

## Notes for Guidance – Please read carefully.

This leaflet explains how to place a vehicle registration number onto retention. Before you complete the application form please read these notes very carefully. You are also advised to read the Agency's information booklet INF46 "Registration Numbers and You" available from your DVLA local office (for the address see note D) and DVLA, Swansea.

### A What is the Retention Scheme?

The Retention Scheme enables a keeper of a vehicle to temporarily hold its registration number apart from the vehicle for up to 12 months pending its assignment to another vehicle. If the number is not assigned to another vehicle within the 12 months, further 12 month periods of entitlement may be purchased (see note K). **IMPORTANT: If the number is not assigned to a vehicle within the 12 month period and the retention rights are allowed to expire, entitlement to the number will be lost.**

### B Who can apply to retain a registration number?

Registration numbers are assigned to **vehicles**. An individual acquires entitlement to move a vehicle's number through being the **keeper** (who may not necessarily be the owner) **of that vehicle**. If you have newly acquired a vehicle and it is not yet registered in your name you may still be able to apply (see note E). Vehicles taking part in the scheme must be in existence and registered at DVLA. Vehicles must also be available for inspection, be of a type that requires an annual roadworthiness test and be currently licensed (but see note E).

### C Can I assign a retained number to someone else's vehicle?

**Yes.** A right of retention allows you to assign the number to someone else's vehicle but you must tell us in advance who that person (the nominee) is, so that we can include their name on your V778 Retention Document. You can provide your nominee's details now by completing Section 3 on the attached application form. Alternatively, you can add or change nominee details after you receive your Retention Document from DVLA (but BEFORE it expires) in which case you will be charged a £25 fee. **Important:** Having a nominee places you under no obligation to assign the number to their vehicle. Only you, the grantee, can decide whose vehicle is to receive the number. The nominee has no rights to the number under the retention arrangements.

### D How and where do I apply?

You must complete the attached form V778/1 and take or send it to a DVLA local office with the appropriate supporting documents (see note E). The **address** of your nearest DVLA local office can be found:

- On the website [www.direct.gov.uk/motoring](http://www.direct.gov.uk/motoring)
- In our booklet V100 available from all Post Office® branches
- By calling 08702 430444 but you will be asked to provide your postcode

You may also be able obtain the address from The Phone Book under 'Driving and Vehicles (Vehicle Registration and Licensing)'. DVLA local offices are open 9.00am to 5.00pm Monday to Friday and 9.30am to 5.00pm on the second Wednesday of each month.

**DO NOT SEND YOUR APPLICATION TO DVLA, SWANSEA.**

### E What documents do I need to produce with my application?

**Please note only original documentation will be accepted.**

- **Registration Document/Certificate (V5/V5C)** showing you as the vehicle's registered keeper. If you have only recently acquired the vehicle and it is not yet registered in your name you may still apply if you have the V5 or V5C with the keeper change section completed. If you have only the V5/2 or V5C/2 portion, you may use this (if it has not already been used in a transfer/retention or assignment application) but you will also need to complete form V62 (application for a Registration Certificate) available for download from [www.direct.gov.uk/motoring](http://www.direct.gov.uk/motoring) and from DVLA local offices and Post Office® branches.
- **Test certificate (MoT/HGV)** if the vehicle requires one.

**Note:** Although the vehicle may not be old enough to need a test certificate, it must belong to a class that requires testing. If a vehicle is of a type that does not normally require testing, such as a milk float or agricultural machine, then it cannot take part in the retention scheme.



- **Vehicle licence disc** – but **do not** enclose it with this application it will be requested at a later date. **Instead**, fill in the "vehicle licence disc expiry date and serial number" in Section 1 of the attached application form. If the licence disc was taken out at a Post Office® branch within the last 2 weeks, please enclose a photocopy of the disc with your application in case the DVLA record has not been updated with the details. **Do not apply for a refund of vehicle excise duty while your application is being considered, if you do, your application could be cancelled.**

**Note:** If the vehicle donating the number is not currently licensed, you may still be able to apply to retain its number without renewing the licence. If the vehicle licence expired no more than 12 months prior to the date of this application, or if the donor vehicle is not yet old enough to be tested (up to 3 years old for cars or 1 year for HGV's) you should be aware that in these cases, it is likely that the local office will wish to inspect your vehicle (see note F). The concession will only apply if a Statutory Off Road Notification (SORN) has been made. **There must be no break between the expiry date of the licence and the commencement of the SORN.** SORN can be made by completing form V890 available from local offices and DVLA, Swansea, or for download from [www.direct.gov.uk/motoring](http://www.direct.gov.uk/motoring).

- **V10 or V85 vehicle licence application (if the vehicle needs to be re-licensed)** accompanied by a certificate of motor insurance or a cover note and the appropriate vehicle excise duty.
- **The current fee** (£105 at the time of printing). This represents the £25 retention fee and the £80 assignment fee. If you are paying by cheque, the drawer's full name and address and the registration number of the vehicle must be printed clearly on the back of the cheque. In the event that a refund of the fee is necessary, the refund will be paid to the name and address printed on the back of the cheque. Cheques should be made payable to "DVLA, Swansea". **Please note** that the £25 fee may be retained whether or not retention of the registration number is granted.

**Please Note:** Northern Ireland vehicles simultaneously being registered in GB and taking part in a retention application will be subject to Identity Checking. Further Information is available in leaflet INF148 "Registering and Licensing your vehicle using V55/4 or V55/5", which is available for download from [www.direct.gov.uk/motoring](http://www.direct.gov.uk/motoring) or by contacting your nearest DVLA local office (for the address see note D).

### F What happens next?

The DVLA local office may wish to inspect the vehicle. If so, you will be advised of the date and location of the inspection. The purpose of the inspection is to verify the vehicle's entitlement to the registration number by checking its particulars against those held on record. The inspection officer will need to look at the stamped-in Vehicle Identification Number (VIN) and the chassis plate. You must ensure that these are cleaned sufficiently to make them legible. The local office may, on occasion, seek assistance from police vehicle examiners to aid this process. If the identity of the vehicle is in doubt, the retention application will be refused and the vehicle may need to be re-registered under a 'Q' prefix registration number (the local office will explain if this happens). **Note:** If a vehicle that is called for inspection is unlicensed or does not have a valid MoT certificate, it must not be used on public roads. You will need to make arrangements to have it transported to the place of inspection.

Once the local office has checked that the application is in order, the vehicle will be issued with a replacement disc (if appropriate) showing its new registration number and the application will be passed to DVLA, Swansea for processing. **When you receive the replacement disc the old disc will become void and must be returned to the DVLA local office for cancellation. No refund of duty will be paid on the void licence.** You will not receive your Retention Document until your application has been finally approved by DVLA, Swansea.

**Important:** If the vehicle is broken-up or destroyed before your application has been finally approved by DVLA, Swansea, the number will be lost. If the vehicle is sold on before your application has been finally approved by DVLA, Swansea, entitlement to the number will pass to the new keeper.

## **G** What replacement registration number will be given to the vehicle?

The vehicle will be allocated a replacement number appropriate to its age.  
**Note:** Wherever possible, the vehicle will be re-united with the number it gave up as a result of a previous transfer or assignment. Vehicles that were first registered before 1963 will be allocated a replacement number that does not contain a year identifier and it may not reflect the date the vehicle was first registered. In both these circumstances the replacement number will be allocated on a non-transferable basis. This means that you will not be able to transfer it or put it onto retention at a later date. The vehicle will, however, be able to receive a number in a future transfer or assignment.

## **H** When will I receive the new documentation?

The DVLA local office will pass your application to DVLA, Swansea, for approval. If your application is successful you will be granted a right of retention under the provisions of the Retention of Registration Marks Regulations 1993 (as amended). You will receive a **V778 Retention Document** valid for **12 months** from the date of retention. You will also receive a V5C Registration Certificate for the vehicle under its replacement registration number. **(Do not dispose of the vehicle until you receive this document or the retention application may be cancelled.)**

These documents will be despatched from DVLA, Swansea **separately** and should normally arrive within 4 weeks of receiving your confirmation letter from the local office. However, if a V62 was used to support your application, it may take up to 8 weeks. If you do not receive your new documents by then you should write to the Cherished Transfer Section, Unit 1B, DVLA, Swansea Vale, SA99 1BW or phone Customer Enquiries (Vehicles) on 0870 240 0010. Phone between 8.00am and 8.30pm Monday – Friday and between 8.00am and 5.30pm Saturday. Some calls will be monitored for quality and training purposes. Customers with impaired hearing who have a textphone/minicom should phone 01792 766426 for vehicle enquiries. You should be aware that the minicom number will not respond to ordinary telephones. Alternatively you can email DVLA at [vehicles.dvla@gtnet.gov.uk](mailto:vehicles.dvla@gtnet.gov.uk)

## **I** What if I need to add or change nominee details in the future?

You can apply by completing the appropriate section of the V778 Retention Document (the procedure is fully explained on that document). **Only the grantee can apply to add or change nominee details.**

## **J** How do I assign a retained number to a vehicle?

When you are ready to put the number onto your vehicle, or that of a nominee named on your V778 Retention Document, you should apply to your local office by completing the V778. (The procedure is fully explained on that document).

## **K** What if I don't assign the retained number within the twelve month period?

Provided you do not allow your retention right to lapse by allowing the document to expire, you can apply for a further 12 month retention period. The fee for a 12 month extension is £25. Applications can be made on the V778 Retention Document up to 28 days prior to expiry. **It is important to note that if you allow your retention right to lapse you will lose entitlement to the number.** If you do not want to extend the period or you choose not to assign the number you can apply for a refund of the £80 assignment fee. Application for a refund of the assignment fee can only be made after the retention period has expired. Applications should be sent to the Cherished Transfer Section, Unit 1B, DVLA, Swansea Vale, SA99 1BW.

## **L** My vehicle has been "written-off" can I still apply to retain its number?

If your vehicle has been written-off, you may still be able to retain its number provided:- (a) your insurers have not disposed of the vehicle and are willing to give written authorisation for you to retain the number, (this authorisation should be obtained before you submit your application, and only the original letter will be accepted), (b) the vehicle is available for inspection and (c) the conditions of the transfer scheme are met.

## **M** What if I want to assign the number held on my V750 Certificate of Entitlement to a vehicle?

If you wish to assign a number that you have purchased through the Agency's Sale of Marks Scheme (V750 Certificate of Entitlement) to a vehicle and at the same time put that vehicle's existing number onto retention, you should complete this form as directed in note D. In addition to the documents mentioned in note E, you will need to submit your V750 Certificate of Entitlement with the application. The application will also need to be accompanied by the fee of £105 (as explained in note E) and, unless already paid at the time of purchase, an £80 assignment fee for the purchased number.

## **N** Additional Information

- A right of retention is granted to the grantee alone and is not transferable. A nominee has no rights to the number on retention. The Secretary of State may revoke a right of retention if there are any special reasons for doing so. **Please read very carefully the declaration you are required to sign.**
- If the number being retained has an age identifier, you will not be able to assign it to a vehicle which is older than that number, thereby making that vehicle appear newer than is actually the case.
- Not all registration numbers are transferable. The vehicle's Registration Document/Certificate (V5/V5C) will indicate when a number is non-transferable and you should check it before applying. **Non-transferable registration numbers cannot be put onto retention.** If you have any queries you should contact Customer Enquiries (Vehicles) – see note H for telephone number.
- The DVLA local office may wish to inspect/re-inspect the vehicle. You should not dispose of the vehicle until the retention has finally been approved by DVLA, Swansea and you have received the vehicle's replacement Registration Certificate (V5C) showing its new number. **If you dispose of the vehicle before then, the application may be cancelled and you could lose the number.**
- Vehicles with 'Q' or 'NIQ' prefix registration numbers cannot participate in the retention scheme.
- Non-display of a licence disc on a vehicle being used or kept on a public road is an offence. You should wait until you receive your replacement licence disc before surrendering the old one for cancellation.
- It is an offence to misrepresent a registration number on a vehicle number plate. For more information see leaflet V796 available from local offices and DVLA, Swansea.
- Please check the details shown on the V778 Retention Document and the vehicle's new Registration Certificate (V5C) as soon as you receive them. If the information contained on them is incorrect or if you have any queries regarding the retention application, you should write to the Cherished Transfer Section, Unit 1B, DVLA, Swansea Vale, SA99 1BW.



# Application to Retain a Vehicle Registration Number

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

Please read the attached notes for guidance carefully before you complete this form. Please use **BLACK INK** and **CAPITAL LETTERS**.

## 1 Vehicle details

Vehicle Registration Number to be retained  2

### Details of vehicle which NOW carries this registration number

Make	Model
VIN/Chassis Number	
Vehicle licence expiry date and serial number	

## 2 Keeper details (see note B)

### Name and Address of vehicle keeper

Title or Company Name
Mr/Mrs/Miss/Ms
Address
Postcode
Daytime Telephone Number
Home Telephone Number

## 3 Nominee details (see note C)

**NOTE: The nominee will have no rights to the retained number.**

Title	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>
Other Title or Company Name	<input type="text"/>							10
Christian or Forename	<input type="text"/>							11
Surname	<input type="text"/>							11

## 4 Details of where the vehicle is kept

The DVLA Local Office may wish to inspect the vehicle. If it is not kept at the above address, state where it is kept.

Address
Postcode
Daytime Telephone Number

V778/1

### Official Use Only

CD  3

Replacement Number  4 CD  5

Is Replacement Number Transferable  
Yes  No

Fee Paid By  
 Donor  
 Other \_\_\_\_\_

EPOS/R.V/ Gen II Number

Replacement Licence Serial Number

DVLA Local Office Stamps	
Date received	Date processed
<input type="text"/>	<input type="text"/>

To be completed by CV only

V5 Ref. No.

Date of Retention  6 DVLA Local Office Code  7

Section Code  8 Output Marker  9

Please Turn Over

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



## 5 Declaration by the keeper of the vehicle

**I declare** that I have read and understood the notes attached to this form which explain the terms and conditions of the retention facility.

**I declare** that I have checked the information given on this form and as far as I know it is correct.

**I declare** that I am still the keeper of the vehicle and that I will not sell or otherwise dispose of it until I receive a Registration Certificate under its replacement registration number.

**I declare** that I am in possession of the tax disc for the vehicle shown overleaf and that I will surrender the disc to the local office upon request.

**I also understand** that my right of retention will be non-transferable and that my nominee (where applicable) will have no rights to the retained number. **I also understand that my right of retention may be revoked AT ANY TIME under the provisions of the Retention of Registration Marks Regulations (as amended) if:**

- the conditions for retention of registration numbers have not been met
- any information given in this form is incorrect
- any of the details of the vehicle are incorrect or false
- any part of the documentation supplied in connection with the application is incorrect or false
- any irregularities about the registration number are identified
- the cheque for the retention fee and/or licensing application is returned by the bank unpaid

**I also understand** that if I dispose of the vehicle before I receive the replacement V5C Registration Certificate, the new keeper may claim entitlement to the number and the retention may be refused or cancelled.

**I undertake** to make sure that number plates bearing the new registration number allocated by the DVLA local office are placed on the vehicle when I receive form V803 from that Office.

**Signature of keeper of vehicle** (See note B)

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**Date**

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**In the case of joint keepership, both signatures are required.**

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

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