



Application for replacement trade plates or change of address

Use black ink and CAPITAL letters when filling in this form.

For information about trade plates go to www.gov.uk/trade-licence-plates

VTL310

Section 1

Applicant's details

Important information

If there is a change of name or a change to your business or legal entity, you must tell DVLA by filling in form VTL301, 'Application for a first trade licence or additional licences'.

You can apply for a refund on your current trade licence by filling in form VTL308, 'Application for a refund of tax on surrender of a trade licence'.

Both forms are available from www.gov.uk/trade-licence-plates

Official use only

Date received at DVLA:

Trade Plate Number

Trade Licence Holder number (if you know it)

Business name

Your name

Business address

Postcode

Business phone number

Please put an **X** in the box if the above address is new. If you are not applying for replacement trade plates, please go straight to Section 4 over the page.

Mobile phone number

Email address

Section 2

Replacement trade plate details

Important information

You must return any remaining trade plates. This could be a front or rear plate from a set or a bicycle plate and includes any damaged plates.

We'll issue a full set of replacement trade plates.

I am applying for replacement trade plates

I declare that the original trade plates have been (put an **X** in one box only)

Lost Damaged

Destroyed Stolen

Date plates lost or stolen (if applicable)

If lost or stolen please provide the police crime reference number

Section 3

Payment

Your checklist

You must:

- enclose a cheque or postal order made payable to 'DVLA Swansea' – altered or damaged cheques cannot be accepted
- please return any remaining plates (front or rear) including a bicycle plate or damaged trade plates along with your completed application – you'll receive a full set of replacement plates

I enclose the fee of £ .

Cheques and postal orders should be made payable to 'DVLA Swansea'. We cannot accept damaged or altered cheques. If you send us a damaged or altered cheque, your application will be rejected and returned to you.

Cheque or postal order number

Replacement trade plate fees

| | |
|---|---------------|
| All types of vehicles – you'll receive 2 plates (1 front and 1 rear) | £13.50 |
| All types of vehicles and bicycle plates – you'll receive 3 plates (1 front, 1 rear and 1 bicycle) | £18.00 |
| Bicycle plates only – you'll receive 1 plate (1 bicycle) | £7.00 |

Section 4

Declaration

I declare that the information given on this application form is correct and I agree to return, if applicable, any missing trade plates if later found to DVLA.

Signature

Date

If you are signing on behalf of a partnership, limited company, or other legal entity, please state in what capacity.

What happens next

We'll send your full set of replacement trade plates and licence confirmation to you in 2 separate packages. You should receive these within 4 weeks of us receiving your application.

Where to send your application

Please send your completed application and any remaining trade plates (front or rear), including a bicycle plate or any damaged plates, to the address below:

DVLA
Swansea
SA99 1DZ

Data Protection

DVLA handles your personal data in accordance with road vehicle law and data protection laws. The law allows us to release your data to the police and other enforcement bodies. We also provide data to other parties where the law allows it. For further information about how we process your data, your rights and who to contact, see our privacy notice at www.gov.uk/dvla/privacy-policy

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