



Driver & Vehicle  
Licensing  
Agency

**Driver and Vehicle Licensing Agency**

Head of Data Sharing Policy & FOI Team – D16  
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Website: [www.gov.uk/browse/driving](http://www.gov.uk/browse/driving)

Your Ref:

Our Ref: FOIR3500

Date: 23 July 2013

Paul B

Dear Paul

**Freedom of Information Request**

Thank you for your e-mail of 1 July requesting information under the terms of the Freedom of Information Act 2000 (FOIA).

You asked:

**The Road Vehicles (Registration and Licensing) Regulations 2002 (SI 2002/2742) states: (1) where any alteration is made to a vehicle so as to make any of the particulars set out in the registration document incorrect, the registered keeper shall deliver to the Secretary of State -**

**(a) notification of the alteration ...**

**(3) the Secretary of State may require the registered keeper to furnish such evidence as he may reasonably require to show that the alteration has taken place.**

**My questions relating to the above:**

- 1) Are there any restrictions on what particulars can be changed on the V5c document?;**
- 2) What is the DVLA policy on V5c changes?; and**
- 3) What evidence would the DVLA expect to be reasonable evidence?**

While DVLA holds this information, this information is reasonably accessible to you and therefore is exempt from disclosure. DVLA relies on section 21 of the FOIA for exempting it.

DVLA publishes information about what vehicle changes you need to update as well as what evidence is required where needed; certain changes (e.g. colour change) can be done without evidence. The information you are looking for can be found by following the link:

[www.gov.uk/change-vehicle-details-registration-certificate](http://www.gov.uk/change-vehicle-details-registration-certificate).

The policy on vehicle registration certificate (V5C) changes reflects the legislation with a requirement for the registered keeper to note any changes to a vehicle's particulars on the V5C and send it to DVLA to update the vehicle record and issue a revised V5C.

The attached leaflets ('Guidelines on how you can register kit cars and rebuilt or radically altered vehicles' - INF26 & 'Your Registration Certificate (V5C) and you' - INS160) may also be of use to you.

The information which follows concerns the copyright conditions that apply to any information provided by the Agency and the procedures for making any complaint you might have about the reply. Please quote the reference number of this letter in any future communications about it.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Robert Toft', with a large, sweeping loop at the end.

ppRobert Toft  
Head of Data Sharing Policy & Freedom of Information Team

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Your complaint will be acknowledged and you will be advised of a date by which you should have received a response. Initially, your complaint will be re-considered by the official who dealt with your request for information. If, after careful consideration, that person decides that his/her decision was correct, your complaint will automatically be referred to an independent official who will conduct a further review (an Internal Review). You will be advised of the outcome of your complaint and if a decision is taken to disclose information originally withheld this will be done as soon as possible.

If you are not content with the outcome of the Internal Review, you have the right to apply directly to the Information Commissioner for a decision by writing to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.