

Registering an E bike in Northern Ireland

1. Obtain insurance as an ordinary moped from any insurance broker, use the metal stamped frame number as the VIN number. You can find the frame number stamped on your bike under the bottom bracket (where the two pedal cranks meet). Either a certificate of insurance

or a cover note must accompany the application for registration.

2. Order a V55/4 form from the DVLA web site:
<https://forms.dft.gov.uk/order-dvla-forms/>

How to complete Page 1 (leave all other boxes blank):

Add → 1 Registration number: D 1040902

Add → 2 Tax class: ELECTRIC MOTORCYCLE

Add → 3 Period of tax approval: 12 MONTHS

Add → 6 Manufacturer: HALFORDS

Add → 7 Model: CARRERA

Add → 8 Type of body: ELECTRIC BICYCLE

Add → 9 Wheelbase: 2 WHEEL

Add → 10 Colour(s): GREY

Add → 17 Unladen weight: 1

Add → 19 Max net power: 0.25

Add → 44 Year of registration: 2018

Add → 51 First part of postcode: G11M

(e.g. 01 01 18) → 28 Date from which tax is to run: 01/01/18

Frame No. → 30 VIN/chassis/frame number: 11111111111111111111111111111111

e.g. 2018 → 44 Year of registration: 2018

Add first part of your postcode → 51 G11M

DVLA to affix form V03 to this box, however if this vehicle is to be registered under a number from your advance allocation, then the form V03 which bears the registration number, must be affixed to this box.

How to complete Page 2:

Fill in your name and address, date of birth and phone no.

Add

Tick for the accompanying documents

Sign and date

Printed by Royal Mail who may use exactly the same as the address on your registration form.

Please tick box: Mr, Mrs, Miss or state otherwise in section below

Title or Business/Company Name*

First name (in full) _____

Surname _____

DVA fleet number

Address _____

Post town _____

Postcode _____

Date of birth _____ Must be entered unless field 59 (DVA fleet number) is completed.

Please give your contact details in case we need to get in touch.

Dealer/vehicle keeper phone number _____

Dealer/vehicle keeper email address _____

Is the vehicle exempt from type approval? If so, please indicate the full reason for exemption _____

ELECTRICALLY ASSISTED PEDAL CYCLE

Answer questions where appropriate, if the vehicle is a goods vehicle exceeding 3,500kg revenue weight.

56 If the vehicle is a rigid goods vehicle 12,000kg, or over, will it be used to draw laden trailer(s) over 4,000kg?
 Answer Yes or No

If the answer is Yes, give the highest plated weight of any trailer drawn _____ kg (not applicable in Northern Ireland)

57 If the vehicle is an articulated goods vehicle 12,000kg, or over, indicate below whether the vehicle will be used to draw laden semi-trailers which have:-
 One axle Two axles Three or more axles

58 Is the vehicle a goods vehicle exempt from the provisions of section 53(1) of the Road Traffic Act 1928 (in Northern Ireland, Article 69(1) of the Road Traffic (Northern Ireland) Order 1995, or is it a vehicle to which the Goods Vehicles (Plating and Testing) Regulations 1988 (in Northern Ireland, the Goods Vehicles (Testing) Regulations (Northern Ireland) 1996) do not apply?
 Answer Yes or No

Declaration To be filled-in in all cases.
 Making a false declaration is a criminal offence for which you could be fined and/or imprisoned.
 I declare that I have checked the information given in this form and that to the best of my knowledge it is correct.

I enclose valid documentation confirming the vehicle keeper's name and address details or a filled-in Notification of Name and Address Check (V955);
 the duty payable (where appropriate);
 filled-in Declaration of entitlement to license at the basic goods rate of vehicle excise duty (small loads Goods Vehicles) (V903) (where appropriate);
 suitable evidence of revenue/untaxed weight (where appropriate);
 original Certificate of Entitlement, DLA404, WPA042 or MH5330 (Disabled tax class only);
 Reduced Pollution Certificate (where appropriate);
 Certificate of Initial Fitness or its equivalent (PSV401, 408, 500, 506) where appropriate (in Northern Ireland PSV Certificate) or The Registration Inspection (RI) Certificate;
 filled-in Declaration of Off Road Vehicle (RFR5) (where appropriate);
 European Community Vehicle Type Approval (ECWVTA) Certificate of Conformity; Individual Approval Certificate (IAC); Motorcycle Single Vehicle Approval (MSVA) Certificate or Mutual Approval Certificate (where appropriate);
 Certificate of Newness/Declaration of Newness (where appropriate);
 evidence from manufacturer as to the reversal of components (i.e. KI car/receipts) if appropriate;
 Certificate of insurance or cover note (downloaded copies are acceptable, photocopies are not valid on the date the tax comes into force, for vehicles registered with a Northern Ireland address.

Official Use only
 DC: V955*
 Duty
 Insurance
 Revenue/Untaxed*
 Certificate of entitlement/ELA404/WPA042/MH5330*
 Reduced Pollution
 Initial fitness/PSV
 Type approval
 Customs
 C of NO of N
 Receipts
 *Delete as appropriate

Signature _____ Date _____

In the case of a partnership, limited company or other legal entity, state capacity in which signed _____

In the case of signature by a duly authorised agent, state full name and address _____

Note: The person filling in this form declares that the vehicle is new at first registration.

Warning When a vehicle is taxed in a particular tax class there are limitations on the use to which it can be put without breaking this law. Booklet V55/1 "Notes about Taxation Classes", available from www.gov.uk sets out these limitations. DVLA are empowered to disclose information to the Police, Local Authorities or other third parties who can show reasonable cause.

DVA date stamp _____

Page 2

For more help on completing the V55/4 form type in 'how to complete V55/4' in the search bar of your browser

See accompanying documents continue on back page of this leaflet.

3. Accompanying documents:
- a. To confirm your name and address:
Send a photocopy of your photocard driving licence with your application form to prove your identity.
If you can't do this, you must send in photocopies of one document that proves your name and another document that proves your address.

Documents we will accept to confirm your name are:

- your current UK DVLA paper driving licence (not a paper counterpart)
- your UK/EU Passport
- your birth certificate
- your marriage certificate
- your decree nisi or decree absolute

Documents we will accept to confirm your address are:

- a gas, electricity, water or landline phone bill issued in the last three months
- a council tax bill for the current year
- a bank or building society statement issued in the last three months
- a medical card/letter

- b. Certificate of insurance or a cover note.
- c. The registration fee (currently £55).
4. Send your application off to the DVLA, only use this address:
DVLA, FR3 D11, SWANSEA
SA99 1ZZ
5. The DVLA will allocate you with a registration number and send you a Vehicle Registration Certificate (V5C). This will allow you to get your rear number plate made up, currently the smallest sized number plate that is legal is the one used on the rear of a motorcycle. You will have to improvise the attachment of this to the rear of your e bike.
6. Put your approved motorcycle helmet on and enjoy riding!

Don't forget

- E-bike motors are only legally allowed to provide assistance up to the speed of 25km/h (15.5mph); at speeds above this it's all down to the energy that you put in.
- E-bikes are pedal assist, the more effort you put in, the more you get out.
- Keep your keys safe.

Leave the *maintenance* and *repair* of your bike to someone else, check out our *Bike Care Plans*.

Live chat: [halfords.com](https://www.halfords.com) Call: (+44) 0345 504 53 53
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Worcestershire, B98 0DE