Driver & Vehicle Standards Agency

Motorcycle Single Vehicle Approval (MSVA)

APPLICATION FOR A PARTIAL MSVA
PMSVA 1

Application for a Minister's Approval Certificate
Motor Cycles etc. (Single Vehicle Approval) Regulations 2003

NOTE : This application must be supported by a **Certificate of Conformity (CoC)** for the vehicle. Please submit a copy of the CoC with your application and present the **original** at the time of test. Please read all guidance notes and complete all questions.
Failure to complete this application accurately or in full may result in delays or rejection.

1. APPLICANT DETAILS

Applicant Name :

Company Name (*if applicable*) **:**

Applicant Address :

Postcode :

Tel No. : **Email :**

2. TEST DETAILS

What test location would you prefer?

1st Choice : **2nd Choice :**

*Please provide a second choice of test location as the first may not be available. Some locations can only carry out tests on certain vehicle types. The Authority reserves the right to inspect all vehicles. When your application has been processed (including the payment of any required fee) you will be sent an email confirming that an inspection can be arranged. If you would like to make a booking enquiry or arrange an inspection at a **DVSA site**, please telephone **0300 200 1188.***

3. VEHICLE DETAILS

VIN :

*The **VIN** (Vehicle Identification Number) is likely to be found stamped into the right hand side of the headstock. There should also be a type approval plate on the vehicle which includes the VIN. In the case of car based vehicles the plate is often under the bonnet or around the door aperture. The VIN will also be shown on the CoC.*

Vehicle Make : **Vehicle Model :**

Vehicle Type *(tick appropriate box below)* **:**

2 wheeled vehicle, engine capacity 200cc or less	☐	**Class 1**
2 wheeled vehicle, engine capacity over 200cc	☐	**Class 2**
3 wheeled vehicle, unladen weight less than 450kg	☐	**Class 3**
3 wheeled vehicle, unladen weight greater than 450kg	☐	**Class 4**
4 wheeled vehicle	☐	**Class 4**

If this application is for a 4 wheeled vehicle, is it in relation to the parking brake? **YES** ☐ **NO** ☐

4. CONDITIONS THAT APPLY AT THE TIME OF EXAMINATION

The conditions that apply at the time of examination are listed in the application appointment letter you will receive after your application has been processed.

5. DATA PROTECTION, DECLARATION & SIGNATURE

We collect, use and store your personal data so that we can process your application for a partial Motorcycle Single Vehicle Approval (MSVA) inspection.

We may share your personal data if we have a lawful reason. For example as part of a criminal investigation or to prevent fraud. Find out more at **www.gov.uk/dvsa/privacy**

DECLARATION :

- I declare that, to the best of my knowledge and belief, all statements in this application are true.
- I have read and understand the Partial MSVA Cancellation and Amendment Policy.

Signature : | **Date :**

Print Full name :

Please ensure that this declaration is signed. Failure to do so will result in the rejection of your application. *A* ***typed 'Signature'*** *is acceptable if sending your form electronically.*

Continued overleaf ►

6. PAYMENT OPTIONS & DETAILS – POSTAL APPLICATIONS ONLY

If you choose to send your application by post, you can pay the required fee by one of several methods :

1. **Cheques/Postal Orders -** Payable to the ***'Driver and Vehicle Standards Agency'*** *('DVSA')* Only accepted with postal applications.
2. **Credit/Debit card -** If you choose to pay by this method, then once your application has been processed, you will be contacted by email with instructions on how to arrange your card payment.
3. **DVSA Pre-Funded Customer Account** - If you are a regular user of the scheme this is the quickest method to use. For pre-funded customer accounts, the signatory on the application must be a delegate authorised to use the account. Find out how you can **apply for a DVSA pre-funded account**.

REFUND POLICY : Should you wish to **cancel** the Partial MSVA appointment date you have been allocated, the following options will apply regarding the fee paid at the time of application :

1. **If you give 3 or more clear working days' notice** prior to your appointment date, then either :
   - you can request a later appointment or if not,
   - the full amount paid will be refunded to the payee.
2. **If you give less than 3 working days' notice** prior to your appointment date, then :
   - the whole fee will be forfeited.

You can see the **Vehicle Approvals fees online** or by telephoning our **Customer Service Centre** on **0300 123 9000.**

How are you paying for this application? *(Please tick one box)*

Cheque / Postal Order ☐ *Payable to 'Driver and Vehicle Standards Agency'.*

Credit / Debit Card ☐ *Payment to be made once application is received.*

DVSA Pre-Funded Customer Account ☐ **Account 'C' No. :**

I hereby authorise the **Driver and Vehicle Standards Agency** to take the amount stated below from my bank / pre-funded customer account in respect of my application.

£ .

Signature details : Please sign and print your name if you are the **DVSA customer account delegate**.

Signature : **Print Name :**

ON COMPLETION

Use the service to **Apply for Motorcycle Single Vehicle Approval (MSVA)** to send your **fully completed** application form to the Driver and Vehicle Standards Agency (DVSA).

Please Note : When your application for an MSVA has been processed, you will receive an email asking you to book an appointment.

An appointment can be requested by contacting **0300 200 1188**.

For further information, please email **enquiries@dvsa.gov.uk** or telephone our **DVSA Customer Service Centre - 0300 123 9000**