

DVLA guidance for British Forces Cyprus personnel returning their vehicle(s) to the UK

FN4F

IMPORTANT

This guide is an advisory notice only produced by the Fiscal Office based upon guidance received from DVLA. Please contact DVLA in the contact details at the end of this notice if you require further guidance.

This guide is for a new or used vehicle that has never been registered in the UK, including a new vehicle directly exported by the dealer or manufacturer using form V308.

Who Should read this.

Status Card holders who are returning a vehicle to the UK at the end of their tour.

The vehicle should never have been registered in the UK including vehicles that were exported new from the UK directly by the manufacturer or dealer.

For any vehicles that were registered in the UK, including new vehicles exported as personal exports with a VX302 can you please follow the link below.

Follow for guidance on registering a vehicle in the UK that was originally registered in the UK as a used vehicle or was a personal export of a new vehicle.

How do I register my vehicle in the UK?

You will need to complete a [V55/5](#)

Guidance on completing the form can be found [here](#).

[Guide to filling in the 'Application for first vehicle tax and registration of a used motor vehicle' \(V55/5 form\)](#)

Where do I send the completed form?

Not the address in the DVLA guidance but the address below.

Specialist Registrations

D13

DVLA

Swansea

SA6 7JL

What other documents do I need to include?

- The vehicle's original Cyprus registration document (or a copy with an explanation why you have not got the original)*
- ID, ideally a copy of your driving licence with the same address as you will have on the application form, or*
- if you have been allocated a quarter, a copy of the allocation e-mail will be ok, or*

- *you can send us a copy of your passport, and a copy of a bank statement or utility bill that is within 3 months old, instead of your driving licence.*
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Certificate of Conformity

You will also need to send the original Certificate of Conformity which must prove that the vehicle is compliant for use on UK roads i.e., states the vehicle is designed for use in Left Hand Traffic and uses Imperial units on the speedometer. If it states only metric units then please contact the Vehicle Certification Agency (VCA) on 0300 330 5797 for advice on whether you need to obtain a Mutual Recognition Certificate for the vehicle.

Notifying HMRC

You will need to complete an application for a NOVA and return the form to the Fiscal Office to obtain a NOVA (Notification Of Vehicle Arrival).

[BFC NOVA application form'](#)

You should then receive an email from the Fiscal Office confirming HMRC notified DVLA.

Will the vehicle require an MoT?

If the vehicle is more than 3 years old it will require an MoT. The vehicle also requires an MoT, if your Cypriot MoT is less than 12 months old, that will be acceptable. Please underline on the MOT what the start date is. If it is more than 12 months, you will need to get a MoT in the UK when the vehicle arrives.

From the 27th of November 2023, the DVSA will no longer be issuing paper MoT certificates for light vehicles. This will only affect vehicles tested in the UK and vehicles tested until 27th November 2023 will still have an MoT certificate issued. Should you need to present an MoT certificate to support an application to register a used vehicle, an electronic version is acceptable and can be downloaded using the DVSA online MoT history service. DVLA forms (where an MoT certification is requested) are being updated to reflect this change, but existing stock remains valid and can be used as normal.

How much will I have to pay?

Please visit the following site for the latest tax rates. The rates change every April.

[Rates of UK vehicle tax](#)

In addition there will be a first registration fee of £55

If the vehicle was first registered on or after 01/04/2017, then tax fee for your vehicle is dependent on the list price at first registration, as if it were over £40,000 then the tax would be £570.00 for 12 months, if it is £40,000 or under then the tax is £180.00 for 12 months, and the first registration fee of £55.00 is also required as your vehicle is a First Registration with DVLA.

How do I pay?

You can pay by:

- Cheque or postal order to "DVLA Swansea".*
 - Alternatively, DVLA can arrange for payment over the telephone, we will set this up once we have processed the application.*
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Both the first registration fee and vehicle tax must be paid at the point of application.

When should I register the vehicle?

You can send in the paperwork earlier if you have all the documentation, but the date from which the tax is to run (field 30) cannot be earlier than the date of the vehicle's arrival.

We will also need to be notified by HMRC.

It is advised that you apply no earlier than 14 days before the arrival in the UK of your vehicle and after you have received a NOVA clearance email from the Fiscal Office.

The vehicle will not be registered in the UK until it actually arrives.

How long does it take DVLA to process the application?

If all the following apply:

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- *you have a NOVA clearance, and*
 - *your have submitted the correct documents, and*
 - *sent the documents to Specialist registrations.*
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It should take on average 2-3 working days to process.

When should I change my number plates?

It would be advisable to keep the Cypriot plates on the vehicle until the registration process is completed.

What are Forces DVLA's contact details?

Specialist Registrations

D13

DVLA

Swansea

SA6 7JL

EMAIL

forces@dvla.gov.uk
