



# Renewing trade licence plates: step-by-step guide

**Application for a refund of tax on surrender of a trade plate**  
For more information go to [www.gov.uk/trade-licence-plates](https://www.gov.uk/trade-licence-plates)

**1 Notes to help you**  
Use this form only if you are returning a trade plate for a refund of the licence duty. Send the completed form to DVLA, Swansea, SA99 1DZ.

- You can surrender your trade plates at any time. The front and rear plates must be surrendered. If the plates are not available you must give the reason why in section 3. A charge may be made for any missing or damaged trade plates, which will be deducted from any refund applicable.
- You will get a refund for each full calendar month left on the trade licence, only when the DVLA receives your application.
- Your application cannot be backdated to an earlier date when you surrendered the plates.
- You should receive your refund within 4 weeks. Contact us on 0300 95 if you do not receive a refund after that time. Phone lines are open between 8.30am and 4.30pm on Monday to Friday.

**2 Your details**  
Please read the notes above before you fill in this form

**3 Declaration**

- I claim a refund of vehicle tax on a licence that was issued to me.
- I surrender the: front plate ☐ rear plate ☐
- I declare that items have not been returned because:
  - Date plates lost/stolen
  - I further declare that any missing item was lost in the following circumstances:
  - I will return any missing item if later found.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Name (in CAPITAL LETTERS) \_\_\_\_\_  
If you are signing on behalf of a partnership, limited company or other legal entity, please state in what capacity.

Trade plates are the property of the Secretary of State for Transport and must not be kept or used by any unauthorised persons.

**Trade licence reminder application form**

Business name: \_\_\_\_\_  
Business address: \_\_\_\_\_  
☐ Please tick if the above is a new address.

Holder number: \_\_\_\_\_

Official use  
Date received at DVLA

The trade licence is due for renewal by \_\_\_\_\_.  
I wish to apply for the trade licence for the vehicle class and the licence period shown below.  
I enclose payment of £ \_\_\_\_\_.  
We cannot accept damaged or altered cheques. Cheques or postal orders must be made payable to the Secretary of State for Transport and must be enclosed in the original envelope.  
If your application is rejected and returned to you, you must re-submit it within 3 months.

**Did you know  
you can apply  
to renew your  
trade licence  
already?  
See point 2 for  
further details**

1. Your reminder letter to renew your trade licence plates which are expiring in December, will be sent in November. Apply using this letter as soon as possible to allow time for your application to process before the expiry date.
2. You do not have to wait for your reminder letter. If you would like to apply early, print and fully complete the online renewal form [VTL318](https://www.gov.uk/trade-licence-plates) and post to DVLA. Include the payment and advise us what licences you are renewing. Then sign and date the form to confirm you are a motor dealer, motor trader or vehicle tester.
3. If you have written your mobile number on the application, we will send you a text message to confirm that your application has been received.
4. There is no need to provide proof of your motor insurance for the December 2020 renewals. This is a temporary easement to streamline processing.
5. Ensure the amount payable on each cheque matches the amount you need to enclose to renew your trade licence plates. We cannot accept damaged or altered cheques. If you send us a damaged or altered cheque, your application will be returned to you.
6. Paper applications are likely to take 4 weeks to process. There is no need to chase up your application during this time as we are dealing with all applications as quickly as possible and in the order they are received.
7. If you are no longer eligible or do not wish to renew your trade licence, you must complete form [VTL308](https://www.gov.uk/trade-licence-plates) to surrender your trade licence. The physical trade plates need to be returned or an explanation of why the trade plates are not available.
8. For more information on trade plates go to: [www.gov.uk/tradelicence-plates](https://www.gov.uk/tradelicence-plates)

## Who is eligible?



### Motor dealer

You sell or supply vehicles, that is, a new or used car dealer.



### Motor trader

This includes manufacturers or repairers of vehicles, including those involved in collection and delivery, and no other activity except as a vehicle manufacturer or repairer.



### Vehicle tester

You're eligible if you test other people's vehicles on the public roads.