



# Application to exchange a vehicle tax disc

For more information go to [www.direct.gov.uk/vehicletax](http://www.direct.gov.uk/vehicletax)

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V70

Official use only

V70

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Please read the notes over the page before you fill in this form.  
Write clearly in black ink using CAPITAL LETTERS – do not use address stamps.  
Shaded areas are for official use only.

## 1 Your Details

Full name of vehicle keeper

Title (Mr/Mrs/Ms/Miss)

Company name (if appropriate)

Address

Postcode

## 2 Vehicle Details

1. Registration number:

2

Make

Model

2. Tax class you are applying for:

(for example HGV, Bicycle, Petrol Car, Diesel Car etc)

3. Fill in the details below for goods vehicles weighing over 3500kg revenue weight

• Tick if your vehicle has Road Friendly Suspension  (see section D over the page)

• For rigid vehicles give:

Vehicle's revenue weight:  kg

Number of axles:

If over 12000kg and used to pull laden trailers weighing over 4000kg, what is the maximum revenue weight of any trailer pulled?  kg

• For articulated vehicles give:

Combined revenue weight of cab and semi-trailer:  kg

Number of axles on cab:

How many axles will the attached semi-trailer have?

One axle  Two axles  Three or more axles

4. Fuel type (See section C over the page):

5. If Recovery or Special Vehicle tax class give the revenue weight:  kg

6. If Bicycle, Tricycle or PLG tax class give exact cylinder capacity:  cc

7. If Bus tax class (vehicles with 10 or more seats including the driver)

Give number of seats:

Date of change affecting tax class  Day  Month  Year

Mileage (to last complete mile)  (not required by law)

## 3 Declaration (Making a false declaration is a criminal offence for which you could be fined or imprisoned)

I declare that this is a goods vehicle for which I am claiming exemption (see NOTE on Goods Vehicles Testing Certificates over the page).

Tick this box if you are claiming an exemption

I declare that I have checked the information given in this application and it is correct.

\* I enclose the amount of vehicle tax £  / \* I claim a refund of duty (\* delete as appropriate)

Signature

Date

(If you are signing for a partnership, limited company or other legal entity, give your position in the firm.)

Additional Duty Payable.

Enter amount in pounds and pence in field 4 below.

Refund Payable

VC	3	Additional Duty/Refund	4
Wheel plan	5	Trailer Weight	6

Current Licence

Serial No.

Tax Class

Tax Band

Rate of duty

Period of licence

Expiry date

Exchange Licence

Serial No.

Tax Class

Tax Band

Rate of duty

Additional duty

Number of months

Amount due £

Refund Payable

Number of months

Refund payable £

Entered on CLO1360

CLF800/1 completed

## A When you should use this form

### You can use this form:

- if your vehicle is currently taxed and you change the tax class from one paying class to another paying tax class
- if certain changes to your vehicle affect the rate of duty you pay (such as cylinder capacity, the revenue weight of a heavy goods vehicle or the number of seats on a bus)
- if you buy a used vehicle which has a current tax disc but the tax class shown on the tax disc does not cover your use of the vehicle.

## B Where to apply

### You can **ONLY** get an exchange tax disc from a DVLA local office.

You can find the address of your nearest local office:

- on the website at [www.direct.gov.uk/dvlocal](http://www.direct.gov.uk/dvlocal) or
- by phoning 0300 123 1277, you will be asked to provide your postcode.

Do **NOT** send or take this form to a Post Office® branch or to DVLA, Swansea.

DVLA local offices are open between 9am and 5pm on Monday to Friday and between 9.30am and 5pm on the second Wednesday of each month.

## C The documents you need to produce

- **The current tax disc.**
- **The Registration Certificate (V5C).**  
Please fill this in to show any changes you have made to the vehicle (such as, number of seats, change in revenue weight, change in cylinder capacity). If you do not have a V5C you will have to fill in an 'Application for a vehicle registration certificate' (V62) (fee applicable). You can get this from [www.direct.gov.uk/motoringforms](http://www.direct.gov.uk/motoringforms) and Post Office® branches.
- **For vehicles taxed in the Private Light Goods (PLG), Bicycle or Tricycle classes, documentary evidence showing any increase or decrease in cylinder capacity (cc).** This must show the engine number and its cc. Evidence can be a receipt for the replacement engine, written evidence from the manufacturer or insurance company or written confirmation on headed paper from a garage if it was changed before you bought the vehicle.
- **For vehicles taxed in the petrol car, diesel car or alternative fuel car classes, documentary evidence to show a change of fuel type for vehicles registered after 1 March 2001.** You must get written details on headed paper from the garage that carried out the conversion.
- **A valid insurance certificate or cover note,** (not the policy, schedule, renewal notice, or receipt). Downloaded copies are acceptable, photocopies are not.
- **A valid test certificate,** if needed.
- **Plating or Design Weight Certificate.** This only applies to Heavy Goods Vehicle (HGV) and Recovery Vehicle tax classes.
- **A valid Reduced Pollution Certificate,** if you need one for the vehicle. By law your vehicle must continue to meet reduced pollution standards for the period covered by the tax disc. For more information go to [www.businesslink.gov.uk/rpcertificates](http://www.businesslink.gov.uk/rpcertificates)
- **Certificate of Initial Fitness or Certificate of Conformity** or their equivalent PSV401, PSV408, PSV500, PSV506.  
This only applies to the bus tax class.

## NOTE: Goods Vehicle Test Certificates

Test certificates must be valid on the date that the tax disc starts. A goods vehicle does not need to be tested if:

- under Regulation 44(1)(e) of the Goods Vehicles (Plating & Testing) Regulations 1988, it is used on the public road by an order made under section 44 of the Road Traffic Act 1988
- it is used on certain offshore islands exempted by Regulation 44(2) of the Goods Vehicles (Plating & Testing) Regulations 1988
- it is a vehicle of a class listed in schedule 2 of the Goods Vehicles (Plating & Testing) Regulations 1988 (exempted from the requirement of testing)
- it is a vehicle outside the scope of the regulations, for example, it is a heavy or light locomotive or motor tractor within the meaning of the Road Traffic Act 1988, but has as allocated revenue weight.

If your vehicle complies with one of the above categories, declare your exemption in the appropriate box over the page. If you have any queries about the testing position, contact Vehicle and Operator Services Agency (VOSA), Ellipse, Padley Road, Swansea SA1 8AN  
Phone: 0300 123 9000

## D Road Friendly Suspension (for Heavy Goods Vehicles (HGVs) only)

If your vehicle has been fitted with Road Friendly Suspension (RFS) you must tick the box in section 2.

If you are changing your tax disc and providing evidence to show that your vehicle has been fitted with RFS you will need to produce one of the following documents:

- Plating Certificate
- Evidence on headed paper from the manufacturer that carried out the suspension change
- Evidence on headed paper from the vehicle converter that carried out the suspension change.

## E What and how to pay

**You may need to pay more duty.** This will be:

- the difference between what was paid for the current tax disc and the cost of the new tax disc
- divided by the period of the current tax disc (12 or 6 months), and
- multiplied by the number of months the exchange tax disc is to run.

You can get the 'Rates of vehicle tax' leaflet (V149) from [www.direct.gov.uk/vehicletax](http://www.direct.gov.uk/vehicletax) or any tax disc issuing Post Office® branch.

**You can pay by:**

- cheque or postal order made payable to 'DVLA, Swansea'. (Please do not post-date your cheque – we cannot accept it)
- debit card or credit card. There is a £2.50 fee if you use your credit card
- cash.

Do not send cash, blank postal orders or debit card details.

## F Further information

You can get more information about taxing your vehicle:

- on the website [www.direct.gov.uk/vehicletax](http://www.direct.gov.uk/vehicletax)
- in our booklet 'What you need to know about registering and taxing your vehicle' (V100) available from [www.direct.gov.uk/motoringleaflets](http://www.direct.gov.uk/motoringleaflets) and Post Office® branches.

You can also contact DVLA Customer Enquiries by phoning 0300 790 6802 or faxing 0300 123 0798. Phone lines are open between 8am and 7pm Monday to Friday and between 8am and 2pm on Saturdays. Some calls will be monitored for quality and training purposes. If you are deaf or hard of hearing and have a textphone, phone 0300 123 1279. (This number will not respond to ordinary phones.)

If you are not satisfied with the service you have received, please see leaflet 'Customer service guide and what to do if things go wrong' (INS101). You can get this from [www.direct.gov.uk/motoringleaflets](http://www.direct.gov.uk/motoringleaflets)

An executive agency of the  
Department for  
**Transport**