

# Application for an annual test of a public service vehicle VTP4



Vehicle &amp; Operator Services Agency

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

Form VTP4 must be used when applying for:

- an annual test
- a new appointment for a vehicle after a cancellation where less than 7 working days notice was given
- a re-test after 28 days of the original test

## When to apply

Applications for tests must be made not less than 1 month before the date requested. For vehicles with a current test certificate, an annual test within the 2 months prior to the due date is acceptable, without forfeiture of any unexpired portion of the old certificate, provided that the test certificate is produced at the time of the test.

## On completion

Send your application, together with the appropriate fee to:

✉ VOSA, Annual Bookings, Ellipse, Padley Road, Swansea, SA1 8AN

☎ Tel: **0300 123 9000**. Opening Times 0730-1800 hours Monday-Friday.

## When completing this form please note the following points:

Remember to  the relevant box and write in BLOCK CAPITALS

**Question 1.** It is essential to give the identification mark of the vehicle. If the vehicle has been registered give the registration mark and chassis number, even if it is not currently licensed. If it is not registered give the chassis number. If the Certificate of Fitness, Initial Fitness or Conformity has been lost, damaged or defaced, an application for a duplicate should be made on form VTP6 to VOSA, Swansea.

**Question 2.** We must be notified of any alterations to the vehicle. This includes any changes to the vehicle's structure, fixed equipment and mechanical systems (such as braking, steering and suspension). We also need to be informed of any changes to the carrying capacity. There is no requirement to notify us of a change to normal replacement parts. Remember to complete form VTP5 and attach to this application.

**Question 3.** A Statement of Exemption from tachographs is acceptable for the test. However, it does not imply acceptance by the enforcement authorities or the courts.

**Question 4.** Most stations are open from 0800 – 1700 on Mondays to Thursdays and 0800 – 1630 on Fridays but stations marked with an asterisk are small and, although they are capable of testing most vehicles, are only open on demand. Tests may be conducted at a PSV designated premises, by arrangement with the local Goods Vehicle Testing Station. In these cases the applicant is liable for any fees payable to the operator of the premises for the use of their facilities.

**Question 5.** Details of current fees are available on request from your local Goods Vehicle Testing Station, the VOSA website [www.businesslink.gov.uk](http://www.businesslink.gov.uk) or our National Number: **0300 123 9000** (calls provided by BT are charged at a low rate, charges from other providers may vary). Sending the wrong fee may cause delay in your vehicles being tested. Cheques and postal order should be crossed and made payable to VOSA. Do not under any circumstances send notes, coins or Giro transfers in the post.

**Question 6.** For limited companies, partnerships or sole proprietors, the registered name should be given. If a trading name is used, it should be given.

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

## Goods Vehicle Testing Stations

### SOUTH EAST

Bicester <b>25</b>	Leicester <b>31</b>
Canterbury <b>05</b>	Leighton
Chelmsford <b>35</b>	Buzzard <b>37</b>
Cowes <b>12</b>	Mitcham <b>04</b>
Crimplisham <b>34</b>	Newbury <b>11</b>
Derby <b>30</b>	Nottingham <b>29</b>
Edmonton <b>03</b>	Norwich <b>38</b>
Gillingham <b>06</b>	Peterborough <b>3</b>
Grantham <b>33</b>	Purfleet <b>02</b>
Guildford <b>09</b>	Royston <b>36</b>
Hastings <b>07</b>	Southampton <b>10</b>
Ipswich <b>40</b>	Weedon <b>32</b>
Lancing <b>08</b>	Yeading <b>01</b>

### SOUTH WALES & WEST

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

### NORTH

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

### SCOTLAND

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

An executive agency of the  
Department for  
**Transport**

To obtain an annual test the vehicle must have a valid Certificate of Initial Fitness (COIF) a Certificate of Conformity (COC) or an ECWVTA Certificate. If you require any of these, please contact VOSA on **0300 123 9000**.

1 **What is your registration mark?**..... 

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 Chassis number.....  
 Make.....  
 Total number of passengers (Seated and standing) 

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 as shown on the Certificate of Initial Fitness (PSV418), the Carrying Capacity Authorisation (PSV445) or the Certificate of Conformity (PSV408)  
*Note: vehicles with a carrying capacity of more than 22 passengers will pay the higher fee*.....  
 Expiry date of the last Test Certificate?..... 

Date	Month	Year
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2 **Have any alterations been made to the vehicle since its last test?**

Yes	No
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 Go straight to question 3  
 Has the PSVC been advised on form VTP 5?..... 

Yes	No
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 Complete one and attach to application

3 **Is the vehicle exempt from having a tachograph fitted?**..... 

Yes	No
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4 **When would you like the examination?**..... 

ASAP	or	Date	Month	Year
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 At what time?..... 

AM	PM
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 Where is your first choice of testing station?..... 

Name	Number
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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.

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

- 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 ..... 

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 Address to which the appointment letter will be sent 


  
 Post Town 

	Postcode
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 Telephone Number (inc. STD code) 

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 Email Address 

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

**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.dft.gov.uk/vosa](http://www.dft.gov.uk/vosa).

**Declaration**

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

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

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