

[Insert Your Address]
[Insert Your Address]
[Insert Your Address]
[Insert Your Address]
[Insert Your PostCode]

[Insert Date]

DVLA
Swansea
SA99 1BA

Dear Sirs,

I am writing to request that my vehicle registration number [insert reg No.] is reclassified as a "Motor Caravan". I have completed the conversion myself and am aware of your requirements for the vehicle to fit into the classification of "Motor Caravan".

Please find a series of photographs enclosed showing details of the vehicle.

1. Front of Motor Caravan showing registration plate.
2. Rear of Motor Caravan again showing registration plate.
3. Interior detail showing seats and table in upright position. Please note the table bracket is permanently and securely fixed to the vehicle body.
4. Bed in sleeping position. Please note that this is made up from seat cushions used for seating during the day. The key elements of the bed base are permanently and securely fixed to the body of the vehicle. The bed is [insert length in feet and inches or mm] long.
5. Cooking facilities. The cooker is fuelled by [insert whichever applies but must be gas or electricity. If gas state that the piping is permanently fixed to the vehicle].
6. Storage cupboard.

Water is stored in a [insert details].

The conversion of the vehicle to a Motor Caravan was completed on [insert date].

I enclose my V5C document with section 7 "Changes to Current Vehicle" completed.

I trust that the enclosed photographs provide you with sufficient evidence to make the amendment to Body Type classification. If you require any further information please do not hesitate to contact me.

Yours faithfully,

[insert name and sign above]

enc. V5C, 6 Photographs of the vehicle