



Vehicle Registration Form

Vehicle Registration Number:	
Manufacturer [e.g. Ford, Vauxhall]:	Model [Full details of type]:
Engine Size [in CC]:	Colour:
[Minibuses only] No. of seats [inc driver]:	All Seats fitted with seat belts? Y / N
Original Registration Date [from V5 Document]:	
Date Acquired [by Department / University]:	
Current Mileage:	Fuel Type [Petrol / Diesel]:
Fuel Purchasing [Please circle]: Expenses Claim / Fuel Card / Petty Cash [Which?]:	
Address Normally Parked:	
MOT Expiry Date: Month/Year: __ / __	Tax Disc Expiry Date: Month/Year: __ / __
Radio Code:	
Registered Owner [from V5 Documents]:	
Supplier:	
Lease Details [if any – i.e. 36 months / 30,000 miles]:	
Lease Termination Date:	Lease Penalty [pence/mile]:
Lease includes Maintenance? [Please circle]: Yes / No	
Lease Cost per Month [include VAT]: £	
OR - Purchase Cost [include VAT]: £	Source of money for purchase:
List Price inc extras ["Benefit in kind" value for taxation purposes]:	
Official CO₂ Rating:	grams CO₂/ kilometre
College/Support Group:	School/Planning Unit:
Form Completed by Vehicle Coordinator Name [IN CAPITALS]:	
Authorised by Head of School [NAME IN CAPITALS]:	
HoS Signature: Date: / /	
<i>[OFFICE USE ONLY] Date Form Received:</i> / /	<i>Date vehicle disposed of:</i> / /

Please make a copy for each vehicle controlled by your School/Planning Unit and send, with a copy of the DVLA **Vehicle Registration Document (V5)** (owned vehicles only) for each vehicle to: **Insurance Office, Finance Department, 9-16 Chambers Street.**