

## **Retention of existing registration marks**

To continue with this process you will need documentary proof if you do not have any then the application will be refused as the DVLA are extremely unlikely to accept an application. In this situation you are advised to apply for an age related registration mark.

Acceptable documentary evidence are, pre 1985 tax discs, pre 1985 MoT certificates, pre 1985 bills of sale and/or copies of the original registration records. The original registration records were placed in archives in some, but not all of the former licensing authorities. Generally the larger conurbations destroyed their records. To see whether a registration record exists then either write in to the librarian or look on this web site under **Existing Registration Authorities**

### **When can I apply?**

At any time, but the machine should be substantially complete; authorisation to reregister cannot be given on disassembled machines.

The changing of engines to one of a same type or period is generally acceptable but radically altering a vehicle with modern components will not be accepted. Please write in if there is any doubt.

### **What do I need to do?**

#### **Vehicles not registered with the D.V.L.A.**

You will need to obtain the following forms from the nearest DVLA Local Office Telephone 0870243 0444 or [www.direct.gov.uk/motoring](http://www.direct.gov.uk/motoring).

**Form V765 and Form V55/5. Please note that the DVLA now request two forms of identity with the V55/5. This is just for new registrations and is not needed for this process.**

#### **Go to the page on filling the V55/5 in correctly**

Complete and send with the following documents:-

**1) Clear photographs of both sides of the machine.**

On the back of this photograph should be endorsed with the following:-  
I certify that this photograph is a true likeness of the machine bearing registration mark (registration)  
Frame number  
Engine number  
Date (when photo was taken)  
Signed

Failure to do this will result in the application being returned. Mark on the photos the position of the engine and frame numbers.

**2) The old style log book.**

Photocopies can be accepted if they are supplied and authorised by your DVLA Local Office. Also the DVLA have indicated that any documentary evidence submitted to them will not be accepted if it is laminated.

**or:-**

**Other documentary evidence showing a direct link between the frame number and the registration mark.**

Photocopies of documentary evidence if they are supplied and authorised by your DVLA Local Office. Also the DVLA have indicated that any documentary evidence submitted to them will not be accepted if it is laminated.

**3) Rubbings of the engine and frame numbers.**

This is to prevent fraudulent applications.

**Vehicles registered under an age related mark ending in SU, SV, SK, DS.**

**You will need form V765 only.**

Complete and send with:-

- 1) Photographs completed as above.**
- 2) The new style registration document (V5C) bearing the age related number.**
- 3) The old style log book.** (See note about photocopies above.)

**or: -**

**Other documentary evidence to show a direct link between the frame number and the registration mark.**

(See note about acceptable evidence and photocopies above.)

**4) Rubbings of the frame and engine numbers.**

Do **not** send any Certificate of insurance or fee for licensing the vehicle as they will only be returned to you. Photocopies of the old log book or other proof will **only** be acceptable if they are authorised copies supplied by your DVLA Local Office.

## **What happens then?**

The documents will be inspected and a report prepared as to whether an inspection of the vehicle is required. A copy of the machine report, including anything arising as a result of the inspection, will be sent to the applicant and the DVLA with our decision.

All applications will be forwarded to the D.V.L.A. unless you wish to licence the machine and the application is supported by the Club and you have the original log book, in which case the application should be taken to the nearest DVLA Local Office You need to make the club aware that you wish to do this.

When you receive the V5C you can licence the machine at the Post Office using a form V10 in the normal way.

For those machines licensed under an age related number a new tax disc will be issued and the old disc will have to be returned to the D.V.L.A. Current MOT certificates will have to be sent to the D.V.L.A. to be amended.

The new registration document will show that the registration mark is NOT transferable to any other vehicle.

## **These points are important so read them**

- 1) Making a false statement on the application and the photographs can render the applicant liable to prosecution.
- 2) The D.V.L.A. always retains the right to refuse an application. The Club can only recommend not instruct. Reasons for refusal will be given however further discussion will not be entered into. Extra evidence in support of a case can be presented at no extra cost where an application has been refused on lack of evidence grounds, but the D.V.L.A. retain the right to refuse an application.
- 3) The fee is non-returnable, in the event of a refusal the Club will issue a dating certificate to enable an age related number to be obtained, so be sure that the evidence is sufficient before sending your application! If necessary write first.  
**Queries will not be answered on the telephone.**
- 4) It is not the intention of the Club to inspect all machines; however the Club reserves the right to call for an inspection. If traveling expenses are to be incurred by the Club then you will be advised of the cost before the inspection takes place.
- 5) Proof of Club membership is required if the reduced rate is to be applied.
- 6) The Club can process other types of vehicles, however it is not our intention to do so, and individual fee rates will apply along with a compulsory inspection of the vehicle. You would be advised to inspect the approved list of Clubs for a more suitable Organisation.

- 7) The information relating to the applicant, machine and registration will be held on the Clubs computer. It will not be released to any person other than to the members directly involved in the retention and registration process

**What does it cost?**

£20 for B.S.A. Owners Club members and £25 for non-members. If a vehicle inspection is required then any extra cost will be agreed in advance with the applicant. All correspondence and applications initially should be sent to :-

Mr. Steve Foden, B.S.A.O.C. Librarian,  
113 Holmville Road,  
Bebington,  
Wirral.  
CH63 2PX

Cheques and Postal Orders should be made payable to B.S.A. Owners' Club Library Account.

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