

## Vehicle Owner's Declaration of Conversion

**CONVERTED UNREGISTERED OR FOREIGN-REGISTERED VEHICLE:-** A vehicle owner, when declaring a **converted** unregistered or foreign-registered vehicle to the NCTS for registration, must also present to NCTS this Declaration of Conversion together with the related Suitably Qualified Individual declaration.

**CONVERSION OF A REGISTERED VEHICLE, I.E. ONE WITH AN IRISH REGISTRATION NUMBER:-** A vehicle owner, to declare the conversion of a registered vehicle, i.e. one with an Irish registration number, must **post** this Declaration of Conversion, together with the related Suitably Qualified Individual declaration, and other supporting documents (**please see Notes**), to FREEPOST, Central Vehicle Office, Revenue Commissioners, Rosslare Harbour, Co. Wexford.

### VEHICLE DETAILS

VIN 

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REGISTRATION NUMBER 

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 CO<sub>2</sub> g/km 

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Make: \_\_\_\_\_ Model: \_\_\_\_\_

Variant: \_\_\_\_\_ Version: \_\_\_\_\_

Mileage (distance since new): \_\_\_\_\_ ☐ KM ☐ Miles (Tick One)

Total cost of Conversion including VAT: € \_\_\_\_\_ (NB: A list of the invoices/receipts, showing dates and amounts must be attached.)

### CONVERSION DETAILS

Characteristics	Original	Converted
EU Vehicle Category *		
No. of seats		
No. of seatbelt fittings		
EU Bodywork *		
Mass in service*		
No. of doors		
No. of windows		
Technically Permissible Maximum Laden Mass *		

Official stamp  
of the  
Suitably  
Qualified  
Individual

General Description  
of Conversion  
(mandatory)

**\*NOTE:** If a vehicle is changing its classification from M1 to N1, the masses and dimensions must be confirmed by an NSAI Approved Test Centre, whose scope of approval covers '[Test: 48. Masses and Dimensions \(not passenger cars\)](#)'. A list of NSAI ATCs and their scope are available at following link:

<http://www.nsai.ie/Our-Services/Certification/Automotive-Certification/Type-Approval/Approved-Test-Centers.aspx>

### DECLARATION

I hereby declare that:

- the above conversions have been carried out by a competent person,
- the converted vehicle conforms to standards for use on a public road as set by the Road Traffic (Construction, Equipment and Use of Vehicles) Regulations, (Statutory Instrument No. 190 of 1963),
- the conversion details entered above are in accordance with the general definitions, criteria for vehicle categorization, vehicle types and types of bodywork set out in Commission Regulation (EU) No. 678/2011,
- the conversions have been certified by a Suitably Qualified Individual and that certificate, duly stamped, is attached to this declaration,
- this declaration has been stamped by that Suitably Qualified Individual,
- I accept that it is ultimately my responsibility to ensure that this vehicle, as converted, complies with the requirements of Road Traffic law and is correctly certified as such.

**Signed (Vehicle Owner):** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Name (Block letters):** \_\_\_\_\_ **PPSN/Tax No:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Daytime Telephone Number(s):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**WARNING: A PERSON WHO IS KNOWINGLY CONCERNED IN THE EVASION OR THE TAKING OF STEPS FOR THE PURPOSES OF EVASION, BY HIMSELF OR ANOTHER, OF VRT, SHALL BE GUILTY OF AN OFFENCE PUNISHABLE ON CONVICTION WITH FINES AND IMPRISONMENT**

## Notes:

“**Conversion**” is defined in VRT legislation as follows: “ ‘conversion’ means the modification of the vehicle, which, in relation to -

- a) a registered vehicle, means the modification of the vehicle in such manner that any of the particulars recorded for the purpose of its registration are altered,
- b) an unregistered vehicle, means the modification of the vehicle in such manner that any of the particulars recorded for the purpose of its type-approval, or, if it has been registered previously in another jurisdiction, for the purpose of the most recent such registration, are altered”.

A declaration of conversion is required only in the following circumstances:-

- change of EU Vehicle Category, and/or
- change in the number of seats, and/or
- change in the number of seatbelt fittings, and/or
- change of EU Bodywork

A **Suitably Qualified Individual (SQI)** must have the appropriate facilities and equipment to conduct the examination and complete the certification. A SQI must have:-

- an Engineering/Technical Qualification (Level 7 or higher accredited courses<sup>1</sup>) **or** appropriate accreditation with Engineers Ireland<sup>2</sup> or the Institute of Automotive Engineer Assessors<sup>3</sup>
  - a minimum of 5 years experience of working in a suitable technical environment (preferably Automotive or Engineering Environment)
  - access to adequate facilities to carry out a thorough vehicle examination, and
  - appropriate professional indemnity insurance,
- or:** must be a National Standards Authority of Ireland approved facility (Approved Test Centre or Approved Workshop for Conversion of Vehicles for Disabled Drivers).

If a vehicle is changing its classification from M1 to N1, the masses and dimensions must be confirmed by an NSAI Approved Test Centre, whose scope of approval covers ‘[Test: 48. Masses and Dimensions \(not passenger cars\)](#)’. A list of NSAI ATCs and their scope are available at following link: <http://www.nsai.ie/Our-Services/Certification/Automotive-Certification/Type-Approval/Approved-Test-Centers.aspx>

## Vehicle categories

The European Commission adopted Regulation (EU) No. 678/2011 on 14th July 2011. This regulation replaces Annex II of Directive 2007/46/EC. Declarants should familiarise themselves with the general definitions, criteria for vehicle categorisation, vehicle types and types of bodywork set out in the Annex to the Regulation.

- Category M1:- vehicle is a vehicle designed and constructed for the carriage of passengers and comprising no more than eight seating positions in addition to the driver's seating position.
- Category M2:- vehicle is a vehicle designed and constructed for the carriage of passengers, comprising more than eight seating positions in addition to the driver's seating position, and having a maximum mass not exceeding 5 tonnes.
- Category M3:- vehicle is a vehicle designed and constructed for the carriage of passengers, comprising more than eight seating positions in addition to the driver's seating position, and having a maximum mass exceeding 5 tonnes.
- Category N1:- vehicle is a vehicle designed and constructed for the carriage of goods and having a maximum mass not exceeding 3.5 tonnes.
- Category N2:- vehicle is a vehicle designed and constructed for the carriage of goods and having a maximum mass exceeding 3.5 tonnes but not exceeding 12 tonnes.
- Category N3 vehicle is a vehicle designed and constructed for the carriage of goods and having a maximum mass exceeding 12 tonnes.

## EU Bodyworks

Motor vehicles of category M1	AA	Saloon	AD	Coupé
	AB	Hatchback Saloon	AE	Convertible
	AC	Station wagon	AF	Multi-purpose vehicle
Motor vehicles of category M2 and M3	CA	Single deck	CE	Low-floor single deck
	CB	Double deck	CF	Low-floor double deck
	CC	Articulated single deck	CG	Articulated low-floor single deck
	CD	Articulated double deck	CH	Articulated low-floor double deck
Motor vehicles of category N	BA	Lorry	BB	Van Lorry

To be deemed a motor caravan for vehicle registration purposes, a vehicle must be a special purpose EU Category M1, M2 or M3 vehicle with a bodytype SA and must be constructed to include living accommodation which contains at least the following equipment: (1) seats and table, (2) sleeping accommodation which may be converted from the seats, (3) cooking facilities, and (4) storage facilities. It should be noted that this equipment must (with the exception of the table which may be designed to easily removable) be rigidly fixed to the living compartment.

## Supporting Documents which must accompany declarations:

### CONVERTED UNREGISTERED OR FOREIGN-REGISTERED VEHICLE:

- Please see <http://www.ncts.ie/vrt.html> for documents which must be brought to the NCTS when presenting a vehicle for registration.
- In addition, the total cost of conversion in Euros including VAT must be supported with a list of invoices/receipts showing dates and amounts.
- In the case of a Motor Caravan, on the day of presenting to NCTS, please email photos showing the full interior and exterior condition of the vehicle to [cvooffice@revenue.ie](mailto:cvooffice@revenue.ie) quoting the make, model, VIN, and foreign registration number. Images should be resized to c. 500kb to facilitate emailing.

**CONVERSION OF A REGISTERED VEHICLE, i.e. one with an Irish registration number:** The declarations should be posted together with:

- a copy of the Vehicle Registration Certificate (both sides),
- invoice(s) showing the costs of conversion, and
- in the case of a Motor Caravan, photographs showing the full interior and exterior condition of the vehicle. (If emailing images to [cvooffice@revenue.ie](mailto:cvooffice@revenue.ie), please resize to c. 500kb to facilitate emailing).

<sup>1</sup> See Engineers Ireland, Accredited Courses;

<sup>2</sup> Chartered or Associate Engineer

<sup>3</sup> Member or Incorporated Member.

## **Template for Suitably Qualified Individual, Declaration of Conversion**

A declaration relating to the converted vehicle must be completed by the Suitably Qualified Individual (SQI) who has inspected the vehicle and satisfied himself/herself as to the standard and quality of the conversion and the accuracy of the owner's declaration. **The declaration must be drawn up on the headed paper of the SQI**, which must contain, as a minimum, the Name and/or Business Name, address, contact details and tax number. A MSWord version is available at [www.revenue.ie](http://www.revenue.ie) in the VRT forms section.

The declaration itself must contain the following details:-

<b>VEHICLE DETAILS</b>																																									
VIN	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																								
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<b>Competency of Suitably Qualified Individual</b> I declare that I have ( <i>tick as appropriate</i> ): <table style="width: 100%; border: none;"><tr><td style="width: 80%;">(i) an Engineering/Technical qualification (Level 7 or higher accredited courses)</td><td style="width: 20%; text-align: center;"><input type="checkbox"/></td></tr><tr><td>(ii) accreditation with Engineers Ireland as a Chartered or Associate Engineer</td><td style="text-align: center;"><input type="checkbox"/></td></tr><tr><td>(iii) membership or incorporated membership of the Institute of Automotive Engineer Assessors</td><td style="text-align: center;"><input type="checkbox"/></td></tr><tr><td>(iv) National Standards Authority of Ireland approval as an Approved Test Centre</td><td style="text-align: center;"><input type="checkbox"/></td></tr><tr><td>(v) National Standards Authority of Ireland Approved Workshop for Conversion of Vehicles for Disabled Drivers</td><td style="text-align: center;"><input type="checkbox"/></td></tr></table> Number of year's relevant experience: _____ Details of professional indemnity insurance: _____ Location of Inspection: _____  <i>Where additional information is required, it should be attached as a separate page.</i>		(i) an Engineering/Technical qualification (Level 7 or higher accredited courses)	<input type="checkbox"/>	(ii) accreditation with Engineers Ireland as a Chartered or Associate Engineer	<input type="checkbox"/>	(iii) membership or incorporated membership of the Institute of Automotive Engineer Assessors	<input type="checkbox"/>	(iv) National Standards Authority of Ireland approval as an Approved Test Centre	<input type="checkbox"/>	(v) National Standards Authority of Ireland Approved Workshop for Conversion of Vehicles for Disabled Drivers	<input type="checkbox"/>																														
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<b>Declaration</b> I hereby declare that: <ul style="list-style-type: none"><li>having examined vehicle with VIN detailed above, it is my professional opinion that this vehicle now satisfies the requirements of Road Traffic (Construction, Equipment and Use of Vehicles) Regulations, (Statutory Instrument No. 190 of 1963),</li><li>I am satisfied that the converted vehicle meets all relevant criteria in Commission Regulation (EU) No. 678/2011,</li><li>the information contained in the Declaration of Conversion by Vehicle Owner duly stamped by me is true and correct,</li><li>I meet the professional requirements as set out below.</li></ul>																																									
Signature of Certifier: _____  Name (Block Letters): _____  Date: ____ / ____ / ____	Address: _____ _____ _____																																								
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### **SQIs must have**

- an Engineering/Technical Qualification (Level 7 or higher accredited courses) or appropriate accreditation with Engineers Ireland or the Institute of Automobile Engineer Assessors
  - a minimum of 5 years experience of working in a suitable technical environment (preferably Automotive or Engineering Environment)
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