



# NOTIFICATION OF AN ALTERATION TO A PUBLIC SERVICE VEHICLE VTP5

Public Passenger Vehicles Act 1981

*Please read all the **Notes** as you complete this form.*

**FAILURE TO COMPLETE THE FORM ACCURATELY OR IN FULL COULD RESULT IN  
DELAYS OR REJECTION**

## 1a. OWNER / APPLICANT CONTACT DETAILS

Title :  Name :

Company Name :   
(If applicable)

Address :

Post code :  Tel. No. :

Email Address :

## 1b. PRESENTER DETAILS (If different from owner)

Title :  Name :

Company Name :   
(If applicable)

Address :

Postcode :  Tel. No. :

## 2. TEST STATION DETAILS

Which **test location** would you prefer? :

**Please Note** : Examinations are normally conducted at DVSA test locations. Please allow **3 clear weeks** for your application to be processed. If you do not hear from us within this time, please contact our **Customer Contact Centre** on **0300 123 9000**.

## 3. VEHICLE DETAILS

Reg. Mark :	<input type="text"/>	Full Chassis (VIN) No. :	<input type="text"/>									
Chassis Body	Make	Model	Month / Year of Manufacture									
	<input type="text"/>	<input type="text"/>	/									
	<input type="text"/>	<input type="text"/>	/									

**3. VEHICLE DETAILS (Cont...)****External Dimensions (cm) ▼**

Maximum Length  Maximum Height  Wheelbase

A single Notification can be used for up to 10 vehicles, providing the vehicles and the alteration are of identical technical specification and the vehicles are to be inspected in the same geographical area.

Is this Notification for more than one vehicle? YES  NO

If YES, please complete the **Annex** to this application on **page 4**.

**4. DETAILS OF NOTIFIABLE ALTERATION**

**Please Note** : Details of notifiable alterations to a PSV are subject to the requirements of Section 20 of the Public Passenger Vehicles Act 1981 as amended by Section 29 of the Transport Act 1985. If you make any alteration to the specification of a Public Service Vehicle, you are required to notify us. Normal replacement of worn, defective or damaged parts, or components on a like for like basis and the fitment of emissions abatement devices are **not** notifiable. **Please give details of all the alterations (including consequential alterations) that have been made to the vehicle below.** DVSA may refuse to examine your vehicle, or request it is returned for further examination if all the alterations are not disclosed. ▼

**5. STANDARD TO BE APPLIED ON RE-APPROVAL**

If the vehicle has been subject to an alteration of a 'body related' item e.g. seating or standing capacity, exits, internal modification etc; is it now :

- a. Considered compliant with the technical standards as applied at the time of **original** certification (e.g. ECR Reg.107.02, Reg.36, Reg.52 Directive 2001/85, COIF or C & U requirements)? YES  NO
- b. Considered compliant with the required standards of item 52, Part 4 of Schedule 2 of the Road Vehicles (Approval) Regulations 2020 (IVA)? YES  NO

**Please Note** : This criteria (b) is only accepted as an alternative in respect of a vehicle original approved to Reg.107.02, Reg.36, Reg.52 or EC Directive 2001/85. Check our [Guide to notifiable alterations to a public service vehicle](#) for more information on the standards applicable.

**6. CHANGES TO CARRYING CAPACITY**

Where the alteration changes the carrying capacity, please provide the following details :

	Before Alteration	After Alteration
• Upper Deck Capacity	<input type="text"/>	<input type="text"/>
• Lower Deck Capacity	<input type="text"/>	<input type="text"/>
• Standing Passengers	<input type="text"/>	<input type="text"/>
• Wheelchair Positions	<input type="text"/>	<input type="text"/>
• Crew Seats Fitted	<input type="text"/>	<input type="text"/>

**7. Where an item has been added to the vehicle or the carrying capacity has increased, please indicate which of the following items are fitted :**

Air Conditioning YES  NO  If YES, please give the location below ▼

Alloy Wheels YES  NO  Entertainment Monitor / Screen YES  NO   
 Double Glazing YES  NO  Wheelchair Lift or Ramp YES  NO

**8. TYPE OF SUSPENSION**

Please provide the type of suspension fitted to each axle e.g. air, leaf etc :

Axle 1  Axle 2  Axle 3  Axle 4

**9. VEHICLE UNLADEN WEIGHT**

Has the unladen weight changed as a result of the alteration? : YES  NO

If 'YES' please provide the new weight :  kg

*Please Note : Evidence must be provided at the time of inspection.*

**10. EXAMINATION REQUIREMENTS**

The conditions that apply at the time of examination are listed in the application appointment letter you will receive after your application has been processed.

**11. DATA PROTECTION, DECLARATION & SIGNATURE**

**DATA PROTECTION** – The personal information you provide on this form will be used for the purposes of DVSA’s statutory functions. It will not be disclosed to other organisations unless required or permitted by law. For further information, visit the Personal Information Charter available from [www.gov.uk/dvsa](http://www.gov.uk/dvsa).

**DECLARATION** – I the undersigned declare that:

- the vehicle listed above (and including any listed on Annex VTP 5A) will be built in accordance with the required standards contained in the relevant COIF/DDA Regulations;
- as far as I know, all statements in this application are true.

Signature :

Date :

Print Full Name :

**Please Note** : All ‘Declaration’ sections above **must** be completed. A typed ‘Signature’ is acceptable if sending your form electronically.

**ON COMPLETION**

Please attach your **fully completed** application to the ‘**Technical Application System**’ (TAS) available on : [www.gov.uk/apply-vehicle-test-certificate-coach-bus](http://www.gov.uk/apply-vehicle-test-certificate-coach-bus)

Should you experience problems accessing TAS, please try an alternative browser.

**DVSA Customer Contact Centre : 0300 123 9000**

VTP 5A Annex Continued Overleaf ►



**NOTIFICATION OF AN ALTERATION TO  
A PUBLIC SERVICE VEHICLE  
VTP 5A ANNEX**

Public Passenger Vehicles Act 1981

**OWNER / APPLICANT DETAILS**

Title :  Name :

Company Name :   
(If applicable)

**VEHICLE 2**

Reg. Mark :  Full Chassis (VIN) No. :

**VEHICLE 3**

Reg. Mark :  Full Chassis (VIN) No. :

**VEHICLE 4**

Reg. Mark :  Full Chassis (VIN) No. :

**VEHICLE 5**

Reg. Mark :  Full Chassis (VIN) No. :

**VEHICLE 6**

Reg. Mark :  Full Chassis (VIN) No. :

**VEHICLE 7**

Reg. Mark :  Full Chassis (VIN) No. :

**VEHICLE 8**

Reg. Mark :  Full Chassis (VIN) No. :

**VEHICLE 9**

Reg. Mark :  Full Chassis (VIN) No. :

**VEHICLE 10**

Reg. Mark :  Full Chassis (VIN) No. :