

## Vehicle Registration Tax

### Manual 1C

### Conversions

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A more recent version of this manual is available

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**Revenue**

Cáin agus Custaim na hÉireann  
Irish Tax and Customs



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.

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## 1 Executive Summary

This section provides information on vehicle conversions both pre and post-registration. Converting a vehicle involves any modification which changes either the details recorded at registration or the details recorded in its Certificate of Conformity. As these conversions will influence both the tax chargeable and the information recorded in the register, it is important that customers familiarise themselves with the information set out below.

Customers should note that from January 2020 all Category A vehicles are subject to a Nitrogen Oxide (NOx) charge. This is in addition to the Carbon Dioxide (CO<sub>2</sub>) element of Vehicle Registration Tax. Therefore evidence of NOx will be required for all Category A or conversion to Category A vehicles.

## 2 Legislation

The legislative provisions that apply to this section are:

Part II, Chapter IV, [Finance Act, 1992 \(as amended\)](#)  
[Vehicle Registration and Taxation Regulations, 1992, \(S.I. 318/1992\)](#)  
[Vehicle Registration and Taxation \(No. 2\) Regulations, 1992, \(S.I. 437/1992\)](#)  
[Vehicle Registration and Taxation Regulations, 1993, \(S.I. 252/1993\)](#)  
[Vehicle Registration and Taxation \(Amendment\) Regulation, 2010 \(S.I. 400/2010\)](#)  
[Vehicle Registration and Taxation \(Amendment\) Regulations 2016 \(S.I. 402/2016\)](#)

In addition, the framework Directive on type-approval, [Directive 2007/46/EC](#), as amended, is a key piece of legislation that defines the EU Categories of vehicle that are used in determining VRT Categories of vehicle.

## 3 Definition

A “conversion” is defined in section 130, Finance Act 1992 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.**

## 4 Pre-Registration Conversion of M1 (passenger) vehicles

EU Category M1 (passenger) vehicles which have not been previously registered but have been converted/modified since the issuing of the type-approval document **must** have the converted/modified vehicle certified/approved by a National Approval Authority. The National Standards Authority of Ireland (NSAI) is the Irish national approval authority. Where the documentation was issued by another approval authority, it may also have to be approved by the NSAI.

An unregistered converted M1 vehicle presented for registration at an NCTS centre must be accompanied by the relevant approval documentation.

The conversion/modification of the new vehicle will invariably mean that a new vehicle declaration will have to be made to Revenue.

Where the conversion has been made to an unregistered birth-cert vehicle, that birth cert must be updated with the details of the converted vehicle. The vehicle must have a new Type-Approval number containing the IVA (Individual Vehicle Approval), SVA (Single Vehicle Approval), KS (Small Series) and NSSTA (National Small Series Type Approval).

## 5 Pre-Registration Conversions of vehicles other than M1 vehicles

The procedure for these vehicles is similar to that for Post Registration Conversions, detailed below.

Where a vehicle is converted prior to registration, and it is not type-approved in its converted state, it must be presented to the NCTS for inspection for the purposes of registration.

The conversion should be notified to the NCTS on form [VRTCONV](#) supported by a certificate from an Authorised Test Centre (ATC).

Authorised converters of new vehicles supplied by the sole wholesale distributors in the State can apply to the Central Vehicle Office, using form VRT11B, for a calculation of the VRT due and for a bespoke statistical code, where an OMSP does not stand declared.

The form must be accompanied by a Certificate of Conformity (CoC) in respect of the vehicle in its converted state, or an Individual Vehicle Approval issued by a Type-Approval authority of a Member State, or, provided it is not an EU Category M vehicle (other than a special purpose EU Category M vehicle) or a declaration of conversion on form VRTCONV supported by a certificate from an ATC.

The CVO will provide the calculation of the VRT due and the bespoke statistical code on form VRT12B which should be used to ask the distributor to arrange for

amendment of the e-CoC. The converted vehicle must then be presented to the NCTS for inspection and registration. A converter, with an NCTS appointment, should arrange with the CVO to have the bespoke statistical code unlocked in good time for the appointment.

## 6 Post Registration Conversions (including those previously registered in another jurisdiction)

In situations where it is not possible to obtain individual type-approval for a vehicle conversion, that conversion must be declared at registration by the vehicle owner using form VRTCONV (Appendix 4). This form should be used in cases where the following vehicle characteristics have changed:

- the EU vehicle category
- the number of seats
- the number of seatbelt fittings
- the EU Bodyworks
- the mass in service
- the number of doors
- the number of windows

In order to have a previously registered converted vehicle registered, the vehicle must be certified by a Suitably Qualified Individual (SQI) (see paragraph 6.2. below) as to the quality of the conversion and the accuracy of the declaration. The owner declaration on form VRTCONV stamped by the SQI and accompanying declaration by the SQI on headed paper must accompany the vehicle (in addition to the normal paperwork) when presented at the NCTS for a pre-registration examination. SQI's must be on the list of [Approved Test Centres](#).

## 6.1 Post Registration Irish Registered Conversions

In respect of post registration Irish registered converted vehicles, a **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. seats have been added **and** the new total including the driver is 9 seats or fewer,
  2. had 10 seats or more, seats have been removed **and** the new total including the driver is 9 seats or fewer,
  3. the conversion is to motor caravan; declaration is **not** required however if registered in Ireland as a car or MPV or another EU category M1 vehicle, see notes 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 the Central Vehicle Office via MyEnquiries. If you are not e-enabled you can also send them to:

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

All Declarations should be posted together with the following supporting documents:

- a copy of the Vehicle Registration Certificate (both sides),
- In the event of a Category A vehicle or a conversion to a Category A vehicle, evidence of the vehicles Nitrogen Oxide (NOx) emissions.
- 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 which can be sent via MyEnquiries.

A declaration is not required if the vehicle is registered as "car/MPV" or other M1 vehicle. The Central Vehicle Office will assess the conversion to determine if additional VRT is due.

## Motor Caravans/Motor Homes

These are vehicles converted to EU Categories M1, M2, M3, body work “SA” (motor caravan) constructed to include living accommodation which contains at least the following equipment:

- seats and table,
- sleeping accommodation which may be converted from the seats,
- cooking facilities, and
- storage facilities,

which must (with the exception of the table which may be designed to be easily removed) be rigidly fixed to the living compartment. Please see details above.

### Ambulances

For requirements for registration of a vehicle as an ‘Ambulance’ please see details above.

## 6.2 Suitably Qualified Individuals

Conversions must be certified by a Suitably Qualified Individual (SQI). An SQI must be a National Standards Authority of Ireland approved facility (Approved Test Centre or Approved Workshop for Conversion of Vehicles for Disabled Drivers).

A list of [Approved Test Centres](#) and a list of [Approved Workshops for Conversion Vehicles for Disabled Drivers](#) are available on the NSAI website.

## 7 CVO Functions

The CVO will act as the reception point for declarations of conversions of registered vehicles, will classify the converted vehicle, and will assess any VRT due.

It should be noted that a conversion that changes the vehicle characteristics but does not result in a change of the EU Category, may in specific cases result in an increase in the VRT liability. This may happen when for example **"a category N1 vehicle which, at all stages of manufacture, has less than 4 seats, and has a technically permissible maximum laden mass that is greater than 130 per cent of the mass of the vehicle with bodywork in running order"** was charged the VRT Category C rate of €200 but has since been converted by the installation of additional seats. These additional seats mean that, while the vehicle may remain an EU Category N1 vehicle, it should now be assessed at the VRT Category B rate of 13.3% of the OMSP resulting in an increased liability.

In those specific cases, in determining if additional tax is due, consideration should be given to the fact that if such a vehicle, in its converted form, was presented for first registration, that the rate of tax charged is the same rate as that of a pre-registration conversion.

The CVO if there is additional VRT due, will:

- Advise the declarant of the change of VRT category and the additional VRT, and
- Collect the VRT, bring it to account,
- On receipt of the payment will:
- Return a copy of the VRTCONV form to the declarant, stamped to indicate that it has been assessed, and
- enclose an advice to the declarant to submit the Confirmation of Assessment letter and the copy VRTCONV form to their local Motor Tax Office when renewing the motor tax, and
- amend the register, provided the registration record has not been decollated from the computer system



## 8 Calculating the VRT Due on Conversion.

Section 132(5), Finance Act, 1992, as amended, provides: **Where a registered vehicle which is converted and on which, in a former state, vehicle registration tax or motor vehicle excise duty imposed by the Order of 1979 has been paid, then the amount of vehicle registration tax payable on the vehicle under subsection (3) shall be reduced by –**

**(a) in the case of a vehicle in respect of which vehicle registration tax has been so paid, such amount as bears to the amount of the tax paid the same proportion as the open market selling price of the vehicle immediately prior to its conversion bears to the open market selling price of the vehicle at the time of its registration.**

Example:

1. Category B vehicle: VRT paid at 13.3% of OMSP upon registration.
2. Converted to Category A passenger vehicle.
3. Liable to CO<sub>2</sub> VRT at rates between 14% and 36% depending on CO<sub>2</sub> emissions.
4. Liable to NOx charge as per the NOx emissions
5. Credit to be given for VRT paid, but reduced in proportion to the reduction in OMSP, i.e. the credit must take depreciation into account.

- Subject was Category B at registration
- Registered January 2008
- OMSP of €17,456 at registration per MVT/decollation record
- Paid €2,321
- Subject converted to Category A passenger vehicle
- Conversion declared March 2011
- Category B OMSP = €8,350 (per Light Commercials Guide March 2011).
- €8,350 = 47.83% of the original OMSP of €17,456.
- VRT credit allowable is 47.83% of €2,321
- Credit allowable is therefore €1,110.
- Category A OMSP = €9,450 (by research, or VRT calculator if listed)
- CO<sub>2</sub> VRT chargeable at 14% (rate depends on CO<sub>2</sub> emissions) = €1,323
- Plus NOx charge dependent on emissions e.g. €1,000
- Total VRT Payable = €2,323
- Allow credit for residual Category B VRT of €1,110
- VRT due on conversion = €1,213

## 8.1 Calculation Rules

- Where the conversion is from VRT Category D to EU Category M2, M3, N2, N3, T1-T5 (VRT Category C), the additional VRT payable is € 200,
- Where the conversion is from VRT Category D to EU Category N1 (VRT Category B) or EU Category M1 (VRT Category A), VRT is payable at the rate of the appropriate percentage of the OMSP of the converted vehicle, subject to specified minimum amounts,
  - Where the conversion is from EU Category M2, M3, N2, N3, T1-T5 (VRT Category C) to EU Category N1 (VRT Category B) or EU Category M1 (VRT Category A), the additional VRT is that payable at the appropriate percentage of the OMSP of the converted vehicle, subject to specified minimum amounts, less the amount of tax paid at the time of registration,
  - Where the conversion is from EU Category N1 (VRT Category B) to EU Category M1 (VRT Category A), the additional VRT is that payable at the appropriate percentage of the OMSP of the converted vehicle, subject to specified minimum amounts less an amount calculated by applying the EU Category N1 (VRT Category B) rate to the current EU Category N1 (VRT Category B) OMSP of the vehicle, or less the EU Category N1 (VRT Category B) minimum amount as the case may be.

Please refer to the Valuation manual for details on the calculation of the OMSP.

## 9 Accounting for VRT on a Converted Vehicle

Payments of additional VRT may be made at any Revenue Office. The amount of additional VRT should be brought to account using the LPA system. Payment should only be accepted using the normal payment options. A positive short CI must be input to balance the taxpayer's account.

Once assessment and collection of the additional VRT have been completed, the Vehicle Registration Certificate should be returned to the declarant.

## 10 Disposal of Registration Documents

All foreign registration documents along with their attached VRTVPD1/2 forms are forwarded on a monthly basis by the NCTS centres to Revenue. All original previous registration certificates/documents must be certified as follows:

- In the case of registered vehicles, the previous registration certificates must be marked with the newly assigned Irish registration number, or
- In the case of a pre-inspected vehicle, the previous registration certificate must be marked as “Pre-Inspected”, along with the relevant authorised person’s TAN number.

All original registration documents accepted by the NCTS centres are forwarded to VRT Policy & Legislation Branch where they are processed and returned in accordance with the requirements of the relevant foreign Vehicle Registration Authority who are informed of the subsequent de-registration of the vehicle.

## 11 Appendix - Declaration of Conversion Form

The Declaration of Conversion of a vehicle by a Vehicle Owner can be accessed [online](#).

A more recent version of this manual is available.