



Vehicle
Certification
Agency

Provisional GB Scheme: Portal demonstration webinar

Frequently asked questions



An executive agency of the Department for Transport

Questions and answers

Portal troubleshooting

Question	Answers
Who can use the portal?	Any applicant applying for a provisional GB approval or full GB Scheme should now use the portal. The portal is still in development and will soon be available for UNECE, EU, CoP, and more.
I have feedback on a particular area of the portal.	We welcome all feedback, and we're committed to making this tool as easy and comprehensive for all applicants. If you have a suggestion or question about how we can improve our service, please use the link to the feedback survey located at the top of the portal screen or through the Contact options on our website.
Am I able to see the applications submitted by others from my team using the same invoicing account?	You will be able to see the applications that have been submitted under an invoicing account by all users of that account.
As a machine manufacturer, is it possible to check whether an engine for a piece of NRMM has received a provisional approval?	We aren't currently publishing this data publicly. Please ask the supplier to provide the acknowledgement letter or official provisional letter from VCA as evidence of compliance.
When will applications through this portal be mandatory for VCA Europe S.r.l.?	Currently, the process used by VCA Europe S.r.l. will remain unchanged, however this may change in the future. Please continue to submit applications for VCA Europe through the current process.



Can I use a group email address for the portal?	Yes, if using a group email address, please ensure this is being monitored as emails will be sent to this address with updates on your orders. Please also ensure appropriate security measures are in place.
Can I amend my application once submitted?	The only information you will be able to amend is adding new documentation. Please contact us if any other information needs to be adjusted as we will adjust this on our end to ensure there are no discrepancies during the application process.
Who can see how my order is progressing once submitted?	All users with access to an invoicing account will be able to see the progress of orders on that invoicing account.
Who is able to add users to the account?	The primary portal account holder will be able to add and remove additional users who can then submit requests under the manufacturer account. Those added will also be able to add another user, but they will not have control of those added by the primary user.
Can the correspondence be sent out to multiple email accounts?	Automated emails generated by the system cannot be sent to more than one email address, however we can issue correspondence to multiple email addresses on your request manually.
Is NRMM included in the portal?	Yes, this is included as a feature. Those making provisional GB requests under NRMM will receive confirmation when the application has been processed and the certificate will be issued from 3 January 2023.
How do I change the login email for the portal?	Please get in touch with us through any of the contact methods on our website and the portal - we can send you an invitation to create a new login to replace the current email.
My organisation has multiple companies registered in different countries. Which company name should I use on an application?	This won't matter too much for portal applications. You could use all three as separate invoicing accounts. Or you could set up one primary account with separate locations. As long as we have the correct invoicing addresses and they're linked to your current account with us, there shouldn't be any issues, but please get in touch with us or our Finance team if you have further questions.
Is there a way to edit/remove an existing plant address?	Yes. Access the My Addresses menu in the portal to add, edit and delete addresses used in applications.



<p>Can you see your account balance?</p>	<p>No, this is currently an integration that is not available with our finance systems.</p>
<p>Is manufacturing plants mandatory</p>	<p>A plant address is not a mandatory field for Full GB Type Approval or Provisional GB.</p>
<p>In the case of an Existing VCA Customer where there are multiple users to use Portal is it OK for multiple users to register with same company information?</p>	<p>We would need a primary user to set up portal access with the company information. Once this account is approved and activated the primary user can add additional email addresses for access to submit under this company account.</p>
<p>Are Approved applications / certificates / test reports downloaded via the Portal after approval process is completed? If via Email is it possible to send them to all users not only the registered address?</p>	<p>For order approved after 19/05/2023, certificates can be accessed via the order details on the portal once they have been uploaded by the VCA. You will get an email notification when this is actioned.</p>
<p>Can I apply for a National Small Series GB Type Approval through the Portal?</p>	<p>For the next release it will only be possible to apply through the portal for applications where VCA is not the technical service. If you are seeking to obtain an NSSTA approval through VCA technical service, then this functionality will be available next year.</p>
<p>Will the portal allow submission of an update letter requested to cover a change in the Stage 1 vehicle for multi-stage approvals (Paragraph 3.3 of Annex IX to 2018/858)?</p>	<p>For the next release it will only be possible to apply through the portal for applications where VCA is not the technical service. If you are seeking to obtain an acceptance letter based on an approved issued through the VCA technical service, then this functionality will be available next year.</p>



General/GB Scheme

What are the dates of the scheme?	Applications for provisional approvals are immediate (except for NRMM, although you can still make early applications). The full scheme will be launching 1 January 2023, with some exceptions. Please see our website for a full timeline.
What are the costs for provisional approvals?	Please see our website for a full price list.
Is a manufacturer representative mandatory for manufacturers based outside GB?	We are not asking for a GB representative for the Provisional Scheme. There will be a need for a GB rep for the full GB Scheme if the manufacturer is based outside of Great Britain.
How do I pay for my order once it has been submitted?	If you are an existing customer, invoices will be issued to you through your usual preferred method, and payment is required also through your usual preferred method. If you are a new customer, we will provide this information when you have set your account up. If you are an existing account and would like to adjust any financial information related to your account, please get in touch.
Are you no longer requiring the test reports with EU Type approval?	We only require the EU approval for provisional. We will need test reports when the full scheme launches. Please see our website for the latest timeline for each category.
What are the consequences if a provisional approval application is not confirmed before 1 January 2023?	It will be a legal requirement to hold GB Provisional Approval for trailers, some components and engines for Non-Road Mobile Machinery (NRMM) prior to sale in Great Britain after 1 January 2023. Consequences of illegally selling products in the GB market would be determined by market surveillance authorities such as DVSA and Trading Standards. For more information on which components are in scope please refer to our website.
For IVA applications, are these non-inspect, individual test, or batch inspections?	At this time, IVA is not available on the portal, however, we are expecting this to be an imminent feature added for GB Conversion IVA. We may then add further IVA types in future development.



<p>What's the latest expectation on when the legislation will be published to enable you to issue approvals?</p>	<p>The Statutory Instrument (SI) was laid on 18 October 2022 and the draft legislation can be found here. The content of the SI cannot change during the process of debates, however it is possible (but unlikely) that the SI will be vetoed and thus not agreed. Assuming that it is agreed, we anticipate it being signed by the minister around 10 December and in force on 31 December 2022. For the latest information, please monitor our website.</p>
<p>Will VCA give notice of approvals which are about to expire?</p>	<p>Currently this is not something that is automated but something we could look to introduce in the future. We welcome feedback on opportunities to improve the service.</p>
<p>Is there a possibility to see the preliminary approval number (Provisional or Full) before the final approval is received?</p>	<p>As soon as the approval number has been generated you will be able to see it in the order details on the portal.</p>

