

If your organisation provides a transport service for disabled people, you may be entitled to tax your vehicle for free in the disabled passenger vehicle tax class.

To tax a vehicle in the disabled passenger vehicle tax class:

- your organisation must care for people who have mental or physical disabilities, and
- the vehicle must only be used for transporting those people.

If the vehicle is used for any other purpose, it must be taxed in another appropriate tax class.

Where do I apply?

You must take or send your request to a DVLA local office. You can find the address of your nearest local office:

- on the website at www.direct.gov.uk/dvla-local, or
- by phoning 0300 123 1277 and giving your postcode.

DVLA local offices are open between 9am and 5pm Monday to Friday, and from 9.30am to 5pm on the second Wednesday of each month.

What documents will I need to provide?

- You will need to provide a declaration, on your organisation's letter-headed paper, stating that:
 - you are an organisation which cares for disabled people, and
 - you will be using the vehicle only for the purpose of transporting those people.
- 'Application for a tax disc' (V10) (available from Post Office® branches and DVLA local offices or on the website at www.direct.gov.uk/motoringforms)
- The 'Registration Certificate' (V5C) or 'New Keeper's Supplement' (V5C/2) with a filled in 'Application for a vehicle registration certificate' (V62).
- The MoT certificate (if the vehicle has to have one).
- Your insurance certificate.

All certificates and cover notes must be originals, not photocopies. However, downloaded copies are acceptable.

Once you have successfully taxed your vehicle in the disabled passenger vehicle tax class, you can tax the vehicle at a Post Office® branch from then on.

Where can I get more information about registering and taxing vehicles?

- On the website at www.direct.gov.uk/motoring
- In the 'Exemption from vehicle tax for disabled people' (V188) and 'What you need to know about registering and taxing your vehicle' (V100) (available from Post Office® branches, DVLA local offices and on the website www.direct.gov.uk/motoringleaflets)

- By contacting:

Customer Enquiries (Vehicles), DVLA, Swansea SA99 1BL

Phone: 0300 790 6802

(Lines are open between 8am and 7pm Monday to Friday, and from 8am to 2pm on Saturdays. Some calls will be monitored for quality and training purposes.)

Textphone (for customers who are deaf or hard of hearing): 0300 123 1279 (this number will not respond to ordinary phones)

Fax: 0300 123 0798

- Find out about DVLA's online services at www.direct.gov.uk/onlinemotoring-services