



[www.mobilityco.co.uk](http://www.mobilityco.co.uk)  
info@mobilityco.co.uk  
cs@mobilityco.co.uk  
Tel 0333 444 3160

**MobilityCo**  
20-22  
Wenlock Road  
London City of London  
N1 7GU  
United Kingdom

# V55 APPLICATION GUIDE

## Dear MobilityCo Customer

Thank you for choosing MobilityCo when purchasing your new Class 3 Road Mobility Scooter.

To register your Class 3 Road Legal Mobility Scooter with the DVLA there are certain documents that need to be sent to the DVLA.



### CHECK LIST FOR YOUR APPLICATION:

- Application Form V55/4 (see guide on how to fill this in)
- Documentation to show that the Mobility Scooter is New (This will either be on the certificate of conformity or a written declaration from the manufacturer confirming newness. This must include the frame / identity number of the vehicle)
- Evidence of speed from manufacturer ( This can either be a copied extract from the user manual or manufacturers website which states the speed of the Mobility Scooter )
- Document to show the unladen weight of the vehicle (This will be a copied extract from the user manual detailing the specification or on the certificate of conformity)
- Proof Of ID & Proof Of Address

#### Documentation confirming your name:

- current DVLA paper driving licence
- United Kingdom or European Union or
- foreign passport
- marriage certificate
- decree nisi or absolute, or
- birth certificate.

#### Documentation confirming your address:

- utility bill valid within the last three months e.g. gas, electricity, water, landline telephone
- bank or building society statement valid within the last three months
- medical card, or council tax bill for current year.

If you are unable to provide this information please submit the following instead.

A verbal declaration (or written in the case of postal applications) for the registered keeper.

Evidence of the registered keeper's address (see list above). The evidence of address does not necessarily need to be in the name of the registered keeper but there must be some link to the registered keeper.

**Please Note**

- No registration fee is required.
- Insurance is not a legal requirement for an invalid carriage, however, we strongly advise that you get insurance. Suitable schemes are available to cover your personal safety, other people's safety and the value of the vehicle.
- Invalid carriages do not need to display number plates.
- A disabled exemption certificate is not required to tax the vehicle.
- Users of invalid carriages are exempt from driver licence requirements.
- The tax disc will be renewed every year.

**Send by post or email or take your filled in application to your nearest DVLA local office.  
(Do not send your filled in application to DVLA Swansea)**

Local office addresses can be found:

- On the website [www.direct.gov.uk/dvla/local](http://www.direct.gov.uk/dvla/local)
- By phoning 0300 123 1277 (you will be asked for your postcode.)

**What happens next**

- DVLA local office will issue a nil duty (free) tax disc. (This must be displayed on the vehicle.)
- DVLA Swansea will issue a Registration Certificate (V5C) within 4 weeks which will explain how to tell us if you sell the vehicle or change your address.

**PLEASE SEE OUR GUIDE ON HOW TO FILL OUT THE V55 GUIDE  
ON THE NEXT PAGE**

# V55 FORM GUIDE

**Section 2** – Enter 'Disabled'

**Section 3** – Enter '12'

**Section 6** – Enter Make if known, or 'Invalid Carriage' if unknown

**Section 8** – Enter 'Invalid Vehicle'

**Section 9** – Enter 'Non-standard'

**Section 10** – Basic colours only e.g. red, blue

**Section 11** – Enter 'Exempt'

**Section 17** – You must give the unladen weight.\* You should be able to get the weight from the supplier/manufacturer handbook

**Section 18** – Enter number of seats, e.g. '1'

**Application for a first tax disc and registration of a new motor vehicle**  
 Note: See leaflet V55/4 for notes on filling in, as incomplete forms will be rejected. Please do not write above this line.

1 Registration Number  
 2 Tax Class  
 3 Period of tax applied for (MONTHS / WEEKS)  
 4 Registration Fee (Tax payable)  
 5 Manufacturer  
 6 Make  
 7 Model  
 8 Type of Body/Vehicle  
 9 Wheelspan  
 10 Colour(s)  
 11 Type Approval Number/Category  
 12 Type  
 13 Variant  
 14 Version  
 15 Length (mm)  
 16 HC (g/km or g/kWh)  
 17 Unladen Weight (kg)  
 18 Number of Seats (inc. driver)  
 19 Max Net Power (kW)  
 20 Technical Permissible Maximum Towable Mass of the Trailer (kg) (all broken)  
 21 Track Width (mm) (min-max)

22 Width (mm)  
 23 NOx (g/km or g/kWh)  
 24 Power (kW)  
 25 Number of Seating Places (inc. driver)  
 26 Max Gross Weight (kg)  
 27 Max Gross Weight (kg)  
 28 Max Gross Weight (kg)  
 29 Max Gross Weight (kg)  
 30 Max Gross Weight (kg)  
 31 Max Gross Weight (kg)  
 32 Max Gross Weight (kg)  
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 41 Max Gross Weight (kg)  
 42 Max Gross Weight (kg)  
 43 Max Gross Weight (kg)  
 44 Max Gross Weight (kg)  
 45 Max Gross Weight (kg)

29 Type of Fuel  
 30 VIN/Chassis/Frame No. (in full)  
 31 Engine Number  
 32 Cylinder Capacity (cc)  
 33 Wheelbase (mm)  
 34 CO<sub>2</sub> (g/km)  
 35 HC + NOx (g/km)  
 36 HC + NOx (g/km)  
 37 HC + NOx (g/km)  
 38 HC + NOx (g/km)  
 39 HC + NOx (g/km)  
 40 HC + NOx (g/km)  
 41 HC + NOx (g/km)  
 42 HC + NOx (g/km)  
 43 HC + NOx (g/km)  
 44 HC + NOx (g/km)  
 45 HC + NOx (g/km)

46 Date from which tax disc is to run (day/month/year)  
 47 Date from which tax disc is to run (day/month/year)  
 48 Date from which tax disc is to run (day/month/year)  
 49 Date from which tax disc is to run (day/month/year)  
 50 Date from which tax disc is to run (day/month/year)  
 51 Date from which tax disc is to run (day/month/year)  
 52 Date from which tax disc is to run (day/month/year)  
 53 Date from which tax disc is to run (day/month/year)  
 54 Date from which tax disc is to run (day/month/year)  
 55 Date from which tax disc is to run (day/month/year)

45 Period Postcode of Purchase  
 Original Dealer Code  
 Original Dealer (Name, Address and Postcode)  
 Selling Dealer Code  
 Selling Dealer or Agent (Name, Address and Postcode)

Local office to affix form V53 to this box, however if this vehicle is to be registered under a number from your advance allocation, then the form V53 which bears the registration number, must be affixed to this box.

Note: There are more questions overleaf. The new keeper or authorised representative(s) MUST sign the declaration(s) overleaf. Page 1

**Section 28** – Enter today's date

**Section 29** – Enter fuel type, e.g. electric, petrol or diesel

**Section 30** – You may be able to get this information from the supplier/manufacturer handbook

**Section 31** – You may be able to get this information from the supplier/manufacturer handbook, if not available enter 'NOT KNOWN'

**Section 32** – You do not need to provide this if the fuel type is electric

**Section 44** – Enter the current year e.g. 2011

\* documentation showing the unladen weight of the vehicle must be provided with your application.

**Section 46 –  
Enter full name  
& address**

46 Name and Address of Vehicle Keeper (the address on your Registration Certificate will be the Post Office's preferred format and may not be identical to the address on the application form).

Please tick box below Mr, Mrs, Miss or state other title in sector below

Mr	1	Mrs	2	Miss	3
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\* Unincorporated Bodies if registration is in business or association name, please also give full name of person responsible for vehicle.

Title or Business/Company Name\*

First names (in full)

Surname

DVLA Fleet No

Address

Post Town

Postcode

Day Month Year

47 Date of Birth

48 Is the vehicle exempt from Type Approval? If so, please indicate the full reason for exemption.

Answer questions where appropriate, if the vehicle is a goods vehicle exceeding 3,500kg revenue weight.

49 If the vehicle is a rigid goods vehicle exceeding 12,000kg, will it be used to draw laden trailers exceeding 4,000kg gross weight?  
Answer Yes  or No   
If the answer is Yes, give the highest plated weight of any trailer drawn \_\_\_\_\_ kg (not applicable in Northern Ireland)

50 If the vehicle is an articulated goods vehicle exceeding 12,000kg gross weight, indicate below whether the vehicle will be used to draw laden semi-trailers which have:-  
One axle   
Two axles   
Three or more axles

51 Is the vehicle a goods vehicle exempt from the provisions of section 53(1) of the Road Traffic Act 1988 (in Northern Ireland, Article 69(1) of the Road Traffic (Northern Ireland) Order 1995), or is it a vehicle to which the Goods Vehicles (Plating and Testing) Regulations 1988 (in Northern Ireland, the Goods Vehicles (Testing) Regulations (Northern Ireland) 1995) do not apply?  
Answer Yes  or No

**Declaration** To be filled-in in all cases.  
**Making a false declaration is a criminal offence for which you could be fined and/or imprisoned.**

**I declare** that I have checked the information given in this form and that to the best of my knowledge it is correct.

**I enclose**

- valid documentation confirming the vehicle keeper's name and address details or a filled-in Notification of Name and Address Check (V959);
- the duty payable (where appropriate);
- filled-in Declaration of entitlement to license at the basic goods rate of vehicle excise duty (Small Islands Goods Vehicles) (V900) (where appropriate);
- a valid certificate of insurance (not the policy or schedule) or security in respect of liabilities to third parties which provides insurance cover for the named keeper of the vehicle;
- suitable evidence of revenue/unladen weight (where appropriate);
- a form DLA404, WPA442 or MHS330 (Disabled tax class only);
- Reduced Pollution Certificate (where appropriate);
- Certificate of Initial Fitness or its equivalent (PSV401, 408, 500, 506) where appropriate (in Northern Ireland PSV Certificate) or Pre Registration Inspection (PRI) Certificate;
- filled-in Declaration of Off Road Vehicle (NF25D) (where appropriate);
- European Community Whole Vehicle Type Approval (ECWTA) Certificate of Conformity; Individual Approval Certificate (IAC); Single Vehicle Approval (SVA) Certificate; Motorcycle Single Vehicle Approval (MSVA) Certificate or Mutual Approval Certificate (where appropriate);
- Appropriate Customs form;
- Certificate of Newness/Declaration of Newness (where appropriate);
- Evidence from manufacturer as to the newness of components (i.e. Kit car/receipts) if appropriate.

Signature \_\_\_\_\_ Date \_\_\_\_\_

In the case of a partnership, limited company or other legal entity, state capacity in which signed \_\_\_\_\_

In the case of signature by a duly authorized agent, state full name and address \_\_\_\_\_

**Note:** The person filling in this form declares that the vehicle is new at first registration.

**Warning** When a vehicle is taxed in a particular tax class there are limitations on the use to which it can be put without breaking the law. Booklet V355/1 "Notes about Taxation Classes", obtainable from DVLA local offices, sets out these limitations. **DVLA are empowered to disclose information to the Police, Local Authorities or other third parties who can show reasonable cause.**

Official Use Only  
 IDC: LO/V959\*  
 Duty  
 Insurance  
 Revenue/Unladen\*  
 DLA404/WPA442/  
MHS330\*  
 Reduced Pollution  
 Initial Fitness/PFI  
 Type Approval  
 Customs  
 C of N/D of N  
 Receipts  
 Delete as appropriate

LO Stamp

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**Section 48 –  
Enter full name**

**Enter signature  
and date**

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Regards

*James Gray*

**James Gray**  
Managing Director