Do not use this form to tax a heavy goods vehicle (except for showman's goods), recovery vehicles or special trailers. For HGV vehicles use a V85 and apply at a DVLA local office.

A Why you should use this form

You should only use this form if:

- you haven't received a 'Renewal reminder for a tax disc or Statutory Off Road Notification' (V11);
- any vehicle details (for example, tax class) have changed;
- there has been a break in taxing the vehicle; or
- you want to tax a vehicle during a SORN.

B When to apply

If your vehicle is taxed

You can apply from the 5th day of the month in which your current tax disc runs out. Your new tax disc will come into force on the first day of the next month and you should not display it on your vehicle until then. If you apply by post, you must send a letter explaining why you are applying early.

If you are going to be abroad when your current tax disc runs out, you can take or post your application up to two calendar months before your current tax disc runs out to a Post Office® branch that deal with advance applications. If you apply by post, you must send a letter explaining why you are applying early.

If your vehicle is not taxed or has a SORN

If you apply in the last two working days of a month, the tax disc can start on the first day of the next month. If you apply before then, your tax disc will be backdated to the start of the current month. (Saturday is classed as a working day at Post Office® branches.)

C Where and how to apply

You can apply in person or by post to a Post Office® branch that issues tax discs. (See section G for details.) You can also apply to change to the disabled tax class at the Post Office® if you have the full V5C.

You can apply in person or by post to a DVLA local office if any of the following apply.

- If the details you give in section 2 of this form are different from those shown on the V5C or V5C/2.
- If you are applying to change the tax class of the vehicle.
- If you want to tax the vehicle in the disabled passenger vehicle (DPV), limited use, general haulage, general haulage reduced pollution or bus reduced pollution tax class.
- If there has been a change to the fuel type or engine size (CCs) of the vehicle and this makes a lower or higher rate of vehicle tax apply to the vehicle. You will need to provide proof of the change (see note 3 in section F).

See section G for details of how to find the address of your nearest DVLA local office.

Do not send this form to us at DVLA, Swansea.

D The documents you need to produce

- **The V5C or the new keeper's details (V5C/2)** – see note 1 in section F opposite.
- **A valid insurance certificate or cover note** (not the policy, schedule, renewal notice or receipt). The certificate must cover liability to third parties, be valid on the date the tax disc comes into force, and show that it covers the vehicle you are taxing. If the cover isn't clear, you may be asked to provide written confirmation of the cover.
- **A valid MoT, PSV or Goods Vehicle test certificate** – the certificate must be valid on the date the tax disc comes into force. If you have a vehicle that does not need an MoT or test certificate, see section G opposite.
- **A valid reduced-pollution certificate** for reduced-pollution vehicles only. Your vehicle must continue to meet reduced-pollution standards for the period covered by the tax disc. For more information, go to **www.businesslink.gov.uk/RPCertificates**
- **A valid 'Vehicle tax exemption certificate'** (Certificate of Entitlement, DLA404, MHS330 or WPA442) if you are applying to tax the vehicle in the disabled tax class. (This does not apply to invalid carriages.)
- **A Certificate of initial fitness (PSV418)** or its equivalent (PSV401, 408, 500, 506) if you are taxing the vehicle in the bus tax class for the first time.

All documents must be originals; not photocopies, faxed copies. However, downloaded insurance certificates will be accepted.

E How to pay

The different rates of tax are given on **www.direct.gov.uk/vehicletax** and in 'Rates of Vehicle Tax' (V149) which you can get from **www.direct.gov.uk/motoringleaflets**, Post Office® branches that issue tax discs and DVLA local offices.

At a Post Office® branch in person or by post

- You can pay by cheque or postal order (made out to 'Post Office Ltd'), Post Office saving stamps, Post Office budget card or by traveller's cheques (in pounds sterling).
- Please keep the Post Office receipt in a safe place as you may need it at a later date.

At a DVLA local office in person or by post

- You can pay by debit card or credit card. There is a £2.50 fee if you use your credit card. Cash, cheque or postal order made payable to DVLA Swansea or sterling traveller's cheques. You cannot use Post Office saving stamps at a DVLA local office.

If your vehicle has not been taxed and does not have a SORN, you must pay any overdue tax direct to a DVLA local office.

If you pay with a cheque which bounces, the tax disc will not be valid and the vehicle will not be taxed.

F Special notes

1. If you have just bought a vehicle that is not taxed and do not have the New keeper's details (V5C/2), you will not be able to tax it until you get a V5C in your name. You should apply for a V5C using an 'Application for a Registration Certificate' (V62) and pay a fee. You can download the form from **www.direct.gov.uk/motoringforms** or get one from a DVLA local office or any Post Office® branch that issues tax discs.
2. By law you (as the seller), must hand over the V5C/2 when you sell the vehicle. If you (as the buyer) have a V5C/2, you can tax your vehicle at a Post Office® branch that issues tax discs if you do this within two months of the date you bought the vehicle, or within 13 months at a DVLA local office.
3. If any of the vehicle's details need to be changed on the V5C/2 you must fill in a V62 and visit or post the application to a DVLA local office.
4. If you are already the registered keeper of a vehicle but have lost your V5C, you can tax your vehicle at a DVLA local office, but you will need to fill in a V62 and pay a fee. Or, if there are no changes to your details, you can phone Customer Enquiries on 0300 790 6802 and pay a fee to apply for a new V5C. When you receive your new V5C, you will be able to tax your vehicle at a Post Office® branch that issues tax discs or apply online.

G Further information

You can get more information on taxing your vehicle:

- on the website at **www.direct.gov.uk/vehicletax** or
- in our booklet 'What you need to know about registering and taxing your vehicle' (V100), which you can get from **www.direct.gov.uk/motoringleaflets**, all Post Office® branches and DVLA local offices.

You can find the addresses for your nearest DVLA local office:

- on the website at **www.direct.gov.uk/dvlalocal** or
- by phoning 0300 123 1277 (you will be asked to give your postcode).

DVLA local offices are open between 9am and 5pm on Monday to Friday, and between 9.30am and 5pm on the second Wednesday of each month.

Certain vehicles do not have to have MoT tests. For more information, see the 'Claim for Exemption from Testing' leaflet (V112) or the 'Goods Vehicle Testing – Declaration of Exemption' leaflet (V112G). You can get these from **www.direct.gov.uk/motoringforms**, DVLA local offices or Post Office® branches that issue tax discs. If your vehicle is exempt (does not have to be tested), you should fill in and sign the V112 or V112G and send it with this application.

If you are not satisfied with the service you receive from us, please see 'Customer service guide and what to do if things go wrong' (INS101). You can get this from **www.direct.go.uk/motoringleaflets**, by phoning Customer Enquiries on 0300 790 6802 and from DVLA local offices.

Phone lines are open between 8am and 8.30pm Monday to Friday and between 8am and 5.30pm on Saturdays. Some calls will be monitored for quality and training purposes. If you are deaf or hard of hearing and have a textphone, call 0300 123 1279. (This number will not respond to ordinary phones.)

H Data protection – releasing information

We will store your details on our vehicle register. We can release the details if we must do so by law. You can get more information on how and when we can release your details by visiting the website at **www.direct.gov.uk/dvladataprotection**

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Clarity approved by Plain English Campaign

An executive agency of the Department for Transport

Driver and Vehicle Licensing Agency

Application for a tax disc

Please see the guidance notes over the page.
For more information go to **www.direct.gov.uk/vehicletax**

V10

If you are applying in person at a Post Office® branch that issues tax discs and you have a registration certificate (V5C) you do not need to fill in this form. For HGV vehicles use the 'Application to tax an HGV vehicle' (V85) and apply at a DVLA local office.

Official use only
11/10

Date stamp

1 Your details

Please write clearly in **black ink** using **CAPITAL LETTERS**.

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (for example, Dr) ☐

Business or organisation's name:

First names:

Surname:

Current address

House number:

Post town:

Postcode:

2 Vehicle details

Registration number (please write in the boxes): 2

Make: **Model:**

Tax class you are applying for:
(For example, private/light goods (PLG), petrol car and so on.)

If PLG, bicycle or tricycle, please give the exact engine size in cc

If bus, how many seats are there (including the driver's seat)?

3 VC

4 Prefix

Serial Number

5 Fee

O/U Payments (DVLA use only)

6 6 Mths 12 Mths

expiry date (DVLA use only)

SR V5C change V5C/2 noted V62 noted

Method of payment

Chq PO Cash Other

3 Tax disc details

How long do you want the tax disc to run for? **six months** ☐ **12 months** ☐

If you buy a six-month tax disc you pay an extra 10% to cover a handling charge.

When will your current tax disc or Statutory Off Road Notification (SORN) end?
(If you do not know the date because you bought the vehicle without tax, give the date you bought the vehicle.)

DD MM YYYY

What month and year do you want the tax disc to start?
(You cannot backdate the tax to before the first day of the month in which you are making this application.
See section E over the page for how to pay backdated tax.)

DD MM YYYY

It is an offence to be the registered keeper of a vehicle that is not taxed. If you do not tax your vehicle or make a SORN, you could be fined £1000 or more. It is also an offence to be the registered keeper of a vehicle that is taxed and not insured.

If your vehicle does not need an MoT or Goods Vehicle Test Certificate fill in 'Exemption from MoT' (V112) or 'Exemption from goods vehicles testing' (V112G) (see section G).

Note: if you are using this form at a Post Office® branch that issues tax discs, the information on it will be sent to us electronically. The member of staff at the Post Office® will hand this form back to you with your new tax disc and a receipt (see section B over the page). Please do not send this application to us. Please keep the receipt as you may need it later.