



Driver & Vehicle  
Licensing  
Agency

Vehicle Services

# Protect your off road vehicle



CUSTOMER  
SERVICE  
EXCELLENCE



INF85  
5/16

Like 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.

# 01

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

If you have brought the vehicle into the UK from abroad, you must notify the vehicle's arrival to HM Revenue & Customs (HMRC) before you apply to register it with the DVLA. For more information about notifying HMRC go to [www.gov.uk/nova-log-in](http://www.gov.uk/nova-log-in)

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

You should send documentation showing the Vehicle Identification Number (VIN), engine number and proof of ownership with your application.

You must also send a photocopy of your UK photocard driving licence as proof of name and address. If you do not have one, you must produce a photocopy from each of the two lists below.

### Documents confirming your name

- current UK 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 or rates bill for current year
- bank/building society statement issued within the last three months
- medical card.

Send your application to DVLA, Swansea, SA99 1BE. 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.

## Further information

- As this is a voluntary scheme you do not pay the vehicle registration fee.
- All vehicles will be given a Q or QNI prefix registration number.
- You do not pay vehicle tax.
- You do not need insurance or a vehicle tax certificate to register your vehicle for off road use.
- You do not need to make a SORN declaration.
- If at a later date you want to use your vehicle on the public road you will need to send an explanatory note, and the following to DVLA, Swansea, SA99 1DZ:
  - the current existing Q or QNI plated registration certificate (V5C)
  - the first registration fee
  - a completed V10 (licence application form)
  - appropriate fee for the vehicle tax
  - evidence of the vehicle's revenue (gross) weight (from the manufacturer)
  - evidence of European type approval (normally a certificate of conformity) unless your vehicle is exempt
  - relevant MOT or Goods Vehicle test certificate (if applicable)
  - a V112/V112G (if the vehicle is exempt from MOT or Goods vehicle testing)
  - a current certificate of motor insurance or cover note for vehicles registered with a Northern Ireland address

- evidence of the date of manufacture (only necessary if you want an age-related registration number)

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 or Motor Vehicles (Construction and Use) Regulations (NI) 1999. It is the keeper's responsibility to make sure that the vehicle meets the Construction and Use Regulations in place for road use.

## 02

### **CESAR – the official security and registration scheme**

The Plant Theft Action Group have introduced a scheme to protect and trace registered plant machinery. CESAR is administered by Datatag.

- All vehicles registered under the scheme are permanently fitted with 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.
- When requested, machinery and equipment will also 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 Datatag ID Ltd on 08450 700 440 (24hr call centre). Please note: You should not contact DVLA if you have any queries regarding the CESAR scheme.

# 03

## Declaration – using a vehicle off road

You should fill in this declaration and send it, with an 'Application for a first tax and registration of a used motor vehicle' (V55/5) application form when you register the vehicle for off road use.

I declare that vehicle:

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(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:

DVLA  
Swansea  
SA99 1DZ.

Please cut-out and return with a V55/5 application form



# Save time – Do it online!



[www.gov.uk/vehicle-registration](http://www.gov.uk/vehicle-registration)

For more information on all DVLA's online services visit:  
[www.gov.uk/browse/driving](http://www.gov.uk/browse/driving)