



Vehicle  
Certification  
Agency

# **UK Type Approval Scheme**

**Provisional UK Type Approval – Application Instructions**

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## **Foreword**

The Government has agreed in principle the terms of the UK's smooth and orderly exit from the EU, as set out in the Withdrawal Agreement. The Government has also agreed the broad terms of our future relationship as set out in the outline Political Declaration, which puts us close to a deal. As part of these preparations the Department for Exiting the European Union (DExEU) has now published 106 specific technical notices to help businesses, citizens and consumers to prepare for March 2019 in the event of a no-deal scenario. This includes the notice relating to type-approval of vehicles and non-road mobile machinery which can be found at:

<https://www.gov.uk/government/publications/vehicle-type-approval-if-theres-no-brexiteal>

The following information further augments the technical notice on the type approval of vehicles and non-road mobile machinery and is intended to set out how to apply for provisional UK type approval; these measures are aimed at ensuring the continuity of the supply of products into the UK market place.

## **UK Type Approval Scheme – Outline**

This document sets out how to apply to use the UK type approval scheme that would be required in the event of a 'no deal' outcome to ensure the continuity of the supply products into the UK market place.

In the event of a 'no deal' scenario after the UK withdraws from the EU existing EU type approvals issued by EU-27 Type Approval Authorities (i.e. excluding e11 type approvals<sup>1</sup>) will no longer be valid in UK. Correspondingly type approvals issued in the UK will no longer be valid in the EU.

Affected manufacturers would need to ensure that they have the correct type-approval for each market.

To enable the continued functioning of the UK market a new UK Type Approval Scheme is proposed with two stages of implementation;

- 1 Issue of provisional UK type approvals at the time of withdrawal
- 2 Conversion of provisional UK type approvals to full UK type approvals and issue of UK approvals for new products brought into the UK post-exit

During Stage 1;

- VCA will issue provisional UK type approvals to manufacturers based on the existence of a valid EU type approval
- UK provisional type approvals will have a validity of up to two years, during which time manufacturers will be expected to convert them into full UK type approvals

During Stage 2;

- new products brought to the UK market will need to obtain a UK type approval, however, this may be based on a valid EU type approval
- provisional UK type approvals are converted into full UK type approvals

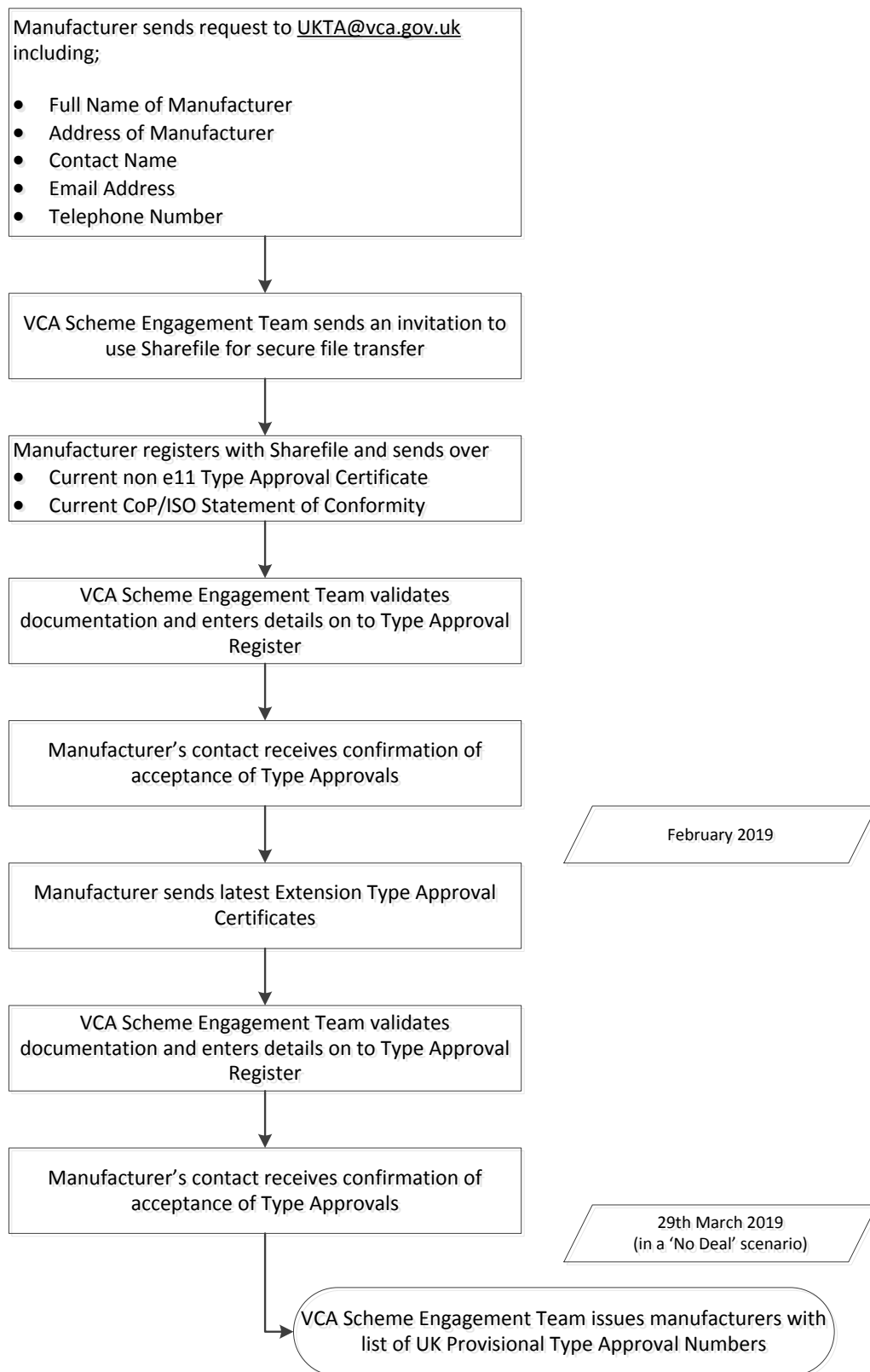
This guidance document sets out the details of how to apply for provisional UK type approval in Stage 1.

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<sup>1</sup> National Small Series Type Approval (NSSTA) will also remain valid, holders of such approvals need take no action, the current UK IVA and MSVA schemes will also continue

# UK Type Approval Scheme Application for Provisional Approval – Process Flow

**Figure 1 - Issue of UK Provisional Approvals**



## **Initial Contact**

The application should be made by the manufacturer or their authorised representative.

The applicant should send a request by e-mail to [UKTA@vca.gov.uk](mailto:UKTA@vca.gov.uk).

The applicant should receive an acknowledgement to say that their request has been received by the VCA Scheme Engagement Team.

Where an applicant is representing more than one manufacturer (as stated on a type approval certificate) they will need to make a separate application for each manufacturer.

## **Invitation to Provide Information**

In respect of each application VCA will send by e-mail to the contact e-mail address of the manufacturer concerned (as received above) an invitation to provide information.

The e-mail will;

- provide a spreadsheet (as an attachment), and
- request the relevant details for the manufacturer (name and address, etc., as specified in type approval documents), and
- a list of type approvals and where they are used (e.g. Both EU & UK, UK only, EU only), and
- provide a link to enable the applicant to deposit data in a secure file transfer system (Sharefile – see further information below)
  - instructions on the use of Sharefile will be sent with the e-mail

VCA understands that holders of EU type approvals issued by the UK will most likely have a need to transfer these to the Type Approval Authority of another Member State (e.g. one of the 'EU-27') so they can continue to place these products on the market in the EU.

Hence, in their engagement with manufacturers, VCA will ask manufacturers to indicate whether their approvals are used in the UK market, EU market or both markets. This will help to ensure that the application is handled correctly and also help VCA with resource planning.

## **Submission of Information**

Where EU type approvals have been issued by an EU Member State (MS) other than the UK, manufacturers will need to provide;

- a list of EU-27 type approvals they use in the UK market

- the corresponding (and current) EU-27 Type Approval Certificates

Manufacturers may also be asked to provide;

- current Conformity of Production (CoP) Statement(s) or ISO Certificate(s) & Control Plans for their EU-27 type approved products

Manufacturers holding EU type approvals issued in the UK may wish to take advantage of the proposed EU regulation allowing the issue of new approvals in an EU-27 Member State. In this case applicants applying to VCA to support this process need only provide a list of the current e11 type approvals they use in the EU market.

However, where an e11 type approval has been transferred to another EU Member State the e11 type approval will no longer be valid. In this case the current EU type approval will be accepted to apply for a UK Type Approval

## **Transferring Documentation**

Due to the potential size of some of the files that are likely to be sent to VCA, we are unable to use our secure email. Therefore we will provide access to our existing Sharefile system. The system is secure and allows large files to be transferred securely and with ease.

We will send you an invite to by e-mail to register. This is a quick and easy process, explained in the [Sharefile user instructions](#) (which will be sent with the e-mail Invitation to Provide Information).

Registration to use Sharefile is free, and once you have completed this, you will be able to send your documentation through to us for processing.

The link that is sent to you for registration gives you access to a single folder in the system that is exclusively for your use, only your nominated delegate(s) and our dedicated administration team (VCA Scheme Engagement team) will be able to access your documents.

Please do not send documents by any other means or this may delay your application.

## **Data Security**

We take data security very seriously at VCA. Once the initial secure data transfer has taken place, we will process your data and store it in our existing secure storage facilities.

In the event that we reach a mutually satisfactory agreement with the EU and the UK Type Approval Scheme is not required, we will securely delete the data that we hold.

In the unlikely event of a 'no deal' scenario the data will be on our systems and ready to use for business activities from day one.

## **Confirmation**

After reviewing, validating and registering the information VCA will send the applicant confirmation of the data received.

The applicant should check the data is complete and accurate and notify VCA of any discrepancy.

The confirmation will include a reminder that it is the applicant's responsibility to keep the type approval information up to date in respect of extensions and other changes (e.g. no longer required, etc.).

## **Updates**

There will be an opportunity to notify changes using the Sharefile process up until the end of February 2019.

VCA will confirm any further changes notified.

During March 2019 VCA will continue to accept applications for new type approvals to be registered for the UK type approval scheme. However, applicants are advised to apply as early as possible.

Applications for provisional UK type approvals will not be accepted after 29 March 2019.

## **Notification of Provisional UK Type Approval**

By 30 March 2019, each manufacturer that has requested provisional UK type approval should receive a communication on behalf of the Secretary of State (from VCA) which lists all their provisional UK type approval numbers.

The communication will inform the applicant of;

- provisional UK type approval number(s)
- validity of up to 2 years
- a requirement for the manufacturer to notify VCA of extensions to the underlying EU type approvals (so that the provisional UK type approvals can be managed appropriately in the later Stage 2)
- within the 2 year validity period, all provisional UK type approvals must be converted in to full UK approvals



## **Further Information**

Additional information about the scheme can be found at;

<https://www.vehicle-certification-agency.gov.uk/eu-exit.asp>

<https://www.vehicle-certification-agency.gov.uk/additional/files/general-information/eu-exit-type-approval/eu-exit-contingency-plan.pdf>

For information on the applications process, please email [UKTA@vca.gov.uk](mailto:UKTA@vca.gov.uk)

or call us on 0117 952 4172.