


RETAINING YOUR PERSONALISED PLATE.

HELP GUIDE.

 Driver & Vehicle Licensing Agency

Application to transfer **or** retain a vehicle registration number

For more information go to www.gov.uk/personalised-vehicle-registration-numbers

V317

You must read the attached Guidance notes before you fill in this form. Please use black ink and CAPITAL LETTERS. If you download this form you must submit both application pages when you apply.

1 What are you applying for? Put in the box that applies. See guidance note A.

To transfer the vehicle registration number directly to another vehicle – fill in sections 2 and 3. The fee is £80.

To retain (keep the use of) the vehicle registration number on a Retention Document – fill in section 2 and 4. The fee is £80.

2 Details of the vehicle that the registration number is being transferred or retained from

Vehicle registration number:

Make: Model:

Chassis No: (You can find this on the vehicle or the V5C)

Registered keeper's details

Title or company name:

Full name:

Full Address:

Postcode:

Your phone number: (In case we need to get in touch with you.)

If you have bought the vehicle and want to drive it on the road please see section A of the guidance notes. You must include the following documents for the vehicle in section 2

- The Vehicle Registration Certificate (V5C) or New keeper's details (V5C/2) for the vehicle with an 'Application for a vehicle registration certificate' (V62).

Note: If any details on the V5C have changed, please fill in the changes section on the V5C.

- The appropriate fee for the transfer or retention.

Declaration

I declare that I am, or I am about to become, the registered keeper of this vehicle, the details on the enclosed forms are correct, and I have read and understood the attached Guidance notes.

Signature:

Date:

If you are signing for a partnership, limited company or other organisation, please give your position in the firm.

3 Details of the vehicle the vehicle registration number is being transferred to

Vehicle registration number:

Make: Model:

VIN/Chassis No: (You can find this on the vehicle or the V5C)

Registered keeper's details

Title or company name:

Full name:

Full Address:

Postcode:

Your phone number: (In case we need to get in touch with you.)

If you have bought the vehicle and want to drive it on the road please see section A of the guidance notes. You must include the following documents for the vehicle in section 3

- The Vehicle Registration Certificate (V5C) or New keeper's details (V5C/2) for the vehicle with an 'Application for a vehicle registration certificate' (V62), or 'Application for a first vehicle tax and registration of a new motor vehicle' (V55) (if it is an unregistered vehicle).

Note: If any details on the V5C have changed, please fill in the changes section on the V5C.

- The appropriate fee for the transfer or retention.

Declaration

I declare that I am, or I am about to become, the registered keeper of this vehicle, the details on the enclosed forms are correct, and I have read and understood the attached Guidance notes.

Signature:

Date:

If you are signing for a partnership, limited company or other organisation, please give your position in the firm.

V317-1114

Tick here

Enter the registration you wish to retain. We will complete the rest as necessary.

Once completed this must be returned to us with the appropriate cheque of £80 made payable to 'DVLA'.

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4 Details for the Retention Document

IMPORTANT – Please read this section and guidance note A, Section 4 before filling in.

If you are retaining the vehicle registration number, as the registered keeper do you want to become the Grantee (the Grantee is the one who has the right to the vehicle registration number)?

Tick No as we are the registered keeper and we do not want to become the owner of the plate.

No Yes
If you do not want to become the Grantee, for example you are retaining the vehicle registration number as a gift, give the details of the person who should be the Grantee in the box below. **This means you are the registered keeper, you will give up the right to the vehicle registration number.**

Grantee's details (see note A, section 4)

Company name: _____
 Name: _____
 Full Address: _____
 Postcode: _____
 Grantee's phone number: (In case we need to get in touch with you.) _____

Enter name and address of the plates owner.

Nominee's details (see note A, section 4)

If you are retaining the vehicle registration number and are becoming the Grantee you may want to assign it (put it on) to a vehicle registered in someone else's name. This person is known as the Nominee. Give the Nominee's details below.

Nominee details - Only complete this section if you are getting another Lease vehicle and you know their company name.

Title: Mr Mrs Miss Ms Other (for example, Dr)
 Name: _____
 Company name: _____
 Signature: _____
 DD MM YYYY

Dealer/Agent details

If the dealer is acting on your behalf and you want the paperwork sent to them, please fill in this section with their details.

Name and Address: _____
 Postcode: _____
 Full daytime phone number: _____



Official use only

ITT 126 ITT 127
 Retention Transfer

Payment Type _____

Who paid: Donor Recipient Other

EPOS Receipt No. _____

Donor/Retained vehicle details

VRN _____ CD

Vehicle Make

Vehicle tax expiry

Vehicle tax details 1 MM YY

Vehicle tax details 2 MM YY

T/C Period CC/CO₂ _____ Value _____

Associated docs: V10 V85

Replacement vehicle registration number or V53	C/D

Is this replacement vehicle registration number transferable? Yes No

Is this vehicle registration number being retained? Yes No

Receiving vehicle details

VRN _____ CD

Vehicle Make/Model

Vehicle tax expiry

Vehicle tax details 1 MM YY

Vehicle tax details 2 MM YY

T/C Period CC/CO₂ _____ Value _____

Associated docs: V10 V85 V55

Actioning section code Output marker Action code

Indicator(s): Void Retained Inhibit SOM

Date received at DVLA	Date processed at DVLA

Sign in the Grantee signature box.

An administration fee of £14.40 (including VAT) becomes payable to BMW once the retention process is complete. This payment can be made by cheque/Bank transfer using the following details:

Bank transfer: Bank: BNP Paribas Payee: BMW Financial Services Sort code: 40-63-84 Account: 85913050 Reference number: (your agreement number)

Cheque: Make your cheque payable to “BMW Financial Services” and quote your agreement number on the reverse of the cheque.