

Advice and Information

Vehicle

Registration

Contents

Introduction

Registration

Vehicle Registration Certificate

Initial Registration

Subsequent Registration

Selling your Vehicle

Introduction

Before you take a motor vehicle on the public roads, it must:

- be registered
- have a current licence (tax disc)
- be covered by a valid MOT certificate (if it needs one).

Drivers must:

- have a valid driving licence appropriate for the category of vehicle
- have valid insurance covering your use of the vehicle.

This advice leaflet concerns itself with vehicle registration, primarily as it relates to voluntary organisations.

[Back up](#)

Registration

Vehicle Registration Certificate

Every vehicle should have a Registration Certificate (also known as a logbook), which shows the name and address of the registered keeper of the vehicle, the registration number and other information, which identifies and describes the vehicle. The registered keeper is the person responsible for the vehicle, and is not necessarily the vehicle owner. For example, the operator of a vehicle acquired under a lease will be the registered keeper, although the leasing company still owns the vehicle.

Anyone applying to the Driver and Vehicle Licensing Agency Swansea (DVLA) for a Registration Certificate (V5) receives a three-part Registration Certificate which has been designed in three colours:

V5C (Blue) Keeper Details

V5/2C (Green) New Keeper Details

V5/3C (Red) Notification of sale or transfer

[Back up](#)

Initial Registration

When you buy a new vehicle, the dealer should arrange to register it for you with the DVLA using an Application Form (V55) for a First Tax and Registration. It is worth checking the details on this before this is sent off, as mistakes can cause delays later. Common problems can be dealt with by ensuring correct entries for the Name and Address, the Taxation Class (see below) and the Type of Body/Vehicle. If you are buying a minibus converted from a van, or coach-built onto a chassis, then the paperwork will need changing so that the Body Type is entered as MINIBUS. Entries left as PANEL VAN will, depending upon the weight, suggest to the Vehicle Testing Station that the minibus requires an annual Heavy Goods Vehicle test. If there already is a plating certificate on the vehicle, this should be removed and returned to the DVLA at the same time.

The Body Type AMBULANCE should only be used for vehicles specifically constructed for health-related ambulance work with medical equipment on board. It does not apply to most vehicles used by voluntary organisations for carrying people with disabilities.

If there are any errors when you get the Registration Certificate, take a photocopy and send the original back to DVLA with an explanation of what is wrong.

[Back up](#)

Subsequent Registration

When you buy a second-hand vehicle, the Registration Certificate should be available. You should ask questions if it is not, or if the vehicle is not registered in the seller's name. Remember that possession of a Registration Certificate is not legal proof of ownership.

On becoming the new keeper of a vehicle both yourself and the previous keeper must sign the blue section which should then be sent to DVLA by the seller. The keeper selling the vehicle has the legal responsibility for completing the V5C. The green section of the form (V5/2C) should be handed over with the vehicle and can be used to support an application for a tax disc if necessary. This green section is valid at Post Offices for two months from the date of sale or transfer.

If you have not been given the Registration Certificate, or if you lose it, you should apply for a replacement by using form V62 available from most Post Offices.

[Back up](#)

Selling your Vehicle

If selling the vehicle privately you must complete the blue (V5C) section of the document and return it signed by both parties to DVLA. The green (V5/2C) section must be completed and given to the new keeper of the vehicle, and the red (V5/3C) section can be discarded. If selling the vehicle to the motor trade you must complete the red (V5/3C) part of the new style registration document, which should be signed by both parties and sent to DVLA. Both the blue and the green sections stay with the vehicle. Community

About the Community Transport Association

The Community Transport Association is a national charity that represents and supports providers of community transport: thousands of other local charities and community groups across the UK that all provide transport services that fulfil a social purpose and community benefit. We are for, and about, accessible and inclusive transport.

We help our members remain relevant and responsive to key areas of public policy and to make a big difference for the people and families in the communities in which they work. Our vision is of a world where people can shape and create their own accessible and inclusive transport solutions and our mission is to achieve this through championing accessible and inclusive transport, connecting people and ideas and by strengthening our members and raising standards.

Keep up to date with CTA via our website or by signing up to our monthly [News Brief](#).

About CTA's Advice Service

The CTA's Advice Service is available to CTA members, community and other voluntary groups, local authorities and other statutory bodies. It offers information and support on any aspect of non-profit transport operations. The CTA's Advice Service covers the whole of the UK and is supported by national governments. We will only ever explain the most accurate and commonly accepted interpretation of regulations and best practice. We do this by providing support and information on a wide range of community transport related topics such as permits and licensing regulations and by signposting to other agencies. The Advice Service does not exist to provide legal advice on any topics. If you are still unsure you will need to seek [legal advice](#).

For more information, contact
advice@ctauk.org | 0345 130 6195 | www.ctauk.org

This leaflet has been primarily produced for members of the CTA. If your organisation has benefited from using it but isn't a member please consider joining us, for more details please see:

<https://ctauk.org/why-become-a-cta-member>.

Disclaimer:

The Community Transport Association has made every effort to ensure the accuracy of the information contained in this leaflet, but it should be noted that this is only a guide, and should be treated as such.