



Driver and Vehicle  
Licensing Agency

INF85

# Protect your Off Road Vehicle

Motorcycles, Quadricycles and  
Construction/Plant Machinery

For more information go to [www.direct.gov.uk/vehiclereg](http://www.direct.gov.uk/vehiclereg)



The Government Standard

**L**ike all vehicles, off road vehicles are at risk of being stolen. However, if they are stolen they are more difficult to find if they are not registered at DVLA. A scheme has been introduced to register off road vehicles (mainly motorcycles, construction, plant machinery) in order to improve detection rates in theft.

## What you need to do to register your off road vehicle

Go to your DVLA local office. You can find the address of your nearest DVLA local office:

- at [www.direct.gov.uk/dvla/local](http://www.direct.gov.uk/dvla/local), or
- by phoning 0300 123 1277 (you will be asked to give your postcode).

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

You should take documentation showing the Vehicle Identity Number (VIN), engine number and proof of ownership with you. Your vehicle may need to be inspected. You must also take your photocard driving licence as proof of name and address. If you do not have one, you must produce one original document (not a copy) from each of the two lists below.

### Documents confirming your name

- Current DVLA paper driving licence
- UK/EU Passport
- Birth Certificate
- Marriage Certificate
- Decree nisi/absolute

### Documents confirming your address

- Utility bill issued within the last three months – gas, electricity, water, landline phone
- Council tax bill for current year
- Bank/Building Society statement issued within the last three months
- Medical card

You will be asked to fill in an 'Application for a first tax disc and registration of a used motor vehicle' (V55/5), and to sign the declaration attached to this booklet confirming that your vehicle will not be used on the public road.

You will be given a registration number but as long as the vehicle is not used or kept on the public road you do not have to display a number plate on the vehicle. A Registration Certificate (V5C) will be sent to you within 4 weeks.

### **Will you have to pay the vehicle registration fee?**

No – this is a voluntary scheme and is exempt.

### **What registration number will you get?**

All vehicles registered for off road use will be given a Q prefix registration number.

### **Will you have to pay for vehicle tax?**

No – and you will not be issued with a tax disc.

### **Will you need insurance and a vehicle test certificate (MoT or GVT)?**

No – not to register your vehicle for off road use.

### **Will you need to make a Statutory Off Road Notification (SORN) annually?**

No.

### **What if you want to use your vehicle on the road?**

If you need to use your vehicle on the public road you will need to tax it at your nearest DVLA local office. You will need to provide evidence of type approval, unless your vehicle is exempt. This may be European Community Whole Vehicle Approval (ECWVTA) or, if this is not available, an approval certificate issued by Vehicle Certification Agency (VCA) under the Single Vehicle Approval (SVA)/Individual Vehicle Approval (IVA)/Motorcycle Single Vehicle Approval (MSVA) Scheme. These schemes seek to establish that the vehicle complies with UK safety and environmental standards. More information on these schemes is available on the website [www.direct.gov.uk/vehiclereg](http://www.direct.gov.uk/vehiclereg) or from VOSA on 0300 123 9000.

#### **Please note:**

**When you tax your vehicle for road use you will need to pay the first registration fee.**





## Declaration – Using a vehicle Off Road

This declaration should be filled in and submitted together with a 'Application for a first tax disc and registration of a used motor vehicle' (V55/5) application form when registering a vehicle for Off Road use.

I declare that vehicle

\_\_\_\_\_

(frame/chassis/VIN no.)

**will be used exclusively off road.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### Important Note:

If you need to use your vehicle on the public road you **must** tax it at your nearest DVLA local office.

As well as Type Approval, all vehicles used on a public road are subject to construction and use requirements and must comply with the Road Vehicles (Construction and Use) Regulations 1986. It is the keeper's responsibility to make sure that the vehicle meets the Construction and Use Regulations in place for road use.

### **The “Construction Equipment Security and Registration” (CESAR) scheme**

The Plant Theft Action Group have introduced a scheme to protect and trace registered Plant and Machinery. CESAR is administered by Datatag, all vehicles registered under the scheme are permanently fitted with two unique and highly visible triangular identification plates which are tamper evident and contain a unique Datatag transponder to aid in the recovery of the vehicles in the event of theft.

Each machine and CESAR system is permanently registered on Datatag's secure and accredited database for Police and Customer enquiries.

All appropriate machinery and equipment will be registered on the DVLA's Off Road Register (ORR) allowing police instant access to the Police National Computer and registered keeper files.

For further information about CESAR contact Sarah Dodd on 01932 796788.

#### **Please note:**

**You should not contact DVLA if you have any queries regarding the CESAR scheme.**

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