

# Application for an annual test of a heavy goods vehicle

(motor vehicle, trailer or semi-trailer)  
or for a first test of a motor vehicle  
VTG40



Vehicle & Operator Services Agency

Please read these notes before you complete this application.  
Failure to complete accurately could cause delay.

Form VTG40 must be used when applying for:

- annual test for any motor vehicle or trailer, first test of a motor vehicle (if a Ministry Plate has not been issued for the vehicle use Form VTG1)
- a new appointment for a vehicle after:
  - a failure to attend
  - a refusal to test, or
  - a cancellation where less than 7 working days notice was given
- a re-test after 14 working days of the original test.

A separate form must be completed for both vehicle and trailer in a combination, together with the appropriate fee.

### When to apply

Applications for test must be sent not less than 1 month and not more than 3 months before the required date.

For vehicles with a current test certificate or for the 1st test for motor vehicles an annual test earlier than 2 months prior to the due date is permissible. Annual tests in subsequent years will be due by the last day of the month in which the test certificate was issued.

You are advised to apply early in the relevant period. The appropriate testing station will notify you of the date and time at which the vehicle should be submitted for test.

**IF YOU HAVE NOT RECEIVED CONFIRMATION OF YOUR TEST APPOINTMENT WITHIN 5 WORKING DAYS OF MAKING YOUR APPLICATION, PLEASE CONTACT US ON 0300 123 9000. (calls provided by BT are charged at a low rate; charges from other providers may vary)**

### On Completion

Send you application, together with the appropriate fee to:  
Annual Bookings, VOSA  
PO Box 82,  
SWANSEA  
SA1 1HQ  
Tel 0300 123 9000

or any local  
Test Station

When completing this form please remember the following points:

Remember to  the relevant box and in **BLOCK CAPITALS**

**Question 2** It is essential to give an identification mark.  
For motor vehicles, the registration or 'NR' number allocated by VOSA.

For trailers: the Ministry Identification number issued by VOSA which appears on the plate.

Both the Test Certificate (VTG5) and The Plating Certificate (VTG6, 6a, 6t and 7, 7a, 7t) must be produced at the test. If either has been lost, damaged or defaced, an application for their replacement should be made on form VTG59 to VOSA.

**Question 4** Please provide a 2nd choice of testing station as it may not be possible to adhere to your first choice.

### Goods Vehicle Testing Stations and their numbers

#### SOUTH EAST

Bicester <b>25</b>	Hastings <b>07</b>	Purfleet <b>02</b>
Canterbury <b>05</b>	Ipswich <b>40</b>	Royston <b>36</b>
Chelmsford <b>35</b>	Lancing <b>08</b>	Southampton <b>10</b>
Cowes <b>12</b>	Leicester <b>31</b>	Weedon <b>32</b>
Crimplisham <b>34</b>	Leighton Buzzard <b>37</b>	Yeading <b>01</b>
Derby <b>30</b>	Mitcham <b>04</b>	
Edmonton <b>03</b>	Newbury <b>11</b>	
Gillingham <b>06</b>	Nottingham <b>29</b>	
Grantham <b>33</b>	Norwich <b>38</b>	
Guildford <b>09</b>	Peterborough <b>39</b>	

#### SOUTH WALES & WEST

Aberystwyth (Llanrystyd) <b>75</b>	Haverfordwest <b>77</b>	Redruth <b>20</b>
Ammanford <b>62</b>	Hereford <b>21</b>	St Austell <b>73</b>
Birmingham <b>26</b>	Kidderminster <b>22</b>	Salisbury <b>14</b>
Bristol <b>16</b>	Llandrindod Wells <b>76</b>	Shrewsbury <b>24</b>
Calne <b>13</b>	Llantrisant <b>60</b>	South Molton <b>72</b>
Exeter <b>18</b>	Plymouth <b>19</b>	Stoke-on-Trent <b>28</b>
Gloucester <b>23</b>	Pontypool <b>61</b>	Taunton <b>17</b>
	Poole <b>15</b>	Wolverhampton <b>27</b>

#### NORTH

Barrow-in-Furness <b>70</b>	Darlington <b>49</b>	Newcastle-upon-Tyne <b>51</b>
Beverley <b>42</b>	Doncaster <b>44</b>	Scarborough <b>41</b>
Bredbury <b>54</b>	Grimsby <b>45</b>	Sheffield <b>46</b>
Bromborough <b>53</b>	Kirkham <b>56</b>	Steeton <b>50</b>
Caernarfon <b>74</b>	Leeds <b>48</b>	Walton (Yorks) <b>43</b>
Carlisle <b>57</b>	Liverpool <b>58</b>	Workington <b>69</b>
Chadderton <b>96</b>	Milnthorpe <b>71</b>	Wrexham <b>59</b>

#### SCOTLAND

Aberdeen <b>67</b>	Inverness <b>65</b>	Lochgilphead <b>85</b>
Berwick-on-Tweed <b>52</b>	Keith <b>84</b>	Montrose <b>83</b>
Bishopbriggs <b>63</b>	Kilmarnock <b>66</b>	Newton Stewart <b>78</b>
Charlesfield <b>80</b>	Kirkcaldy <b>82</b>	Perth <b>68</b>
Dumfries <b>79</b>	Kirkwall <b>90</b>	Portree <b>91</b>
East Fortune <b>81</b>	Lairg <b>87</b>	Stornoway <b>92</b>
Fort William <b>86</b>	Lerwick <b>89</b>	Wick <b>88</b>
	Livingston <b>64</b>	

Most stations are open from 0800 - 1700 Monday to Thursday and 08.00 - 16.30 on Fridays.

Some stations are open for longer periods and smaller ones are only open on demand. Please ring your local station to check availability.

**Question 5** Details of current fees available on request from your local Goods Vehicle Testing Station, or VOSA, Swansea.

Sending the wrong fee may cause delay in your vehicle being tested.

Cheques and postal orders should be crossed and made payable to "VOSA". **Do not** under any circumstances send notes or coins or Giro transfers in the post.

**Question 6** Goods vehicles which have carried dangerous goods, eg corrosives in carboys, immediately before the test, will only be accepted if they are empty.

**Question 7** A notifiable alteration means:  
an alteration made in the structure or fixed equipment of the vehicle which varies the carrying or towing capacity of the vehicle.

an alteration, affecting any part of the braking or steering system with which the vehicle is equipped or by means of operation of that system.  
or  
any other alteration made in the structure or fixed equipment of the vehicle which renders or is likely to render the vehicle unsafe to travel on roads at any weight equal to any plated weight shown on the plating certificate of that vehicle.

It is an offence to use the vehicle until such alterations have been notified.

Should you need to complete form VTG10 remember to enclose the appropriate fee.

**Declaration Warning** Any person who knowingly or recklessly make a false statement is liable on conviction to a heavy penalty.

1	Is this a first test?	YES/NO										
2	What is the registration or ID Mark?											
3	If the vehicle is to be tested in combination with a tractor unit/or trailer at the same time please insert registration mark/identity number of the other vehicle. Both forms must be submitted the same time											
4	First choice of testing station											
	Second choice of testing station											

For details of current fees please visit our website [www.transportoffice.gov.uk](http://www.transportoffice.gov.uk) or ring 0300 123 9000

- 5  I enclose cheque/P.O. for £\_\_\_\_\_ made payable to **Vehicle & Operator Services Agency**. (Please write your name and address on the back)
- OR Debit my Pre-funded Account (*Note: Delegates must be pre-authorized to use the PFA Account. If you wish to add a delegate, please email the PFA team [customer.accounts@vosa.gov.uk](mailto:customer.accounts@vosa.gov.uk). A/C Number: \_\_\_\_\_ Delegate Name: \_\_\_\_\_*)
- OR if you would like to pay by Credit/Debit card VOSA will contact you by phone for the payment details.  
Contact Name: \_\_\_\_\_ Tel No: \_\_\_\_\_

Contact/Company Name											
Address to which the appointment letter will be sent											
Post Town						Postcode					
Telephone Number (include STD Code)											
Email Address											

Please tick here if e-mail is your preferred choice of confirmation/contact

	Make and Body type											
	Number of Axles											
	Chassis Number											
	Expiry date of last certificate	Month								Year		
6	Does the vehicle carry dangerous goods? <i>(other than diesel/gas oil, UN1202)</i>	YES/NO (if NO go to question 7)										
	Are they corrosive or contact hazard?	YES/NO										
	Inflammable or explosive?	YES/NO										
	Will the vehicle be purged or rendered safe and unladen for the test?	YES/NO										
	or loaded with a dangerous product?	YES/NO										
7	Have any alterations been made to the vehicle since its last test?	YES/NO (if NO go to question 8)										
	Has the GVC been advised on form VTG10?	YES/NO (if NO complete VTG10 and attach it with the fee to this application)										
8	When would you like the test?	YES/NO										
	OR	ASAP YES/NO										
		Date				Month				Year		
	At what time?	AM								PM		

"Please note that a refund of the test fee will only be considered when VOSA have received your request to amend or cancel the test at least three working days prior to the allotted test slot".

#### Data Protection

The personal information you provide on this form will be used for the purposes of VOSA's statutory functions. It will not be disclosed to other organisations unless required or permitted by law. For further information, visit our information Charter available from VOSA's website: [www.vosa.gov.uk](http://www.vosa.gov.uk)

#### DECLARATION

I declare that to the best of my knowledge and belief all statements in this application are true.

FULL NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_ POSITION IN COMPANY \_\_\_\_\_