



Application for a Public Service Vehicle

Accessibility Certificate

DDA1



**FAILURE TO COMPLETE THE
FORM ACCURATELY OR IN
FULL COULD RESULT IN
DELAYS OR REJECTION**

FOR OFFICIAL USE

Fee rec'd £_____ int_____
Cash/chq/PO/debit credit card
Booking ref no_____
Process date_____
Int_____

PLEASE USE CAPITALS

1. APPLICANT DETAILS

Title:		Name:	
For and on Behalf of:			
Address:			
Postcode:		Tel. No.	
Email Address:			

2. VEHICLE DESCRIPTION

Registration number:																	
(if applicable): Chassis (VIN) Number:	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>																
Date of Manufacture:		Date of Registration*:															

***Please Note:** Enter 'N/A' for date of registration if vehicle is not registered at time of application.

	Make	Model
Chassis		
Body		

Does the vehicle require an Accessibility Certificate (DDA) to :

i. **Schedule One** – Wheelchair accessibility (bus and coaches)?

YES ☐ NO ☐

ii. **Schedule Two** – General accessibility (buses)?

YES ☐ NO ☐

iii. **Schedule Three** – General accessibility (coaches)?

YES ☐ NO ☐

iv. **Regulation 8 of Schedule 2 or Regulation 7 of Schedule 3 (destination equipment)** – Buses and coaches with accessibility features approved to Directive 2001/85/EC or ECE Regulation 107.02.

YES ☐ NO ☐

If you have ticked 'YES' please include any approval documents relating to this vehicle along with this application form. See note 'What if my vehicle is type approved?'

If the vehicle has an approval please add the approval number, if not enter N/A

3. ALTERATIONS

Have any alterations been made to the vehicle in order to comply with the Accessibility Regulations?

YES ☐ NO ☐

(If yes, please complete section 4, if no move on to 5.)

4. DETAILS OF ALTERATIONS

Please complete the appropriate boxes below and provide brief details of any alterations to the vehicle or its carrying capacity as a result of changes to the vehicle to comply with the accessibility requirements only. Changes not relating to compliance with the Accessibility Regulations must be notified to the DVA immediately.

	YES	NO		YES	NO
Restrained wheelchair(s)	☐	☐	Unrestrained wheelchair(s)	☐	☐
Power operated lift	☐	☐	Portable ramp	☐	☐
Power operated ramp	☐	☐			

Please provide brief details below of any questions

Carrying capacity:

	Before alteration	After alteration
Upper		
Lower		
Standing		
Wheelchairs		

Has the weight of the vehicle changed because of alterations?

YES

☐

NO

☐

If a change has been made to the seating arrangement, please provide the following :

Maximum Length (cm)		Maximum Height (cm)		Wheelbase (cm)	
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5. Location and date of test

The PSV Accessibility Test will be carried out at Mallusk Test Centre Only

Please indicate any date / time which would not be suitable within the next 2 – 4 weeks

Days/Dates	Times

6. Duplicate Certificates

If you need a duplicate certificate because your last certificate has been lost, stolen destroyed or defaced, please tick correct box.

Lost or stolen

☐

Destroyed

☐

Defaced and enclosed

☐

N.B. If your vehicle was tested under a different registration number than the one given overleaf, please state the previous registration below.

7. Fee

(a) I enclose payment by cheque or postal order for

£

Please make it payable to DVA and crossed 'A/C payee only'. Write the registration mark on the back. Do not send cash by post. If you wish to pay by debit/credit card, visit any test centre. Current fees are available at www.nidirect.gov.uk/articles/vehicle-test-fees

8. Where to send The Application Form

Please forward this application form to: specialist.testingdva@infrastructure-ni.gov.uk. Please note DVA will contact you to arrange payment.

9. If you do not get a test appointment letter within 10 days, you must tell the agency immediately. If you do not, you are likely to lose your test fee.

DATA PROTECTION: The information provided on this form may be available to other Departments/Agencies for the purpose of preventing or detecting crime. Your personal information will be managed in accordance with the Privacy Notice available at www.infrastructure-ni.gov.uk/dfi-privacy or by calling 0300 200 7861.

DECLARATION – I confirm that, as far as I know, all statements in this application are true.

Signature:

Date:

Print Full Name:

IMPORTANT NOTES

- You may apply for a public service vehicle Accessibility Certificate at any Driver & Vehicle Agency (DVA) test centre
- You should apply for a certificate at least 6 weeks before you need it.
- Further information is available at www.nidirect.gov.uk/articles/public-service-vehicle-accessibility-certificate

The application must be completed in full and signed by the applicant.

What is an Accessibility Certificate test?

It is a one-time inspection for certain buses and coaches which checks their accessibility features. The features are required by the Public Service Vehicle Accessibility Regulations (Northern Ireland) 2003 to ensure that public service vehicles are accessible to disabled passengers.

Which vehicles require an accessibility certificate?

Buses and coaches constructed to carry more than 22 passengers must be fitted with accessible features if they are used on scheduled services.

“Scheduled service” means a service, using one or more public service vehicles, for the carriage of passengers at separate fares –

- Along specified routes;
- At specified times; and
- With passengers being taken up and set down at predetermined stopping points.

Which requirements apply to my vehicle?

In general, all buses and coaches constructed to carry more than 22 passengers and used on scheduled services must be fitted with both Wheelchair & General accessibility features. However, certain exemptions apply (see below):

- Coaches (vehicles constructed to carry seated passengers only) first used before 31 August 2003 are exempt certification for Wheelchair & General accessibility features until 1 September 2022;
- Coaches first used on or after 31 August 2003 and before 1 September 2007 are exempt certification for Wheelchair features only, until 1 September 2022. However, these vehicles must be certified for General Accessibility.
- Buses and coaches providing a ‘tour service’ where passengers are carried to a particular location/s and back to the point of departure may not require an Accessibility Certificate.

Please review the Accessibility Regulations for full details of exemptions.

“bus” means a public service vehicle designed and constructed for the carriage of both seated and standing passengers (more than 22 passengers)

“coach” means a public service vehicle designed and constructed for the carriage of seated passengers only (more than 22 passengers)

What if my vehicle is type approved?

Certain buses and coaches have been constructed and type approved with the accessibility features fitted, whilst others have been type approved without these features. All type approved buses and coaches require an accessibility test and certificate. However those vehicles that have been type approved with the accessibility features fitted may be subject to a less intensive test, where the test will focus on the approval certificate and the vehicle’s route and destination board signage.

What are the main items inspected during the Accessibility Test?

The range of testable items depends on the type of vehicle, but may include;

- Wheelchair spaces and restraint systems
- Boarding lifts and ramps
- Kneeling systems
- Floors and gangways
- Entrances and exits
- Steps
- Handrails
- Seats
- Communication devices
- Signage and markings
- Lighting
- Route and destination displays

Please review Schedule 1, 2, and 3 of the Public Service Vehicles Accessibility Regulations for full details.

How to I appeal the decision?

Appeals must be made in writing within 28 days of the original decision. They must include a statement outlining the specific grounds of the appeal. The vehicle will be re-examined and, if successful, an Accessibility Certificate will be issued.

How can I make a complaint?

If you have a complaint, please try and resolve it before leaving the test centre in the first instance.

Information on the formal complaints process and contact details can be found at <https://www.nidirect.gov.uk/articles/contact-dva-complain-or-claim-compensation>.