



# 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 sign on reverse of this form)

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)	
Surname:				Forenames:			
Date of birth:			Address:				
						Post Code:	
Tel. no:			Email address:				

## 2. Details of vehicle registered in your name

Make & model:				Body type:			
Current registration mark			Colour:				
Frame/Chassis number:							
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 mark			Is this reg mark currently on a motor vehicle?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
If <b>Yes</b> , confirm the registered keeper has agreed the transfer <input type="checkbox"/> & give their full name & address:								
Surname:				Forenames:				
Address:								
If <b>No</b> , how did you obtain this new reg mark? (tick where applicable)								
Garage:	<input type="checkbox"/>	Name of garage:						Date:
Driver & Vehicle Licensing:	<input type="checkbox"/>							
Retained by DVL:	<input type="checkbox"/>	Attach Certificate of Entitlement/Retention						

The States of Guernsey will process any personal data that you provide, via this form, in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2017. Further information about how your personal data is processed by the States of Guernsey can be found at <https://gov.gg/dp>.

## 4. Surrender of existing registration marks

I wish my existing registration mark to be: (Please tick)	
Surrendered to DVL for re-issue	<input type="checkbox"/>
Transferred on exchange to a vehicle registered in the name of the person/company mentioned in Section 3 (Fee £100)	<input type="checkbox"/>
Transferred to a vehicle being registered for the first time in Guernsey. N.B vehicle must be registered in your name (Fee £50)	<input type="checkbox"/>
Transferred onto another Guernsey vehicle registered in my name. (Fee £100)	<input type="checkbox"/>
Retained in my name for my future use (holding period ONE year) (Fee £100) <i>Please see notes 3, 4 &amp; 5 overleaf</i>	<input type="checkbox"/>

### Official use only

Date.....  
Fee.....  
Payment type.....  
Initials.....

5. Declaration			
I, the undersigned, being the registered keeper of the motor vehicle described in Section 2, 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(s):		Date:	

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

**SALE OF REGISTRATION MARKS - LIST OF FEES**

Single exchange of registration mark	<b>£50.00</b>
Double exchange of registration mark	<b>£100.00</b>
Transfer of existing mark onto vehicle being registered in Guernsey for the first time	<b>£50.00</b>
Transfer of existing mark onto another Guernsey registered vehicle	<b>£100.00</b>
Retain an existing mark for future use	<b>£100.00</b>
Extension of a right to a retained mark for a further year	<b>£100.00</b>
Special Marks	<b>By auction or tender only</b>

All forms available at <https://gov.gg/dvl>

v032023

**NOTES**

1. A fee of £100 will be charged to purchase a non-special mark. This fee **INCLUDES** the assignment fee, meaning that there would be no further charge to allocate the mark to a vehicle.
2. It is Driver & Vehicle Licensing’s (DVL) policy to charge a fee of £50 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 £100 allows a person to hold an existing mark for their future use. This **INCLUDES** the subsequent assignment fee, meaning that there is no further charge when the person wishes to have the mark assigned to a vehicle within the one-year retention period.
4. To extend the right to a retained mark, a further fee of £100 is payable to hold the mark for a maximum of one further year. This extension is at DVL’s discretion. The application to extend the retention must be made within the last 28 days of the original retention period.
5. If you choose to retain the registration mark for future use, it will be retained in the name of the current registered keeper of the vehicle. The keeper will be issued with a Certificate of Retention for the registration mark. Once a registration mark is retained, it is **non-transferrable**, meaning that the registration mark can only be allocated to a vehicle registered in the same name.