  | Dangerous goods                          | N/A                       | N/A                    | Inspection             | Inspection                                |
|     | General design & construction            | Inspection                | Inspection             | Inspection             | Inspection                                |

**Q - How do I demonstrate compliance in respect of a vehicle of category M<sub>2</sub> / M<sub>3</sub>, N<sub>2</sub> / N<sub>3</sub> & O<sub>1</sub> - O<sub>4</sub>?**

**A -** For a given vehicle, the method by which a person confirms that it meets all the requirements for IVA will vary according to the following :

- The country of origin
- The market that it was intended for
- The age of the vehicle

Compliance with Normal IVA standards may be demonstrated by one of the following methods :

1. Directive Compliance - Showing that European Approval Standards are met
2. Comparison Test - A comparison check with a known type approved vehicle
3. Directive Test - Physically having a test conducted to the appropriate Directive standard
4. Using a Model Report
5. A visual inspection of the vehicle
6. A combination of the above scenarios

Note : In respect of some items, evidence of Directive Compliance will need to be demonstrated by documentary evidence.

**Please Note : The cost of such tests must be borne by the applicant.**

## 1. Directive Compliance

This can be demonstrated for example by the presence of a European Type Approval marking (on the VIN Plate) which can be used as proof of compliance (it would be assumed that the vehicle would not have a **Certificate of Conformity (COC)**). VOSA will attempt to verify with the vehicle's manufacturer that the European Type Approval number on that particular vehicle does mean that the relevant requirements are met.

If it is confirmed that the vehicle meets the Type Approval requirement, is less than 12 months old and has done 3,000km\* or less, then it will be considered to be 'new'. Following a check of basic approval markings and compliance with left hand rule of the road requirements, an **Individual Approval Certificate (IAC)** will be issued. If it is more than 12 months old or has done more than 3,000km, the items not requiring Directive Compliance documentation will be inspected. (The recorded mileage should include any mileage recorded on a previous speedometer). **\*Note : 3,000km equates to 1,865 miles**

If VOSA is unable to verify with the vehicle manufacturer the approval status of that vehicle, then alternative proof of compliance will be required (for example, a test at a Test Laboratory or a comparison with a known Type Approved vehicle, as appropriate).

Directive compliance may also be demonstrated by providing an Approval Certificate (if the vehicle was previously approved and subsequently modified) or a letter of Compliance with the specific Directives which appertain to your particular vehicle from the vehicle manufacturer, by reference to the vehicle's identification number.

Applicants should note that in all of these circumstances there may be a delay in obtaining the information required.

## 2. Comparison Test

For key areas (other than Noise and Emissions) it is possible to demonstrate compliance by

arranging for one of the Test Laboratories which are authorised by the **Vehicle Certification Agency (VCA)** to conduct a comparison test of the vehicle with a known Type Approved equivalent vehicle. You must make arrangements with the Test Laboratory directly to provide them with a European Approved vehicle for this purpose (this will be a commercial arrangement that VOSA will have no involvement in). This will check that certain components on the vehicle being tested are the same as those fitted to the Type Approved vehicle. The components checked are those that are believed could significantly affect the result of a Directive test for the key area in question. For noise, in place of a full Directive dynamic test (which requires a test on a test track and which can be affected by the prevailing weather conditions) it is possible to conduct a comparison test combined with a static noise test (as prescribed in the Directive).

Following successful completion of such a test, the Test Laboratory will provide a test report including specification pro-forma, photographs and a declaration of the findings.

Other than in respect of a Seat Belt Anchorage inspection, no substantial dismantling of the vehicle is envisaged (in either Directive Testing or Comparison testing), as a detailed inspection of visible or easily accessible components - e.g. brake layout/components should establish similarity. Components and items may need to be removed to identify critical items such as ECU, steering components and seat belt anchorages (one of each belt type - e.g. one side front, one side rear, one centre rear assuming L/H mirrors R/H). In the case of a comparison test this would be required on both the vehicles being compared.

It should be noted that although this method can be a cost effective way of demonstrating compliance, it can be very difficult finding a Type Approved vehicle that is identical to some vehicles built for non-European markets. In a situation where an imported vehicle does not have a European Approved comparable vehicle (and no documentation of compliance is available), full Directive tests at an authorised Test Laboratory would be necessary. Please note that in the case of seat belt anchorages, the Directive tests are destructive.

A test can be in respect of an individual vehicle. However, if it is intended to use the results of these tests for other similar vehicles, then it will be necessary for the test laboratory to submit to VOSA sufficient data to create a Model Report. A Model Report would cover all key areas that the comparison check covered.

Information obtained by the Test Laboratory for the purposes of a vehicle approval will be sent directly to VOSA.

### 3. Directive Test

Compliance can be demonstrated by arranging for a Directive test appropriate to the date of vehicle manufacture. This is possible for any of the key areas - although other methods of demonstrating compliance are likely to be more practical and/or cost effective for areas such as seat belt anchorages and protective steering which would involve destructive testing. The tests are effectively the same as is required in Type Approval for a vehicle of that date of manufacture. There are certain minor differences in the detail of the procedures to ensure that they are cost effective to carry out, and are possible without the vehicle manufacturer's support.

These tests are conducted only at the authorised Test Laboratories and the results are forwarded to VOSA Swansea. These will always consist of information on the result of the test and will contain certain measurements taken in the test that VOSA may require.

### 4. Model Report

A Model Report is used when an applicant wishes to prove compliance on a subsequent vehicle on the basis of a Directive or Comparison Test or series of tests conducted previously on a 'master' vehicle (or vehicles).

The purpose of the Model Report is to enable a VOSA examiner to check that the specification of subsequent vehicles are the same in all relevant respects to the one originally tested at the authorised test laboratory. It will include component descriptions, code numbers and



other identifying features supplemented by photographs or drawings.

If the vehicle presented for inspection matches the specification in the Model Report, it will pass and if it does not, it will fail and further modifications or alternative evidence of compliance will be necessary.

VOSA will be responsible for compiling Model Reports, although they will be owned by the applicant. Most Model Reports will consist of test reports and vehicle specification details from the Test Laboratory. For some vehicles e.g. where comparison on protective steering is required, the Laboratory will provide evidence to support the similarity of a non-type approved vehicle with one that has full Type Approval. Model Reports have considerable commercial value. The confidentiality of Model Reports will be protected to ensure that only those staff who need to know their contents are able to see them. However, applicants can if they wish, allow the use of Model Reports by others. VOSA will only use such reports where there is a written agreement between both parties and which is emailed to VOSA Swansea. Applicants using this process may be subject to a Compliance check (see page 21).

## Q - What are the services provided by Authorised Test Laboratories?

A - The services that authorised test laboratories may provide are :

- Testing, to Directive noise and emissions requirements that are applicable at the time of manufacture of the vehicle;
- Production of documents (drawings, photos) to enable VOSA examiners to be able to identify (without dismantling) vehicles that are sufficiently similar to the subject vehicle that had undergone the tests, (documenting a vehicle to support a request for a Model Report);
- Back to back examination of vehicles, for which there is a claim of EC specification but for which no evidence of Type Approval exists, against an EC Type Approved vehicle which is of the same specification, and the production of a report, (a comparison test)
- In some cases if required, testing to braking, seat belt anchorages and protective steering requirements. (Directive tests which could be destructive).

Laboratories that have been authorised for IVA testing are listed on the application forms which are available from VOSA or your DVLA local office. In addition, any laboratory from another country, which is already recognised by the Vehicle Certification Agency (VCA) as a Type Approval Technical Service, may also carry out this work.

**Please Note : The cost of such tests must be borne by the applicant.**

## Q - What is a Compliance Check?

A - If the vehicle is submitted for assessment against an existing Model Report, it may be chosen for a 'Compliance Check'. This is carried out on a sample of vehicles to ensure that vehicles submitted on the basis that they are built to the same specification as an original vehicle described in a Model Report (the original vehicle having been tested and found to comply with the relevant NIVA requirements) actually comply with the NIVA requirements and are built to the specification described in the Model Report.

The compliance check is part of the 'approval' process and vehicles submitted on the basis of an existing Model Report are therefore submitted on the understanding that they may be chosen for this check.

If the vehicle is selected for a compliance check, you will be notified when you present the vehicle for test. You will be required to leave the vehicle at the VOSA test site, from where it will be transported to an Independent approved Test Laboratory, which will carry out a full check of the vehicle against the nominated Model Report.

## Additional Information

### Q - What is Optional IVA?

A - From **April 29th 2009** passenger cars must comply with the new legislation. However optional IVA inspections will also be available from this date for buses, coaches, trucks and trailers prior to their mandatory implementation dates (this will not apply to vans, light trucks, pick-ups etc). Compulsory approval for these vehicles will be introduced in stages over the next few years from 2009 to 2014.

### Q - How do I apply for an IVA test?

A - IVA applications will be accepted from **31st March 2009** in preparation for examinations to commence on **29th April 2009**. IVA application forms will soon be available from VOSA test stations and local DVLA offices. Completed IVA applications, relevant supporting documentation and the correct fee must be sent to VOSA's Swansea office:

**The Vehicle and Operator Services  
Agency  
Ellipse  
Padley Road  
Swansea  
SA1 8AN**

If you are planning to apply for a large number of vehicles, you might wish for them to be inspected at other sites known as Designated Premises. These Designated Premises (DP's) are privately owned sites that have been authorised by VOSA for their examiners to use to carry out IVA inspections.

For a list of VOSA IVA Test Stations and Designated Premises, please either refer to the following website :

**[www.transportoffice.gov.uk](http://www.transportoffice.gov.uk)**

or telephone our Contact Centre on:

**0300 123 9000**

who will be able to supply you with a list and any other relevant information that you will need.



**Q - What documentation do I need to support a Personal Import application?**

**A -** In the case of a '**Personal Import**', the application must be supported by documentation (which must be certified and signed by the owner as being true copies of the originals) which confirms that the applicant was resident in a country other than the UK for a continuous period of at least 12 months, and that the vehicle has been in the possession of and used by that person for a period of 6 months before its importation. A certified copy of a **Customs and Excise 388 (C&E 388)** document may be acceptable for this purpose.

**Q - How is the IVA appointment allocated?**

**A -** On receipt of a completed IVA application form and the correct fee, it will be assessed at VOSA Swansea. Once fully processed, the form is then sent to your specified Test Station (or DP). They will notify you of your allocated inspection date and time in due course.

**Q - What about SVA Re-examinations of M<sub>1</sub> vehicles after 29th April 2009?**

**A -** All 'initial' SVA examinations conducted on vehicles before 29th April 2009 for which a "refusal to issue an approval certificate" is issued, will be allowed up to 6 months in which to be re-presented for a 're-examination' as provided for in current regulations.

**Q - Will my SVA certificate be valid after 29th April 2009?**

**A -** Due to the mandatory introduction of IVA, an SVA certificate issued to a passenger car (other than a van or special purpose vehicle) will only be valid for registration purposes until **31st October 2009**. After this date, SVA certificates presented to the DVLA in support of an application to register a passenger car will not be accepted.

# Appendix 1

## Personal Import

A vehicle is a personally imported vehicle if either the conditions in sub-paragraph (2) or those in sub-paragraph (3) are satisfied ('A' being, in the following sub-paragraphs below, the applicant for individual approval).

(2) The conditions in this sub-paragraph are satisfied if -

- (a) the vehicle has been imported by A upon entry into the United Kingdom,
- (b) 'A' had, prior to the time the vehicle was imported, been normally resident in a country other than the United Kingdom for a continuous period of at least 12 months,
- (c) 'A' intends to become normally resident in the United Kingdom,
- (d) the vehicle has been in the possession of and used by 'A' in the country where 'A' was normally resident for a period of at least 6 months before its importation, and
- (e) the vehicle is intended for 'A's' personal or household use in the United Kingdom

(3) The conditions in this sub-paragraph are satisfied if -

- (a) 'A' is a serving member of the Armed Forces and intends to import it into the United Kingdom within 12 months of the date of the application for individual approval;
- (b) at the time of that application 'A' has been normally resident in a country other than the United Kingdom for a continuous period of at least 12 months; and
- (c) paragraphs (c) to (e) of sub-paragraph (2) are satisfied.

(4) Subject to sub-paragraphs (5) to (7), for the purposes of this paragraph 'A' is to be treated as being normally resident in a country if -

- (a) 'A' usually lives in that country for a period of, or periods together amounting to, at least 185 days in a period of 12 months; and
- (b) that period, or those periods of residence occur because of 'A's' occupational and personal ties to that country.

(5) Where 'A' has no occupational ties, sub paragraph (4b) does not apply provided that 'A's' personal ties show close links with that country.

(6) Where 'A' has occupational ties in one country and personal ties in a second country, 'A' is to be treated, for the purposes of this paragraph, as being normally resident in the second country if either -

- (a) 'A's' stay in the first country is in order to carry out a task of a definite duration, or
- (b) 'A' returns regularly to the second country.

(7) But if 'A' is a United Kingdom citizen whose personal ties are in the United Kingdom and whose occupational ties are in the country other than the United Kingdom, 'A' is to be treated as normally resident in that other country if 'A' has lived there for a period of, or periods together amounting to, at least 185 days in the period of 12 months immediately preceding the date of entry into the United Kingdom.

(8) In this paragraph, "serving member of the Armed Forces" means a person who is employed by Her Majesty's air forces, Her Majesty's military forces or Her Majesty's naval forces but who is not a serving member of any of the reserve forces.

## Amateur Built

(1) A vehicle is an amateur built vehicle if -

- (a) the vehicle was -
  - (i) constructed or assembled or
  - (ii) having previously been registered under the 1994 Act, structurally modified, for the personal use of a person ('R') who is a relevant individual, and
- (b) the whole, or a substantial part, of the construction, assembly or modification was carried out -
  - (i) by 'R'

- (ii) by one or more relevant individuals acting on behalf, and under the direction, of 'R' or
- (iii) by 'R' and one or more relevant individuals acting on behalf, and under the direction, or 'R'

(2) For the purposes of this paragraph, a relevant individual in relation to a motor vehicle is an individual who does not, at any time during the period when the construction or assembly of the vehicle was being carried out, carry on a business in the course of which motor vehicles are normally constructed, assembled or modified.

## Rebuilt Vehicles

- (1) A vehicle is a rebuilt vehicle if it -
  - (b) is a vehicle to which the approval authority is required to assign a vehicle identification number,
  - (c) is not an amateur built vehicle or a vehicle manufactured using parts of a registered vehicle, and
  - (d) has been rebuilt using a replacement chassis, or an integral chassis body, which is of the same design and construction as that of the original vehicle and which -
    - (i) was supplied for the purpose without having been previously used, or
    - (ii) previously formed part of a vehicle registered under the 1994 Act or any earlier Act providing for the licensing and registration of mechanically propelled vehicles.

(2) For the purposes of sub-paragraph (1) the approval authority is required to assign a vehicle identification number to a vehicle where it appears to the authority upon receipt of an application under regulation 27 that the vehicle does not have a vehicle identification number which -

- (a) satisfies the requirements set out in paragraph 3 of the Annex to Council Directive 76/114/EEC(a),
- (b) has previously been assigned under the Schedule, or

- (c) if it does not fall within paragraph (a) or (b), is adequate for the purpose of enabling the vehicle to be identified.

## Very Low Volume Production Vehicles

(1) A vehicle is a vehicle manufactured in very low volume in the condition in which sub-paragraph (2) is satisfied.

(2) The condition is that the total number of vehicles of the family of types to which the vehicle in question belongs which are manufactured in the world during any period of 12 months falling within the period of 36 months immediately preceding the month in which the vehicle was manufactured does not exceed 300.

## Vehicles Manufactured using parts of a registered vehicle

A vehicle is a vehicle manufactured using parts of a registered vehicle if -

- (a) it is constructed or assembled by a person carrying on a business in the course of which motor vehicles are normally constructed or assembled;
- (b) it is equipped with an engine which has previously been used as the engine of another vehicle which had been registered under the 1994 Act or any earlier Act providing for the licensing and registration of mechanically propelled vehicles; and
- (c) it is equipped with one or more of the following components taken from the same vehicle as the engine -
  - (i) chassis
  - (ii) body
  - (iii) suspension
  - (iv) an axle
  - (v) transmission, or
  - (vi) steering assembly.

## Armoured Vehicle

An armoured vehicle is a civilian vehicle constructed or adapted for protection of conveyed passengers and/or goods and complies with armour plating anti-bullet requirements.

## Hearse

A hearse is a motor vehicle of category 'M' intended for the transport of deceased people and having special equipment for such purpose.



