

Date:-As Email**Ref – Panel Van Vehicle Downrating Only
(not commercial chassis with body)**

Thank you for your enquiry concerning the downrating of your panel van.

The most important part of any downrate is to ensure that, after downrating, you still have a suitable payload allowance remaining.

The first exercise is to have your vehicle weighed at a local vehicle weighbridge to ascertain the remaining payload you will have. Your vehicle should be weighed completely empty without the driver on board. Should you have any fixed items on the vehicle that were not part of the Manufacturer's standard equipment, these should be listed within your application, so our engineers can make a valid assessment of the suitability of your vehicle at the lower weight.

DVSA (was VOSA) have guidelines as to what minimum payload allowance is required, depending upon the vehicle usage.

To ensure your vehicle will be accepted for downrate, we draw your attention to the weighing guidance and require the included declaration form (pg5) completing and returning in full.

Where the vehicle has a specific application and may have a fixed load, e.g. generator/mobile workshop, minimum payloads will be assessed separately and must be supported with full photos and details.

Once your application has cleared the DVSA checks, we will supply you with a revised set of Ministry plating certificates or, if exempt plating and testing, a converters plate and certificate at the lower weight.

Depending upon vehicle usage, it is at the discretion of DVSA as to whether they will require a formal inspection of your vehicle or further information and pictures.

***** Please ensure that the enclosed sheets marked, 'to be completed & returned' are returned with you application, as failure to do so will result in your application being delayed or rejected.**

The cost to downrate your vehicle, to include new Ministry plating certificates is

£150.00+VAT (£180.00 inc.)

Subject to our standard Terms and Conditions.

Available by request

Privacy Policy - www.svtech.co.uk/SVT_Privacy_Policy_2018v1.pdf

**THIS PAGE TO BE RETURNED
WITH YOUR APPLICATION**

SvTech

Special Vehicle Technology

**PLEASE ANSWER ALL QUESTIONS BELOW AND RETURN THIS PAGE
WITH YOUR APPLICATION.
FAILURE TO DO SO MAY DELAY YOUR APPLICATION.**

Name or Company Name

Address for invoicing

Post Code

Contact Number

Contact email

Tick Box to confirm you have included the required documents with your application

- ☐ Photocopy of Ministry plating certificate (VTG6T or 7T).
If unavailable please supply photos of all VIN plates and inside of V5 logbook.

**** For vehicles not subject to DVSA plating and testing and without a ministry plate
please complete the SvTech form from this link or download from our website – [<< SvTech Form >>](#)**

- ☐ Tyre sizes (see side of tyre wall)

	TYRE SIZE	LOAD INDEX - on tyre wall e.g 112/110 V	Single or Twin
Axle 1			
Axle 2			

- ☐ Requirements from DVSA - Confirmation Sheet, as enclosed, to include printed unladen bodied weight of your vehicle and description of load to be carried. This should be without the driver.
A weighbridge ticket is required in all cases and without this your application cannot be processed.
- ☐ Where changes have been made to the vehicle wheelbase, chassis frame, suspension etc. you must advise us in advance of the downrate as this may impact on the application.
- ☐ Vehicle type – **panel vans only**, we cannot downrate chassis cab/luton box trucks etc. to 3500kg sorry.
- ☐ Does the vehicle have a towbar and is towing required (yes/no) - – _____
If yes, please provide a photo of the towbar and of the towball rating plates.

I look forward to hearing from you. Please call me if you have any other queries.

Yours sincerely

Carol Varney

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IMPORTANT INFORMATION – Please read this sheet carefully

Following DVSA enforcement feedback, a large number of LCV/LGV vehicles were found to exceed the maximum gross vehicle weight. – as many as 86%!

Although these overloads are predominately on original 3.5t LGV's, DVSA are exercising greater care in permitting vehicle downrates, to ensure that there is no risk of overloading.

As such, revised rules by DVSA in May 2022 now require a greater amount of detail providing before a downrate can be accepted.

DVSA have advised on minimum payload requirements, the owner/operator must also ensure that the remain payload, and the "in-use weight" does not exceed the new gross weight.

Minimum payloads and supporting detail: -

Panel Vans – empty van weight for generic use = 1000kg payload required.

Vans with a specific application that may entail a fixed unit within the vehicle, i.e. generator/mobile workshop etc. will be assessed on a case by case basis and must be supported with photos clearly showing the interior and exterior of the vehicle.

Chassis cabs – Unfortunately we can no longer cover downrates to 3500kg on chassis cabs due to the frequent issue with payloads an overloading.

Enquiries for commercial truck downrates should go direct to DVSA – **0300 123 9000**

In every instance of a panel van downrate, the application must be supported with the following photos/video: (Please tick the box to confirm)

- ☐ Vehicle on weighbridge with number plate and body showing.
Multiple photos are acceptable but must taken on the same day and with the vehicle on the weighing system.
- ☐ The photos must show the vehicle and the scales weight at the same time.
Should this not be possible; a **smartphone video** recording is required that provides this evidence.
- ☐ It is recommended that you remove any non-essential equipment/loose items from the vehicle before weighing.
- ☐ Please include a photo of the Chassis\VIN plate and of the inside of your V5c with your application.
- ☐ Please include a photo showing the interior of the van at rear and of any towbar fit.

Signed

Print Name

Date

**** DOWNRATES ON SKIP LORRIES, HOOK LOADERS and CAR
RECOVERY/BREAKDOWN
ARE NO LONGER ACCEPTABLE TO 3500kg.
THIS IS A DVSA RULING.**

We cannot downrate Commercial Vehicles with chassis and body to 3500kg.

No Spec-lifts



No Curtain Siders



No Hook Loaders



No Recovery Vehicles



No dropside



Confirmation Sheet for vehicle downrate

** This page should be printed and filled in. Not entered electronically

This is a requirement by DVSA in all instances.

For all vehicles, photos must be supplied showing the bodied vehicle on the weighing system, along with a weight ticket recorded on that day, which is signed and dated.

Vehicle Description

Registration Number

Full Chassis/VIN No.

Description of intended usage/load to be carried _____
(e.g. building materials, pallets, etc.)

Unladen Weight Overall without driver _____ kg

Remaining Payload Allowance = * _____ kg

(*Payload Allowance = required GVW e.g. 3500 kg – Unladen bodied weight)

Declaration

I understand that once the vehicle has been downrated to _____ kg it will have a maximum payload allowance of * _____ kg.

I consider this to be adequate for my intended use and that to exceed this payload would be an offence.

Signed

Print Name

Date

Data Protection & Declaration for the DVSA.

I, the above, declare that I have appointed SvTech Ltd to submit the downrate application on my behalf and, to the best of my knowledge, all the information submitted to them with this application is true.

I understand that to make a false statement is an offence under Section 174(2) of the Road Traffic Act. 1988. DVSA Swansea will retain this information which may be used for enforcement purposes should the vehicle subsequently be found in use overloaded.

SvTech have provided the below link to the relevant Road Traffic Act and I am aware of my responsibility, which absolves SvTech of any wrongdoing should information I provide prove to be false, and that I will be held accountable.

<https://www.legislation.gov.uk/ukpga/1988/52/section/174>

Downrate procedures – checklist

Any omissions will delay your application, so please check carefully.

Panel Vans

- ☐ Unladen weight ticket showing less than 2500kg – Printed, signed and details of vehicle shown on ticket.
- ☐ Photos of vehicle to show front, side and rear as well as inside rear – to include number plate and towbar
- ☐ Inside copy of V5 – check number plate and VIN number match!
- ☐ Photo of VIN/chassis plate from vehicle
- ☐ For plated vehicles, a photo of the Ministry plating certificate
- ☐ Where towing required, photo to show towbar and towball rating plates

Chassis Cabs with body

- ☐ SvTech cannot cover these vehicle types and you should contact DVSA directly for this.

Tel: 0300 123 9000

From SvTech's supplied pack –

- ☐ Completed name and address of applicant along with tyre size and load index rating
- ☐ Completed and signed 'Confirmation sheet for vehicle downrate', detailing intended use of goods to be carried. Please detail any fixed equipment
- ☐ Signed, printed and dated VTG10 application form from link provide.
Complete middle section with details of the conversion. E.g. downrate to 3500kg
- ☐ from VTG10, dimensions shown section completed.

** ensure dimensions completed for overall length, width and distance from Ax1 – Ax2

Signed

Print Name

Date