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STATUTORY INSTRUMENTS

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**2002 No. 2742**

**The Road Vehicles (Registration  
and Licensing) Regulations 2002**

**PART IV**

**NOTIFICATION AND CHANGES**

**Notification of an alteration to a vehicle**

**16.**—(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;
- (b) except where the registration document is lost, stolen or destroyed, the registration document.

(2) If the alteration makes any of the particulars shown on the vehicle licence or nil licence incorrect, the registered keeper shall also deliver to the Secretary of State the appropriate licence, unless it is lost, stolen or destroyed.

(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.

(4) On receiving notification under this regulation the Secretary of State shall, subject to regulation 15, if he is satisfied that the vehicle has been altered in the way notified to him,—

- (a) record the alteration in the register;
- (b) send to the registered keeper a new registration document showing the correct particulars; and
- (c) in a case falling within paragraph (2), send to the registered keeper a new vehicle or nil licence showing the correct particulars.

**Notification of destruction or permanent export of a vehicle**

**17.** Where a vehicle is destroyed or sent permanently out of—

- (a) Great Britain; or
- (b) Northern Ireland,

the registered keeper shall immediately notify the Secretary of State of the fact and, at the same time, surrender the registration document to him.

**Notification of a change of the keeper's name or address**

**18.**—(1) If the registered keeper of a vehicle changes his name or his address, he shall forthwith notify the new name or address to the Secretary of State and, except where the registration document has been lost, stolen or destroyed, shall deliver the registration document to him.

(2) On receiving notification in accordance with paragraph (1) the Secretary of State shall, subject to regulation 15,—

- (a) record the alteration in the register, and
- (b) in the case of a vehicle registered in the GB records, send to the registered keeper a new registration document showing the new name or address or, in the case of a vehicle registered in the NI records, return the registration document to the registered keeper amended to show the new name or address or send him a new registration document showing that information.

#### **Notification of a change of the name or address of the holder of a trade licence**

**19.**—(1) If the holder of a trade licence changes the name of his business or his business address, he shall notify the Secretary of State of this fact and of the new name or address forthwith and shall at the same time deliver up the licence to the Secretary of State.

- (2) On receiving notification in accordance with paragraph (1) the Secretary of State shall—
- (a) record the alteration in the register of trade licences; and
  - (b) send to the holder a new trade licence showing the correct particulars.

#### **Change of keeper: general provisions**

**20.**—(1) Regulations 21 to 25 have effect subject to the provisions of this regulation.

(2) On a change in the keeper of a vehicle, any current vehicle licence for the vehicle may be delivered to the new keeper.

(3) So far as they provide for the issue of a new registration document, regulations 21 to 25 have effect subject to the provisions of regulation 15.

(4) Paragraph (5) shall apply and regulations 21 to 25 shall not apply where—

- (a) a vehicle has sustained damage to its bodywork such that the cost of commercial repair would exceed the value of the vehicle when repaired; and
- (b) either the keeper of the vehicle does not have the benefit of a policy of insurance or cover note which covers the damage or the keeper is an insurer.

(5) On a change of keeper to which this paragraph applies the keeper shall forthwith surrender the registration document to the Secretary of State or, if an insurer, destroy it.

(6) In regulations 21 to 25 “vehicle trader” means any person who—

- (a) is the holder of a trade licence;
- (b) carries on business as a dealer in motor vehicles;
- (c) carries on business as an auctioneer of motor vehicles;
- (d) carries on business as a dismantler of motor vehicles; or
- (e) in relation to a particular vehicle, is—
  - (i) a finance company which has acquired that vehicle under an order for repossession; or
  - (ii) an insurer which has acquired that vehicle in satisfaction of a total loss claim.

#### **Change of keeper: registration document issued in Great Britain before 24th March 1997**

**21.**—(1) This regulation applies where the current registration document for a vehicle was issued in Great Britain before 24th March 1997 and a change in the keeper of the vehicle occurs.

(2) The registered keeper—

- (a) if the registration document is in his possession, shall deliver that part of it which relates to a change of keeper to the new keeper; and
  - (b) shall forthwith deliver to the Secretary of State, on that part of the registration document which relates to the notification of transfer (or otherwise in writing), the following information—
    - (i) notification of the change of keeper;
    - (ii) the date on which the vehicle was sold or transferred to the new keeper;
    - (iii) the name and address of the new keeper;
    - (iv) the registration mark of the vehicle; and
    - (v) the make, model and colour of the vehicle.
- (3) If the new keeper—
- (a) intends to use or keep the vehicle on public roads otherwise than under a trade licence; or
  - (b) does not intend to use or keep the vehicle on public roads,
- he shall notify the Secretary of State of his name and address, on the appropriate part of the registration document (or otherwise in writing).
- (4) If the new keeper intends to use the vehicle on public roads solely under a trade licence, he shall notify the Secretary of State that this is his intention on or before whichever is the sooner of—
- (a) the expiration of the period three months beginning with the date on which he became the keeper of the vehicle; or
  - (b) if a further change of keeper occurs, the date of that change.

**Change of keeper: registration document issued in Great Britain on or after 24th March 1997 and the new keeper not a vehicle trader**

- 22.**—(1) This regulation applies where—
- (a) there is a change in the keeper of a vehicle;
  - (b) a vehicle registration document has been issued in respect of the vehicle in Great Britain on or after 24th March 1997; and
  - (c) the new keeper is not a vehicle trader.
- (2) The registered keeper of the vehicle—
- (a) if the registration document issued in respect of the vehicle is in his possession, shall deliver to the new keeper that part of the document marked as the part which is to be given to the new keeper; and
  - (b) shall forthwith deliver the remainder of the registration document to the Secretary of State, duly completed to include the following—
    - (i) the name and address of the new keeper;
    - (ii) the date on which the vehicle was sold or transferred to the new keeper;
    - (iii) a declaration signed by the registered keeper that the details given in accordance with paragraph (i) are correct to the best of his knowledge and that the details given in accordance with paragraph (ii) are correct; and
    - (iv) a declaration signed by the new keeper that the details given in accordance with paragraphs (i) and (ii) are correct.

**Change of keeper: obligations of registered keeper where vehicle registration document issued in Great Britain on or after 24th March 1997 and the new keeper a vehicle trader**

23.—(1) Subject to regulation 24, this regulation applies where—

- (a) there is a change in the keeper of a vehicle;
- (b) the person disposing of the vehicle is the registered keeper;
- (c) a vehicle registration document has been issued in respect of the vehicle in Great Britain on or after 24th March 1997; and
- (d) the new keeper is a vehicle trader.

(2) The registered keeper shall forthwith notify the Secretary of State, on that part of the registration document which relates to the transfer to a vehicle trader, or otherwise in writing, of the following—

- (a) the name and address of the vehicle trader;
- (b) the date on which the vehicle was transferred to the vehicle trader;
- (c) a declaration signed by the registered keeper that he transferred the vehicle to the vehicle trader on the date specified in accordance with sub-paragraph (b); and
- (d) a declaration signed by the vehicle trader that the vehicle was transferred to him on the date specified in accordance with sub-paragraph (b).

(3) If the registration document issued in respect of the vehicle is in his possession, the registered keeper shall deliver to the vehicle trader those parts of it not required to be sent to the Secretary of State under paragraph (2).

**Change of keeper: obligations of vehicle traders where registration document issued in Great Britain on or after 24 March 1997**

24.—(1) This regulation applies where a vehicle trader becomes the keeper of a vehicle in respect of which a vehicle registration document has been issued in Great Britain on or after 24 March 1997.

(2) Where this regulation applies the vehicle trader shall, on or before the appropriate date and on that part of the registration document which relates to a change of keeper or otherwise in writing, notify the Secretary of State as to—

- (a) the transfer of the vehicle to him; and
- (b) the date on which he became the keeper of the vehicle.

(3) For the purposes of paragraph (2) the appropriate date is whichever is the earliest of—

- (a) the day on which the vehicle trader first uses, or permits the use of, the vehicle on a public road otherwise than under a trade licence;
- (b) the day on which he first keeps the vehicle on such a road;
- (c) the day immediately following the expiration of the period of three months (“the three months period of grace”) beginning with the day after the date on which the vehicle was last kept by a person who was not a vehicle trader.

(4) Where this regulation applies and the vehicle trader transfers the vehicle to another vehicle trader before the expiration of the three months period of grace, he shall give to the new keeper any part of the registration document in his possession.

(5) Where the vehicle trader transfers the vehicle to another person in a case not falling within paragraph (4), he shall—

- (a) forthwith deliver to the Secretary of State, on that part of the registration document which relates to the change of keeper or otherwise in writing, the following—

- (i) the name and address of the new keeper;
  - (ii) the date on which the vehicle was transferred to the new keeper;
  - (iii) a declaration signed by the registered keeper that the details given in accordance with paragraph (i) are correct to the best of his knowledge and that the details given in accordance with paragraph (ii) are correct; and
  - (iv) a declaration signed by the new keeper that the details given in accordance with paragraphs (i) and (ii) are correct; and
- (b) if the registration document issued in respect of the vehicle is in his possession, deliver to the new keeper those parts of it not required to be sent to the Secretary of State under sub-paragraph (a).

### **Change of keeper: registration document issued in Northern Ireland**

**25.**—(1) Where there is a change in the keeper of a vehicle for which the registration document was issued in Northern Ireland—

- (a) the disposing keeper shall forthwith deliver the registration document to the new keeper if it is in his possession and, unless both the disposing keeper and the new keeper are vehicle traders and the three months period of grace has not expired, shall forthwith notify the change of keeper to the Secretary of State, stating the registration mark of the vehicle, its make and class and the name and address of the new keeper; and
- (b) the new keeper—
  - (i) if he is not a vehicle trader, shall forthwith notify the Secretary of State of the transfer of the vehicle to him, stating his name and address and, if the registration document is in his possession, deliver it to the Secretary of State; or
  - (ii) if he is a vehicle trader, shall comply with the requirements of paragraph (2).

(2) A vehicle trader who becomes the keeper of a vehicle for which the registration document was issued in Northern Ireland shall, on or before the appropriate date, deliver the registration document to the Secretary of State and notify him of—

- (a) the transfer of the vehicle to him; and
- (b) the date on which he became the keeper of the vehicle.

(3) In this regulation—

- (a) “the appropriate date” in relation to a vehicle trader means whichever is the earliest of—
  - (i) the day on which the vehicle trader first uses, or permits the use of, the vehicle on a public road otherwise than under a trade licence;
  - (ii) the day on which he first keeps the vehicle on such a road;
  - (iii) the day immediately following the expiration of the three months period of grace; and
- (b) “the three months period of grace” in relation to a vehicle means the period of three months beginning with the day after the date on which the vehicle was last kept by a person who was not a vehicle trader.

### **Statutory off-road notification**

**26.** Schedule 4 shall have effect for the purpose of prescribing, the particulars to be furnished and the declarations to be made, and the times at which and the circumstances and manner in which they are to be made, by a person who—

- (a) surrenders a vehicle licence;

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- (b) does not renew a vehicle licence on its expiration; or
- (c) keeps an unlicensed vehicle.