CHECK LIST FOR CHANGE OF VEHICLE

1. Complete the application form □

2. Produce a log book (or new keeper slip alongside a bill of sale) □

3. If your vehicle is SILVER you must produce the log book or MOT at the time of application. □

4. If the seating capacity is over 4 passengers, an assessment will be carried out, and you will be advised of the number of passengers that you are permitted to carry. □

5. Produce proof of road tax □

6. Pay the fee of £122 □

7. Produce valid insurance for the vehicle □

   NOTE the insurance must be in the name of the proprietor(s)

   If your vehicle has tinted windows you must notify the admin staff prior to booking in your vehicle for test

   Please note: Original documents MUST be produced at every application submitted.