Driver and Vehicle Licensing Agency

INF46

Registration numbers and you

For more information go to **www.direct.gov.uk/numbertransfer**

CUSTOMER SERVICE EXCELLENCE

UK

The Government Standard

INVESTORS IN PEOPLE

4/11

An executive agency of the Department for Transport

Contents

		Page
1.	What are registration numbers?	3
2.	Displaying registration numbers	3
3.	Where can you get a personalised registration number?	3
4.	What do you get for your money?	4
5.	Where else can you get a registration number?	4
6.	Transferring and retaining (keep the use of) registration numbers	5
7.	What if your right to assign or retain your registration number is due to end	6
8.	Can you add or change the Nominee's details on your Certificate of Entitlement or Retention Document?	7
9.	What if you no longer want to assign the registration number?	7
10.	You have seen Northern Ireland registration numbers advertised. Can you transfer one onto your vehicle?	7
11.	What if the vehicle is leased?	8
12.	What if your vehicle is stolen and not recovered?	8
13.	What if your vehicle is written off?	8
14.	What if your vehicle no longer exists or has been scrapped?	9
15.	What happens to the registration number if you export your vehicle?	9
16.	Can you keep the registration number if you want to rebuild your vehicle or convert it?	10
17.	You have an old vehicle which is not registered at DVLA. Can you register the vehicle and transfer or retain its registration number?	10
Further information		11

1. What are registration numbers?

Registration numbers are a way of identifying vehicles. **All registration numbers are owned by the Secretary of State** and are allocated to vehicles (and may be withdrawn) as part of the process of registering and taxing vehicles.

2. Displaying registration numbers

Registration numbers must be correctly displayed in line with the law. You must go to a Registered Number Plate Supplier (RNPS) to get a number plate.

If you do not keep to the law relating to the style, size and spacing of letters and numbers on number plates, you could be fined up to £1000 and the registration number may be permanently withdrawn from use.

You can get more information on spacing in leaflet **Vehicle registration numbers and number plates (INF104)** – which you can download from **www.direct.gov.uk/motoringleaflets**

You cannot use a registration number to make your vehicle appear younger than it actually is.

3. Where can you get a personalised registration number?

DVLA personalised registrations

Which one would you choose?

We have our own sales scheme, offering a range of registration numbers which have never been issued. Through this scheme you can buy the right to have a particular registration number assigned (put on) to a vehicle.

Visit our website at **dvlaregistrations.direct.gov.uk** to see what personalised registrations we have available and how much they cost. Our prices start from £250, and include VAT and the 'assignment fee' (this is the fee we charge to put the registration number on a vehicle). When you are ready, you can buy online 24 hours a day.

We auction some registration numbers.
We hold about six auctions a year, each selling 1500 registration numbers.

Full details of each auction are advertised in the press and on our website. If you would like more information about our auctions or you want to join our mailing list, then visit our website or write to:

DVLA Personalised Registrations (Marketing)
Swansea SA99 1DN.

Registration numbers bought under our sales scheme can only be used on vehicles that are registered (or about to be registered), taxed and used in mainland Great Britain (GB).

4. What do you get for your money?

You buy the right to have the registration number assigned to a vehicle registered in your name, or in the name of another person (the Nominee).

The Nominee has no right to the registration number until it is assigned to their vehicle.

We will send you a 'Certificate of Entitlement' (V750). This will include details of:

- the registration number;
- the Purchaser and Nominee; and
- the date the right to assign the registration number will end (see section 7).

You can extend the right for a further one year, two years or three years. You can add (if you do not have one), or change a Nominee up until or at the same time the registration number is assigned. More details about this are on the V750 (see section 8).

5. Where else can you get a registration number?

Dealers in registration numbers advertise in the national press or specialist magazines and many have their own website. They may sell registration numbers from their stock or act as an agent for motorists who want to sell the registration number from their vehicle. Dealers may also sell registration numbers that they have bought from us, but they are not acting on behalf of DVLA.

6. Transferring and retaining (keep the use of) registration numbers

Transferring a registration number

A transfer allows a registration number to be moved from one vehicle to another. Only the registered keeper of a vehicle can apply to transfer its registration number. **When a vehicle is registered with another registration number, that vehicle will have its existing registration number withdrawn unless you apply to transfer or retain it at the same time.**

Retaining a registration number

A retention allows a registration number to be removed from a vehicle and held on a document.

You can choose to retain a registration number for either one year, two years or three years, paying the correct fee as shown on the Application to transfer or retain a vehicle registration number (V317). The retention fee is not refundable.

Only the registered keeper of a vehicle can apply to retain a registration number and choose to become the Grantee or give the details of someone else.

The Grantee is the one who has the right to the registration number. The Grantee has the right to assign (put on) the registration number to a vehicle registered in someone else's name. This person is known as a Nominee.

We will issue **a 'Retention Document' (V778)** to the Grantee. This will include details of:

- the registration number;
- the Nominee (if one is given in the application); and
- the date the registration number should be assigned by.

The Nominee has no right to the registration number until it is assigned to their vehicle.

Once the Grantee has assigned the registration number to their or their Nominee's vehicle, the right to the registration number goes to the registered keeper of that vehicle.

How to apply to transfer or retain a registration number

You, as the registered keeper, will need to fill in form V317. This form contains more information about transferring or retaining a registration number. You can get the form from **www.direct.gov.uk/motoringforms** or from your nearest DVLA local office.

You can find the address of your nearest local office:

- on the website at **www.direct.gov.uk/dvlalocal**; or
- by phoning 0300 123 1277 (you will have 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.

Registration numbers that cannot be transferred

Check your Registration Certificate (V5C) before you apply, to make sure that the registration number can be transferred. If the V5C states that the registration number is non-transferable, you cannot transfer or retain it.

Registration numbers starting with 'Q'

If a vehicle has a registration number starting with 'Q' or Northern Ireland (NI) 'Q' prefix, that registration number cannot be transferred and must stay on the vehicle unless evidence of its age is found. In this case, you should send the evidence to your nearest DVLA local office who can then provide a replacement registration number appropriate to the age of the vehicle.

7. What if your right to assign or retain your registration number is due to end?

You must either assign the registration number or apply for an extension before this happens. Your V750 or V778 will tell you how to do this.

You will lose your right if you act too late.

You can extend the right to a registration number

for either one year, two years or three years, paying the correct fee as shown on either the V750 or V778. These extension fees are not refundable.

8. Can you add or change the Nominee's details on your Certificate of Entitlement or Retention Document?

Yes, as long as your Certificate or Document has not run out. Your V750 or V778 will tell you how to do this.

9. What if you no longer want to assign the registration number?

If you are not going to assign the registration number, you can allow your right to end. You can then apply for a refund of the assignment fee you paid when you got the right. Your V750 or V778 will tell you how to do this.

If you allow your right to end, you will not be able to get it back at a later date.

You can only apply for a refund of the assignment fee after the right has run out and within six years of that date.

10. You have seen Northern Ireland registration numbers advertised. Can you transfer one onto your vehicle?

Yes, as long as both vehicles are registered either at DVLA or on the Northern Ireland register. Similarly, you can transfer a GB registration number to a vehicle registered in Northern Ireland. In either case the vehicles must meet the conditions of the transfer scheme.

Northern Ireland registration numbers held on **V750(NI)** certificates cannot be assigned directly to vehicles registered with us. They must be assigned first to vehicles registered in Northern Ireland.

11. What if the vehicle is leased?

Only the vehicle's registered keeper can apply to transfer or retain a registration number. The leasing company (if they are the keeper) would have the right to transfer or retain the registration number. If you still want to assign a registration number on a leased vehicle, check with the leasing company that they agree to you doing so and that they are prepared to co-operate with transferring or retaining the registration number in the future.

12. What if your vehicle is stolen and not recovered?

If your vehicle is stolen and not recovered, after a year you can apply to have its registration number **transferred to your replacement vehicle** as long as certain conditions of the transfer scheme are met. In addition the following must also apply:

- The theft must have been reported to the police.
- The vehicle must have been recorded by us as stolen for at least 12 months.
- The vehicle must have had a valid tax disc at the time of theft.
- We get a letter from your insurers to confirm that they have no interest in the registration number. (This must be provided because once insurers have settled your claim, they have a legal right to the vehicle if it is recovered.)

To apply, or for more information, write to:

Personalised Registrations
DVLA
Swansea
SA99 1BW

You will need to give the registration number.

You cannot retain a registration number if your vehicle is stolen and not recovered.

13. What if your vehicle is written off?

If your vehicle is written off, you can still apply to transfer or retain its registration number as long as:

- the vehicle is available to be inspected (we may also ask for an insurer's engineers report); and

- you can meet all the conditions of the transfer or retention schemes.

Important – if you want to transfer or retain the registration number you must make sure your insurers know that the vehicle must be made available for us to inspect. If your insurers settle your claim and sell the vehicle as salvage before the registration number is properly transferred or retained, it will pass with the vehicle to the new keeper and you will lose your right.

Once you have successfully transferred or retained your registration number from the written off vehicle, let your insurers know about the change of registration number and send them the replacement **V5C**. If your insurers intend to sell the write off as salvage, the vehicle must display the replacement registration number.

14. What if your vehicle no longer exists or has been scrapped?

Once a vehicle no longer exists its registration number is withdrawn.

If your vehicle has been scrapped, you will not be able to transfer its registration number. For more information you can visit **www.direct.gov.uk/atf**

15. What happens to the registration number if you export your vehicle?

By law you must tell us if you are taking your vehicle abroad for more than 12 months.

If you want to transfer or retain the registration number you must do so before the vehicle leaves Great Britain. You cannot apply once the vehicle is out of the country.

What you need to do to transfer or retain the registration number depends on the circumstances.

You should get advice from your DVLA local office or from Customer Enquiries, **well before** the date the vehicle is being exported. Please phone 0300 790 6802. Lines are open between 8am and 7pm Monday to Friday, and between 8am and 2pm on Saturdays.

16. Can you keep the registration number if you want to rebuild your vehicle or convert it?

Not all registration numbers can be transferred. Your V5C will say if you can transfer the registration number. If you can you should consider:

- transferring it to another vehicle; or
- retaining it on a document **before breaking up or carrying out any alterations or conversions**. If you do not do this you may lose your right to the registration number.

For more information see Guidelines for the registration of rebuilt or radically altered vehicles and kit cars leaflet (INF26).

17. You have an old vehicle which is not registered at DVLA. Can you register the vehicle and transfer or retain its registration number?

It is possible for you to register the vehicle at DVLA, but you will not be able to transfer or retain the registration number.

For more details you can visit **www.direct.gov.uk/motoring** or see leaflet How to register your 'old' vehicle (V848) which is available from your nearest DVLA local office.

Further information

For more information you can visit **www.direct.gov.uk/numbertransfer**

You can also get information from your nearest local office. You can find the address of your nearest DVLA local office by:

- visiting the website at **www.direct.gov.uk/dvlalocal**; or
- phoning 0300 123 1277 (you will need 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 can also phone Customer Enquiries (Vehicles) on **0300 790 6802** between 8am and 7pm Monday to Friday, and between 8am and 2pm on Saturdays. Customers who are deaf or hard of hearing and have a textphone should phone **0300 123 1279**. This number will not respond to ordinary phones.

All fees quoted were correct when this booklet was printed.