

5

Seatbelt inspection

(Only for buses and coaches first registered before 1 September 2002. Before completing, please read the notes opposite.)

(a) Does the vehicle have one or more non-mandatory seatbelts fitted to a forward-facing seat?

Yes

No

(b) If Yes, has the vehicle passed a seatbelt installation ‘A’ Test as part of a previous annual roadworthiness test or COIF inspection?

Yes

No

(c) If Yes, have extra seatbelts been fitted since the last installation test or have permanent seatbelt mountings been relocated?

6

Speed limiter

(Buses and coaches only)

Is the vehicle fitted with a speed limiter?

Yes

No

If you consider the vehicle is exempt from speed-limiter requirements, please complete the declaration below.

Speed-limiter declaration. Only complete this if there has not been any alteration or engine adjustment to exclude the vehicle from the speed-limiter requirement – see notes.

I

(full name)

(Owner/representative)

declare that vehicle

(Reg mark)

is incapable of exceeding 100 km/h when in its unladen condition and I confirm that there has not been any alteration or engine adjustment to exclude the vehicle from the speed-limiter requirement.

Signature

Position in business

Date

7

Preferred day, time and location of test

(the test will be arranged to suit you, if possible)

Day

Morning/afternoon/evening

Centre

8

Duplicate disc/licence

(see note at bottom of page)

Do you need a duplicate disc?

Or licence?

Do you need a duplicate because your last disc/licence was:

Lost or stolen

Destroyed

Defaced and enclosed

Date and place of issue if known

9

Fee

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

£

Please make it payable to the 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

10

Signature

Date

* Important

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.

Send your completed form and fee to the centre where you wish the test to be carried out. But note that, if you are applying for a duplicate disc/licence you should send your completed form and fee to Driver & Vehicle Agency, Passenger Transport Licensing Division, Room 122-124, County Hall, Waterside, Coleraine, BT51 3HS.

To book a vehicle test, the Department of the Environment uses personal data you provide. Personal data may also be used by the department and may be passed to authorised third parties for other purposes in accordance with the Data Protection Act 1998.

Application for a
Public Service Vehicle Licence
PV3



CUSTOMER INFORMATION
Booking enquiries: 0845 247 2473
DVA Enquiries: 0300 200 7861
Minicom: 028 7034 1351
www.nidirect.gov.uk

- ARMAGH

47 HAMILTONSBAWN RD.
BALLYNAHOME MORE. BT60 1HW
Tel: 028 3752 2699
- BALLYMENA

PENNYBRIDGE INDUSTRIAL EST.
LARNE RD. BALLYCRAIGY. BT42 3ER
Tel: 028 2565 6801
- BELFAST

66 BALMORAL RD. MALONE LOWER. BT12 6QL
Tel: 028 9068 1831
- COLERAINE

2 LOUGHAN HILL INDUSTRIAL EST.
GATESIDE RD. LOUGHAN HILL. BT52 2NJ
Tel: 028 7034 3819
- COOKSTOWN

SANDHOLES RD. COOLKEEGHAN. BT80 9AR
Tel: 028 8676 4809
- CRAIGAVON

3 DIVINY DR. CARN INDUSTRIAL EST.
TARSAN. BT63 5RY
Tel: 028 3833 6188
- DOWNPATRICK

CLOONAGH RD.
FLYING HORSE RD. BALLYMOTE UPPER.
BT30 6DU
Tel: 028 4461 4565
- ENNISKILLEN

10 COA RD. MONEYNOE GLEBE. BT74 4EG
Tel: 028 6632 2871
- LARNE

BALLYBOLEY RD.
BALLYLORAN. BT40 2SY
Tel: 028 2827 8808
- LISBURN

1 ENTERPRISE CRESCENT. BALLINDERRY RD.
KNOCKMORE. BT28 2BP
Tel: 028 9266 3151
- LONDONDERRY

NEW BUILDINGS INDUSTRIAL EST.
VICTORIA RD. BALLYORE. BT47 2SX
Tel: 028 7134 3674
- MALLUSK

COMMERCIAL WAY
HYDEPARK INDUSTRIAL EST.
GRANGE OF MALLUSK. BT36 4YY
Tel: 028 9084 2111
- NEWRY

51 RATHFRILAND RD. CARNEYHOUGH.
BT34 1LD
Tel: 028 3026 2853
- NEWTOWNARDS

JUBILEE RD. SCRABO. BT23 4XP
Tel: 028 9181 3064
- OMAGH

GORTRUSH INDUSTRIAL EST.
GREAT NORTHERN RD
MULLAGHMENAGH UPPER. BT78 5EJ
Tel: 028 8224 2540
- OTHER USEFUL NUMBERS

PASSENGER TRANSPORT LICENSING DIVISION
(OPERATOR LICENCE ENQUIRIES)
Tel: 028 9025 4100
- DVA ENQUIRIES

Tel: 0300 200 7861
- (All calls charged at local rate)



IMPORTANT NOTES

- You should apply for the **renewal of a licence at least 6 weeks before you need it.**
- When a vehicle has failed a full test there is a **reduced fee for a re-test if the centre receives an application within 21 days of the full test.**
- If you are applying for a **duplicate disc/licence, only fill in sections 1, 2, 3, 8, 9 and 10** and send your application and fee to Road Transport Licensing Division.

Seatbelt test – (buses and coaches only)

A test will take place of seatbelts, how they are secured and the area to which they are secured (installation test).

Eligible vehicles

A *once-only* seatbelt installation test (test ‘A’) will be carried out on vehicles with more than 8 passenger seats and with seatbelts fitted to one or more non-mandatory, forward-facing seats. See section 5 on the form.

Vehicles that do not need the once-only test

Minibuses, buses and coaches do not need the once-only test if:

- the vehicle is first registered on or after 1 September 2002; or
- all seatbelts are mandatory, ie seatbelts are fitted on or after 1 September 2002 (excludes seatbelts fitted to buses designed for urban use with standing passengers), or seatbelts are fitted to the driver’s seat and front passenger seat on minibuses (specified passenger seat), or seatbelts are fitted to the exposed forward-facing seats on a coach first registered on or after 1 October 1990;
- all seatbelts were fitted by the vehicle’s original manufacturer and had been formally type-approved when installed (which in practice covers most seatbelts fitted at the time of manufacture);
- all seatbelts are disabled person’s belts;
- the vehicle has passed an installation ‘A’ test in Northern Ireland after 19 June 2000 or GB after 1 August 1998. If this is the case, formal documentary evidence (eg, original PSV licence or MOT certificate) must be produced as confirmation. **If you cannot provide proof needed on the day of the test, a further full installation test will be required.** (Photocopies will not do.)

European Community Whole Vehicle Type Approval (ECWVTA)

From 29th October 2011 all new buses (capable of carrying more than 8 seated passengers) must be manufactured and approved to new type approval requirements. This means that before a bus can be registered or PSV'd (if not registered) the applicant must provide evidence of approval. This evidence can be either a European Community Whole Vehicle Type Approval Certificate, a National Small Series Certificate or an Individual Vehicle Approval Certificate. DVA will not provide a PSV appointment if the correct certification is not provided when requested. For further information please call 0845 601 4094.

Fees and time slots

If an installation ‘A’ test is required, a higher fee and longer time slot will be needed. Details of fees can be obtained from any DVA Test Centre. **A test may not proceed and you may lose the fee if you do not book the correct time slot in advance, so it is important to complete this form correctly if an installation test is needed.** See section 5 on the form. The installation test is a once-only test. But, if additional seatbelts are fitted, or if the arrangement of seatbelts has been changed since the last installation test, then a further installation ‘A’ test of **all** seatbelts will be needed. See section 5 on the form.

Things to do in advance of an installation test

Any vehicle needing a seatbelt installation test should arrive at the test centre with the seat cushions removed and with easy access to the boot and the lockers. **Failing this, the test may not proceed and a further test and test fee may be needed.** Seat cushions will need to be refitted during the test, so the presenter of the vehicle must be able to do this. The presenter should bring to the test any documents about the seatbelt or its installation for the examiner’s information.

Speed Limiter Requirements (buses and coaches only)

The following vehicles require a speed-limiting device unless they are exempt;

Vehicles first used before 20 June 2005

- Vehicles with a maximum gross vehicle weight exceeding 10 tonnes and first used after 1 January 1988
- Vehicles fitted with a diesel engine and having a maximum gross vehicle weight not exceeding 10 tonnes travelling on international journeys, first used after 1 October 2001 require a speed limiter from 20 June 2006 (similar vehicles travelling on national journeys only are exempt until 20 June 2007)

Vehicles first used after 19 June 2005

- Vehicles with a maximum gross vehicle weight exceeding 5 tonnes travelling on national or international journeys
- A vehicle with a maximum gross vehicle weight not exceeding 5 tonnes and travelling on international journeys. (similar vehicles travelling on national journeys only are exempt until 20 June 2008)

A vehicle is exempt from needing a speed limiter if the vehicle’s construction means it cannot exceed 100km/h. If this is the case, you must complete the Declaration at section 6 and be prepared to provide documentary evidence if asked for.

General information

If you are applying for a licence on behalf of the owner of a vehicle, you must enclose the owner’s written authority. If applying on behalf of a firm or corporate body, please give your position in the company. If your residence or (in the case of a company) your registered office is outside Northern Ireland, you will be required for as long as you hold the licence to:

- retain an office or place of business in connection with such a PSV within Northern Ireland, and
- submit to the jurisdiction of the Northern Ireland courts.

Convictions

You need not declare any convictions that are “spent” under the terms of the Rehabilitation of Offenders (Northern Ireland) Order 1978. A solicitor, citizens advice bureau or local advice centre can explain how this Order affects you.

Taxi meter test (Belfast public hire only)

Meter tests are conducted at our Belfast, Mallusk and Lisburn centres **only**. You should arrange a meter test through one of these centres close to the time of your annual inspection

Insurance

When your application is approved and before the licence is issued, you will have to produce satisfactory evidence of insurance against any lawful claims for damage to people or property caused by the PSV for which you seek the licence, or satisfy the licensing officer that you can meet such claims. So you must bring your current Certificate of Insurance with you when bringing the vehicle for testing.

Insurance policy

The sum assured to cover claims for third party and passenger risks and injury to people must be unlimited. The sum assured to cover claims for damage to property should be at least £250,000.

REMEMBER TO SIGN AND DATE YOUR APPLICATION FORM



Application for a Public Service Vehicle Licence PV3

Please complete all parts of this form that are appropriate to your vehicle

PLEASE USE CAPITALS
Please read the notes opposite before completing the form

1 Details of vehicle – Please refer to the registration book for some details (You must bring the registration book with you when you present the vehicle for testing.)

Reg mark

Make

Model/type

Chassis no

Body type

Seating capacity

Standing capacity

Fuel type

Date of first registration in NI

Is this vehicle a bus?

Is this vehicle 4-wheel drive?

Yes

No

Unladen weight if it is a bus

KGS

Month and year of manufacture

If your vehicle has been re-registered please give the previous registration mark

If previously registered in GB, give date of registration

Is the vehicle being imported into NI from outside the UK?

Yes

No

2(a) Details of registered keeper
Please give full name and address

2(b) Details of person paying if different from 2(a)
Please give full name and address

Title Forename(s)

Surname

Address

Town County Postcode

Date of birth Email address

Home tel no. Work tel no.

Taxi driver badge no.

Title Forename(s)

Surname

Address

Town County Postcode

Date of birth Email address

Home tel no. Work tel no.

3 Previous tests/licences
Has this vehicle been previously licensed as a Public Service Vehicle in Northern Ireland? Yes No

If Yes, please give the expiry date and certificate no. (if known)
If No, and the vehicle was manufactured before 29 October 2011, and the vehicle has more than 16 passenger seats, please send a completed Supplementary Application for a Public Service Vehicle Licence PV3 (A), with this form.

If this vehicle is a bus or coach does it have an Accessibility Certificate in NI or GB?

Yes

No

If Yes, please state the level of compliance:

General accessibility only

Wheelchair and general accessibility

4 Convictions
Have you been convicted of any offence? (include non-motoring) Yes No
If Yes, give details.

Court	Conviction date	Offence	Penalty imposed