



APPLICATION FOR THE EXCHANGE OF A MOTOR VEHICLE REGISTRATION MARK

This application form is issued by the Committee *for the* Environment & Infrastructure in accordance with the Vehicular Traffic Ordinance, 1932 and Registration Marks (Sale & Retention) Ordinance, 1997

1. Your details:		PLEASE USE BLOCK CAPITALS	
Title:	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>
	Ms <input type="checkbox"/>	Other <input type="checkbox"/>	(specify) <input style="width: 100px;" type="text"/>
Surname:	<input style="width: 95%;" type="text"/>		Forenames: <input style="width: 40%;" type="text"/>
Date of birth:	<input style="width: 80%;" type="text"/>	Address:	<input style="width: 100%;" type="text"/>
			Post Code: <input style="width: 100px;" type="text"/>

2. Details of vehicle in your name			
Make and model:	<input style="width: 95%;" type="text"/>	Body type:	<input style="width: 95%;" type="text"/>
Registration No.	<input style="width: 100px;" type="text"/>	Colour:	<input style="width: 100px;" type="text"/>
Frame/Chassis number:	<input style="width: 100%;" type="text"/>		
Is this vehicle still in your possession?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is this vehicle still in Guernsey?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

3. New registration mark details			
Registration No.	<input style="width: 95%;" type="text"/>	Is this number currently on a motor vehicle?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes , confirm the registered owner has agreed the transfer <input type="checkbox"/> & give their full name & address:			
Surname:	<input style="width: 95%;" type="text"/>		Forenames: <input style="width: 40%;" type="text"/>
Address:	<input style="width: 100%;" type="text"/>		
If No , how did you obtain this new number? (tick where applicable)			
Garage:	<input type="checkbox"/>	Name of garage:	Date: <input style="width: 100px;" type="text"/>
Driver & Vehicle Licensing:	<input type="checkbox"/>		
Retained by DVL:	<input type="checkbox"/>	Attach Certificate of Entitlement/Retention	

4. Surrender of existing registration marks	
I wish my existing registration marks to be: (Please tick relevant box)	
Surrendered to DVL for re-issue.	<input type="checkbox"/>
Transferred on exchange to the person mentioned in Sec 3. (Fee £88)	<input type="checkbox"/>
Transferred in my name to a vehicle being registered for the first time in Guernsey. (Fee £44)	<input type="checkbox"/>
Transferred in my name onto another Guernsey registered vehicle. (Fee £88)	<input type="checkbox"/>
Transferred in my name for future use. (holding period ONE year) (Fee £88)	<input type="checkbox"/>

Official use only
Fee received.....
Receipt number.....
Certificate received.....
Records checked & agreed.....
Accepted YES/NO Date.....
Computerised.....
Signature.....

5. Declaration			
I, the undersigned, being the registered owner of the motor vehicle described, hereby make application for the exchange of a motor vehicle registration mark, details of which are set out above.			
I declare that to the best of my knowledge the details given are correct and true:			
Signature:		Date:	

Data Protection Statement – Your personal information will be processed in accordance with the Data Protection (Bailiwick of Guernsey) Law 2017. It is processed primarily in relation to your application. It will be disclosed to third parties where there is a need to do so, this is usually in the interest of road safety, the prevention and detection of crime and the apprehension and prosecution of offenders. For further information on vehicle keeper disclosures, please visit website www.dataci.gg

N.B. THE REGISTRATION BOOK AND CERTIFICATE OF ENTITLEMENT/RETENTION (IF APPLICABLE), TOGETHER WITH THE APPROPRIATE FEE (LISTED BELOW) MUST ACCOMPANY EACH APPLICATION.

SALE OF REGISTRATION MARKS
LIST OF FEES

	Fee
Single exchange of registration mark -	£44.00
Double exchange of registration mark -	£88.00
Transfer of existing mark onto vehicle being registered in Guernsey for the first time-	£44.00
Transfer of existing mark onto another Guernsey registered vehicle-	£88.00
Holding an existing mark for future use-	£88.00
Extension of a right (to a retained mark)-	£88.00
Special Marks-	By auction or tender only

NOTES

1. A fee of £88) will be charged to purchase a non-special mark. This fee **INCLUDES** the assignment fee, so that there would be no further charge to allocate to a vehicle.
2. It is Driver & Vehicle Licensing’s (DVL) policy to charge a fee of £44) when an existing mark is assigned to a vehicle that is being registered for the first time in Guernsey, whether this existing mark comes from an exchange or a BDE (Broken up/Destroyed or Exported vehicle).
3. The fee of £88) allows a person to hold an existing mark for future use. This **INCLUDES** the subsequent assignment fee, so there is no further charge when the person wishes to have the mark assigned to a vehicle.
4. To extend the right to a retained mark a further fee of £88) is payable to hold the mark for a maximum of one more year. This extension is at DVL’s discretion. The application to extend the time that a mark is to be held must be made within the last 28 days of the original retention period.