



R.F. 60

(Revised
August, 1960)

VEHICLES (EXCISE) ACT, 1949

REGISTRATION BOOK

FOR A
Mechanically Propelled Road Vehicle

Read carefully the following instructions

1. Upon the first page of this Book sign your name in the top space provided on page 6.
2. KEEP THIS BOOK IN A SAFE PLACE, NOT ON THE VEHICLE. If you lose the Book, you may have trouble and delay in renewing the licence or in disposing of the vehicle, and you should report the loss at once to your Registration Authority.
3. If the particulars on page 8 are not correct, inform the Registration Authority at once.
4. If you make any change in your vehicle which affects the particulars on page 8 (change of type of engine and/or propelling fuel, n.p.v., unladen weight, seating capacity, colour or type of body), or if you change the class (e.g. private or hackney, goods or private, etc.) or if a goods vehicle and you propose to draw a trailer, or in the case of a motor-cycle, fit a sidecar, you must at once inform your Registration Authority and send this Book to them. (It is an offence not to notify any change of the registration particulars.) You must at the same time send the licence when the alteration affects any of the particulars therein and the insurance certificate on change of class. If the alteration made increases the amount of licence duty payable, you should send a new declaration on the appropriate form with a cheque for the amount of the additional duty.

Renewal of Licence. (See Note on page 4.)

5. If the vehicle is registered in your name and no alterations have been made to the vehicle or in its use which affect the particulars recorded in this Book so as to alter the class or amount of duty payable, you should apply for the renewal of the licence on form R.F. 1A either to the Post Office or to the Registration Authority.
6. If the vehicle is not yet registered in your name or if alterations have been made to the vehicle or in its use which affect the particulars relating to class or duty payable recorded in this Book, application for the renewal of the licence must be made on a full declaration form to the Registration Authority.
7. A renewal form (R.F. 1A) or the appropriate full declaration form may be obtained from a Money Order Post Office or the Registration Authority. The forms contain instructions on the method of application.
8. If the licence is not renewed owing to the non-use of the vehicle, you must retain this Registration Book and produce it to the Registration Authority when you apply at a subsequent date for another licence for the same vehicle. When a vehicle is broken up, destroyed, or sent permanently out of Great Britain the Registration Book must be surrendered to your Registration Authority.

(Continued on page 2.)

Refunds.

9. For the conditions governing the payment of a refund on the surrender of an expired licence, see the back of the licence.

Change of Address.

10. If you change your permanent address, at once put your name and new address in Block Capitals in the first vacant "CHANGE" space on page 6 (or 5, if 6 is filled), sign your name below it and post the Book to the Registration Authority whose address is given on page 4.

Transfer of Vehicle.

11. ON TRANSFERRING THE VEHICLE TO ANOTHER PERSON, YOU MUST HAND OVER THIS BOOK TO THE PERSON ACQUIRING THE VEHICLE. At the same time you must notify in writing (either by letter or on the form mentioned below) the Registration Authority, whose address is given on page 4, that the vehicle has been handed over, and the notification must contain the following information:—

- (a) the Registration Mark of the vehicle
- (b) the make and class of vehicle, and
- (c) the name and address of the person to whom the vehicle was handed over.

A form (R.F. 20) may be obtained for this purpose from any Money Order Post Office.

12. A PERSON ACQUIRING THIS VEHICLE AND INTENDING TO USE IT UPON THE PUBLIC ROADS (otherwise than under a Trade Licence) or to keep the vehicle on any such road must as soon as he acquires the vehicle, without waiting until the licence has expired, fill up the first vacant "CHANGE" space on page 6 (or 5, if 6 is filled) giving his full name, address and usual signature, and post this Book to the Registration Authority whose address is given on page 4. The registration will then be transferred to his name.

13. If the person (other than the holder of a Trade Licence) acquiring this vehicle does not intend to use or keep it upon public roads he need not send in this Book or fill in a "CHANGE" space. He must, however, immediately on acquisition, notify in writing the Registration Authority whose address is given on page 4, that he holds the vehicle but does not intend to use or keep it on public roads.

14. The holder of a Trade Licence acquiring this vehicle, who does not intend to use it upon public roads (except under a Trade Licence), need not notify the Registration Authority of his acquisition immediately, but on its transfer to some other person must notify that Authority in writing of the particulars mentioned in instruction 11 above, together with the name and address of the person from whom it was acquired. If, however, the vehicle is not transferred within three months of the date of acquisition, he must notify the Authority in writing that he has acquired the vehicle and of the name and address of the person from whom he acquired it.

WARNING.—These instructions are issued for the guidance of those concerned, but in cases of doubt reference should be made to the Road Vehicles (Registration and Licensing) Regulations, 1955 as amended and the Road Vehicles (Excise) (Prescribed Particulars) Regulations, 1957 as amended. Failure to comply with the Regulations is an offence under the Vehicles (Excise) Act, 1949. (Maximum Penalty £25.)

For Official use only

When the last space is filled here, apply to your Registration Authority for a new Book.

Address of Registration Authority
to whom this Vehicle is registered

THIS VEHICLE IS REGISTERED WITH GREATER LONDON COUNCIL

NOTICE—The files of vehicles registered with the Greater London Council are held amongst the 5 offices of the Council. The registration mark of the vehicle is recorded according to the number of the registration mark as follows:—

1 - 375	Licensing Department, (WATFORD 3000)
376 - 640	Licensing Department, 32/34 Seward's Lane, (MAYFORD 6415)
641 - 650	Licensing Department, 163/177 The Broadway, (OL-SAL 8591)
651 - 750	Licensing Department, 12/18 Station Road, (WARRING PARK 7331)
751 - 9999	Licensing Department, W.11. (SALING 7335)

The alteration in arrangements is for the interests of economy. You will be dealt with whichever of the five offices is most convenient but general correspondence should be sent to the office nearest to you. There is no change in the method of renewing licences at post offices.

N.B.—A vehicle may be used during the 14 days following the expiry of a licence provided that application is made for renewal in accordance with the Regulations.