

**If your organisation provides a transport service for disabled people you may be entitled to exemption from Vehicle Excise Duty (VED) in the Disabled Passenger Vehicle (DPV) taxation class.**

To qualify to license a vehicle in the DPV taxation class, the organisation applying must be one that is concerned with the care of mentally or physically disabled people and the vehicle must be used for the purpose of providing transportation for those people. If the vehicle is used for any other purpose, it must be licensed in an appropriate duty paying taxation class.

## Where do I apply?

Applications must be made to a DVLA local office. The address can be found:

- On the website at [www.direct.gov.uk/motoring](http://www.direct.gov.uk/motoring)
- In the booklet V100, available from Post Office® branches
- By calling 08702 430444; but you will be asked to provide your postcode
- In The Phone Book “classified” section under Government Offices or in the main index under “DVLA”.

DVLA local offices are open 9.00am to 5.00pm Monday to Friday and 9.30am to 5.00pm on the second Wednesday of each month.

## What documents will I need to produce?

- A declaration made on your organisation’s letter-headed paper. The declaration will need to say that you are an organisation concerned with the care of disabled people and that you will be using the vehicle solely for the purpose of transporting those people.
- Application form V10 (available from Post Office® branches and DVLA local offices or for download from [www.direct.gov.uk/motoring](http://www.direct.gov.uk/motoring))
- Vehicle Registration Certificate (V5C) or New Keeper’s Supplement (V5C/2)
- Test certificate (if required)
- Insurance Certificate

Once you have successfully licensed your vehicle in the DPV class, any subsequent licensing applications for that vehicle can be made at a Post Office® branch.

## Where can I get further information about vehicle registration and licensing?

- On the website at [www.direct.gov.uk/motoring](http://www.direct.gov.uk/motoring)
- In the V100 booklet (available from Post Office® branches and DVLA local offices)
- By contacting Customer Enquiries (Vehicles), DVLA, Swansea, SA7 0EE  
Telephone: 0870 240 0010 – lines are open between 8.00am and 8.30pm, Monday to Friday, and between 8.00am and 5.30pm on Saturday. Some calls will be monitored for training purposes.  
Customers with impaired hearing who have a textphone/minicom should phone 01792 766426.  
Fax: 0870 850 1285  
E-mail: [vehicles.dvla@gtnet.gov.uk](mailto:vehicles.dvla@gtnet.gov.uk)