

# DECLARATION OF CONVERSION OF A VEHICLE



**NOTE: Declaration to Revenue is not required in most cases - Please see Notes**

- This form is only required to be completed upon conversion of a Foreign Registered Vehicle prior to registration in Ireland, or an Irish Registered vehicle under the circumstances listed - See Notes section.
- It must also be completed and submitted as part of certain applications under the Disabled Drivers and Passengers (Tax Concessions) Regulations 1993 (S.I. No. 353 of 1994 (as amended)) - See Notes section.

**VEHICLE CONVERSION TYPE DETAILS** (please tick  as appropriate)

Foreign Registered Vehicle?  **OR** Irish Registered Vehicle?   
 Application for Exemption under Disabled Drivers and Passengers Regulations? YES  NO

**VEHICLE TECHNICAL DETAILS**

VIN

Registration No.

CO2 g / km

NOx mg / km

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	Official stamp of the Suitably Qualified Individual
EU Vehicle Category			
No. of seating positions			
EU Bodywork			
Mass in Running Order			
No. of doors			
No. of windows			
Technically Permissible Maximum Laden Mass			
General Description of Conversion (mandatory)			

**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 and Commission Regulation (EU) No. 1230 / 2012,
  - 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 No.(s): \_\_\_\_\_  
 \_\_\_\_\_

**WARNING: A person knowingly concerned in evasion or 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**

## 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 themselves 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 the Name and / or Business Name, address, contact details and tax number.

The declaration itself must contain the following details:

### VEHICLE DETAILS

VIN

Registration No.  CO2 g / km  NOx mg / km

### COMPETENCY OF SUITABLY QUALIFIED INDIVIDUAL

I declare that I have (tick  as appropriate):

- (i) an Engineering / Technical qualification (Level 7 or higher accredited courses)
- (ii) accreditation with Engineers Ireland as a Chartered or Associate Engineer
- (iii) membership or incorporated membership of the Institute of Automotive Engineer Assessors
- (iv) National Standards Authority of Ireland approval as an Approved Test Centre
- (v) National Standards Authority of Ireland Approved Workshop for Conversion of Vehicles for Disabled Drivers

Number of years relevant experience: \_\_\_\_\_

Details of professional indemnity insurance: \_\_\_\_\_

Location of Inspection: \_\_\_\_\_

Where additional information is required, it should be attached as a separate page.

### Declaration

I hereby declare that:

- 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, (S.I. No. 190 of 1963),
- I am satisfied that the converted vehicle meets all relevant criteria in Commission Regulation (EU) No. 678 / 2011 and Commission Regulation (EU) No. 1230 / 2012,
- the information contained in the Declaration of Conversion by Vehicle Owner duly stamped by me is true and correct,
- I meet the professional requirements as set out below.

Signature of Certifier: \_\_\_\_\_ Address: \_\_\_\_\_

Name (Block Letters): \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**WARNING: A person knowingly concerned in 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**

### 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 five 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).

### NOTE:

- A list of NSAI ATCs and their scope is available at:  
<https://www.nsai.ie/certification/automotive/national-type-approva/atc/>

# NOTES

## Converted Foreign-Registered Vehicle

A vehicle owner must present the **Declaration of Conversion** and related **Suitably Qualified Individual declaration** to the NCTS when declaring a vehicle of this type for registration.

- Please see <https://www.ncts.ie/1155> 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.

## Converted Irish-Registered Vehicle

### Declaration To Revenue Is Not Required In Most Cases

- Declaration is not required if the Vehicle Registration Certificate at item J1 (VRT vehicle category) shows "A".
- Declaration is only required if the Vehicle Registration Certificate at J1 shows "B" or "C" or "D" or is blank, and:
  - (1) seating positions have been added and the new total including the driver is nine seating positions or less;
  - (2) had ten seating positions or more, seating positions have been removed and the new total including the driver is nine seating positions or less;
  - (3) converted to motor caravan; declaration is not required however if registered in Ireland as a car or MPV or other EU category M1 / Revenue VRT Category A vehicle - see Vehicle Conversion details below.

**Only if (1), (2) or (3) above is the case**, the vehicle owner must post the **Declaration of Conversion** and the related **Suitably Qualified Individual declaration**, and other supporting documents, to:

FREEPOST, Central Vehicle Office, Revenue Commissioners, Anne Street, Wexford, Y35 E29K.

### Declarations should be posted together with the following Supporting Documents:

- 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 (minimum of six photos, at least one of which should be taken from the front of the living area looking rearward and one from the rear of the living area looking forward such that they provide a good overview of the layout of the living accommodation) and exterior (minimum of four photos at least one of which includes the registration plate of the vehicle). Declaration is not required if vehicle is registered as a car / MPV or other EU category M1 / Revenue VRT Category A vehicle.

## FURTHER INFORMATION

### Vehicle Conversions

For information on Suitably Qualified Individuals (SQI), EU Vehicle Categories, EU BodyWorks, and conversions to Motor Caravans or Ambulances, please see the Revenue website:

<https://www.revenue.ie/en/importing-vehicles-duty-free-allowances/guide-to-vrt/conversions/index.aspx>

Please ensure that you have read and are familiar with all of the information on that page.

### Tax Relief For Vehicles For People With Disabilities

This Conversion form should be submitted as part of the following applications under the Disabled Drivers and Passengers (Tax Concessions) Regulations 1993 (S.I. No. 353 of 1994 (as amended)), where the vehicle is:

- a Converted Irish Registered Vehicle, or
- a Converted Foreign Registered Vehicle, **and**
- an application for one of the following Exemptions is being made:
  - o Qualifying Organisation,
  - o Specific Adaptations - Driver,
  - o Extensive Adaptations - Driver, Passenger or Organisation.

For details regarding Tax Relief for Vehicles for People with Disabilities, and the necessary application form and contact details, please see the Revenue website:

<https://www.revenue.ie/en/importing-vehicles-duty-free-allowances/guide-to-vrt/reliefs-and-exemptions/index.aspx>

# Vehicle Conversion Form - Checklist

Please complete and sign this checklist, and include with your declaration.

Yes

- I have read and understand the information provided on Revenue's Website:   
<https://www.revenue.ie/en/importing-vehicles-duty-free-allowances/guide-to-vrt/conversions/index.aspx>

## Declaration

- Is the 'Vehicle Conversion Type' section fully completed?
- Is the 'Vehicle Technical Details' section fully completed?
- Is the 'Conversion Details' section fully completed?
- Has the Suitably Qualified Individual stamped the declaration?
- Have you, the Declarant, provided your Contact and PPSN / Tax Number details?
- Have you, the Declarant, SIGNED and DATED the declaration?

## Suitably Qualified Individual Declaration

- Have the Vehicle Details been fully completed?
- Has the Competency of the Suitably Qualified been selected?
- Has the Number of Years Relevant experience, etc. been declared?
- Is the declaration signed by the Suitably Qualified Individual and contact details provided?

## Accompanying Documentation

- A copy of the Vehicle Registration Certificate is enclosed (converted Irish registered vehicle only)

## If the Conversion relates to a Motor Caravan, have the following been enclosed with the Declaration?

- Dated invoices / receipts covering the full conversion cost/s

Photographs of the converted vehicle, to include the following:

- A minimum of **four** exterior photographs: one full side view (of each side), one full front view with the registration number in view and one full rear view.
- A minimum of **six** interior photographs to include: seating positions and table, sleeping accommodation, cooking facilities, storage facilities, the interior taken from the front looking rearward, and of the interior taken from the rear looking forward.

Signed (Vehicle Owner): \_\_\_\_\_

Name (Block letters): \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

PPSN / Tax No: \_\_\_\_\_

**Please note:** If all sections are not completed and if all relevant documentation is not submitted, the declaration **cannot** be processed and the declaration and all documentation will be returned to the declarant.

The Revenue Commissioners collect taxes and duties and implement customs controls. Revenue requires customers to provide certain personal data for these purposes and certain other statutory functions as assigned by the Oireachtas. Your personal data may be exchanged with other Government Departments and agencies in certain circumstances where this is provided for by law. Full details of Revenue's data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available on our **Privacy** page on [www.revenue.ie](http://www.revenue.ie). Details of this policy are also available in hard copy upon request.

The information in this document is provided as a guide only and is not professional advice, including legal advice. It should not be assumed that the guidance is comprehensive or that it provides a definitive answer in every case.