
To: Client Number

Company: Fax No:

From:

Date: Time:

Direct Tel: **01908 601534**

Direct Fax: **01908 489231**

Dear

Please find attached an Application Form for Vehicle Type Approval documents and additional information on how to complete it.

Compliments of the **Volkswagen Group Vehicle Compliance Department.**

Guide to completing the Application for Type Approval Documents form

If returning this form by fax please use a Black Ink Pen to fill it in to ensure it is readable when we receive it. We recommend you send us the chassis number as stamped onto your vehicle. If you are unsure of its location, please refer to the Owner's Handbook or contact your local Retailer who should be able to assist you.

Please complete the following fields on the application document.

Name and Address

The name and address you supply will be used for ALL correspondence please ensure it is correct. If your application is on behalf of a company, please give us a contact name and extension number for any correspondence that may be required.

Chassis No.

If the vehicle was built after 1980 the Chassis Number will have a 17 Digit Alphanumeric number. Earlier vehicles may have a shorter chassis number. Please ensure this number is written correctly on the Application form.

Model

Refers to the Model of. your vehicle.

Example: **Volkswagen Golf GTI**

Body Style

Refers to the vehicles body style.

Example: **Coupe, Saloon, Estate or Hatch etc.**

Imported From / To

From = the country you are importing from if you are bringing the vehicle into the UK.

To = the country you are taking the vehicle to from the UK.

Commercial Vehicle Information (Goods Vehicles only)

The following weight data requires to be taken from the Manufactures Identification Plate which is located under the bonnet of the vehicle. Where possible a close-up photograph of the Plate will assist us in our verification process. This information applies only to Commercial vehicles.

GVW	stands for Gross Vehicle Weight	and is represented in Kilograms.
GTW	stands for Gross Train Weight	and is represented in Kilograms.
1	stands for Axle 1	and is represented in Kilograms.
2	stands for Axle 2	and is represented in Kilograms.

Tyre Size

This **must be taken** from the tyres themselves and from all tyres fitted. Example: **185/65 R13**

Load & Speed Index

This must be taken from all the tyres themselves and is normally found after the size. Example: **83R or 102/100S**

A copy of the United Kingdom procedure for importing a vehicle can be obtained from the following:

Vehicle & Operator Services Agency
Welcombe House
91- 92 The Strand
Swansea
SA1 2DH

Tel No. 01792 454229/454246
Fax No. 01792 454244
National No. 0870 60 60 440
<http://www.vosa.gov.uk>

Application Form for Vehicle Type Approval Documents

A charge may be made to cover our administration costs, **SEND NO MONEY AT THIS TIME**. We will advise you of any costs once we have confirmed your documents are available and will send the documents to you when we have received payment. **We accept credit/debit cards or postal order.**

An inspection of the vehicle may be requested before the issue of documents. Applications can **take up to 14 working days** to process from receipt and confirmation of all applicable data and documentation.

Document Type and Administration Charge (Including VAT @ 15%)

If you know the document you need Please tick applicable boxes.

1. Certificate of Conformity
£80.50

(First issue free of charge)

4. Commission Letter EU/Non EU
£40.25

2. NTA Certificate
£80.50

5. Certificate of Compliance I
£97.75

3. Heritage/Dating Letter
£40.25

6. Certificate of Compliance II
£195.50

Applicants details (Please print in BLOCK CAPITALS)

These will be used for ALL correspondence.

Client Number	(office use only)	Date	
Company			
Title		Postal Code	
First Name		Telephone	
Last Name		Mobile	
Address Line 1		E-mail	
Address Line 2		Fax	
Address Line 3			

Vehicle Details

Chassis No.																																
Model.		Additional information for Goods Vehicles only Taken from Chassis Plate and Tyres <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 15%;">KG's</th> <th style="width: 20%;">Tyre Size</th> <th style="width: 20%;">Load/Speed</th> <th style="width: 25%;">Single/Twin</th> </tr> </thead> <tbody> <tr> <td>Axle 1</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Axle 2</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Axle 3</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Axle 4</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>GVW</td> <td></td> <td style="text-align: center;">GTW</td> <td></td> <td style="text-align: center;">KG's</td> </tr> </tbody> </table>		KG's	Tyre Size	Load/Speed	Single/Twin	Axle 1					Axle 2					Axle 3					Axle 4					GVW		GTW		KG's
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L/H/D or R/H/D																																
Imported From :																																
Exporting To :																																

The completed form can be returned by:

Email: typeapproval@vwg.co.uk or Fax 01908 489231

Or by Post: Vehicle Compliance department
 Volkswagen Group United Kingdom Limited
 Yeomans Drive,
 Blakelands
 Milton Keynes
 MK14 5AN

Should you require further assistance please contact the Vehicle Compliance Administrator on **01908 601534**