

How to apply for a free disabled tax disc

Who can apply for the free tax disc

The registered keeper can apply for a tax disc to display in their vehicle. The vehicle's registered keeper could be:

- the person with the illness or disability, or
- someone who uses their vehicle **only** for the purposes of the ill or disabled person.

How to apply for a free tax disc for the first time

Applying for the first free tax disc is different to renewing it every year.

For new vehicles, the certificate of entitlement and insurance certificate should be taken to the dealership in order to claim the free tax disc.

For used vehicles, when a free tax disc is first applied for, the tax class of the vehicle must be changed at a Post Office®

branch that issues tax discs. Take or send (selected branches only for postal applications) the following documents:

- full vehicle registration certificate (V5C)
- Certificate of Entitlement (please write the registration number of the vehicle in the top right hand corner)
- an original MoT or GVT certificate (if your vehicle needs one), and
- a certificate of insurance or cover note (downloaded or faxed copies are acceptable, photocopies are not).

For your nearest Post Office® branch that issues tax discs go to **www.postoffice.co.uk** or phone 0845 722 3344 (phone only for postal application branches).

The vehicle can still be taxed without the full registration certificate. Take or send the V5C/2 (New keeper supplement), a completed 'Application for a vehicle registration certificate' (V62) and 'Application form for a tax disc' (V10) along with the documents listed above to your nearest DVLA local office.

For your nearest DVLA local office go to www.direct.gov.uk/dvialocal or phone 0300 123 1277 (you will be asked to give a postcode).

How to renew the free tax disc

Once the tax class of the vehicle is shown as disabled, the V11 (Renewal reminder for a tax disc or Statutory Off Road Notification (SORN)), V85/1 Application to tax a Heavy Goods Vehicle (HGV) or V5C can be used in the following ways:

- online at www.direct.gov.uk/taxdisc
- by phone on 0300 123 4321
- at a Post Office® branch that issues tax discs with a V11, or
- at a DVLA local office with a V85/1.

For further information go to www.directgov.uk/vehicle or www.direct.gov.uk/motoringleaflets for a V188 leaflet.

The use of the vehicle in the disabled tax class

The vehicle must be used by the disabled person or someone else who only uses their vehicle to help them, for example, to get prescriptions or shopping for the disabled person.

If the exemption no longer applies

If the vehicle is not used as described above, it must be taxed in the appropriate tax class at a DVLA local office using the V5C, an insurance certificate, MoT/GVT (if applicable), a completed 'Application for a tax disc' (V10) or 'Application for a tax disc for Heavy Goods Vehicle (HGV)' (V85) and the appropriate fee (if applicable).

For your nearest DVLA local office see over the page.

When to get a replacement Certificate of Entitlement

A replacement certificate is needed when:

- the registered keeper or their vehicle has changed, or
- the certificate has been lost, stolen or damaged.

To get a replacement, contact the Pension, Disability and Carers Service:

- by phone on 08457 123456
- textphone on 08457 224433 (hard of hearing customers only), or
- write to DLA Unit, Warbreck House, Warbreck Hill, Blackpool, FY2 0YE.

Important

If you do not apply for, and receive, a new certificate when you change your vehicle, you will be unable to apply for a free vehicle tax disc.