



Low Emission zone: Vehicle Registration form

Use this form if your vehicle is affected by the Low Emission zone (LEZ) and Transport for London (TfL) does not have all the relevant details of your vehicle on their database. TfL holds records for most GB registered vehicles.

You should **check your vehicle information** held by TfL for the LEZ by using our Compliance Checker at tfl.gov.uk/lez or by calling 0343 222 1111 from the UK, +44 (0) 207 310 8998 from abroad and by textphone (if you have impaired hearing) on 020 7310 8999.

Please read the guidance notes before completing this form.

You may find it quicker and easier to apply online, go to tfl.gov.uk/lez

* Information that must be provided

Account number (if known)

1. About you

Account Type*

Personal

Business

Title*

Mr

Mrs

Ms

Miss

Other

First name*

Middle name

Last name*

Company/Trading name (if applicable)

Postcode/ZIP*

Building name and/or number*

Street*

Town/City*

County

Country*

Mobile phone number

Daytime phone number *

Email address

How would you like us to contact you?*

By email

By post



2. About the vehicle

*Please tick one of the following to indicate the type of vehicle being registered and fill in the relevant information.

Heavier Lorries
Goods vehicles exceeding 12 tonnes (gross vehicle weight)



Gross weight (tonnes)

Lighter Lorries
Goods vehicles between 3.5 and 12 tonnes (gross vehicle weight)



Gross weight (tonnes)

Large Vans
Goods vehicles between 1.205 tonnes (unladen) and 3.5 tonnes (gross vehicle weight)



Gross weight (tonnes)

Unladen weight

Buses and Coaches
Passenger vehicle with more than 8 seats plus the drivers seat exceeding 5 tonnes (gross vehicle weight)



Gross weight (tonnes)

Number of seats (incl. driver)

Minibuses
Passenger vehicle with more than 8 seats plus the drivers seat exceeding 5 tonnes (gross vehicle weight)



Gross weight (tonnes)

Number of seats (incl. driver)

Congestion Charging 9+ seater Discount - If you are a driver of a public carriage vehicle, bus or coach with 9 or more seats you may be eligible for the 9+seater 100% Congestion Charge Discount. For more information or to apply online please visit our website tfl.gov.uk/congestioncharge

Cars, motorcycles and small vans (under 1.205 tones unladen weight) are not included in the LEZ.

The vehicle weights are a good guide to show if your vehicle will be affected by the LEZ. If your vehicle type does not appear here use the weight limits set out in the guidance notes as a guide and/or contact the vehicle manufacturer or for more information go online.

Please complete the following details which can be found on the vehicle registration document.

Country Issuing the Registration Certificate *

Vehicle Registration Mark * (Number Plate)

Date of first registration *

DD/MM/YYYY

Year of Manufacture*

YYYY

Make *

Model

*Fuel type. Please tick one of the following boxes.

- Diesel (heavy oil, bio diesel) Other (please specify)

*Please tick the original Euro standard of your vehicle as shown on your vehicle registration document

- Euro 3 Euro 4 Euro 5 Euro 6 Other

*If your vehicle has abatement equipment fitted to achieve higher emissions standard, please tick the box that applies.

- Euro 3 Euro 4 Euro 5 Euro 6 Other

*Please tick if your vehicle is a showman's vehicle that is custom built and permanently fitted with equipment forming part of the show.

*Please tick if your vehicle is a non-road going vehicle that may qualify for an exemption.

3. Checklist

*Before sending this form to us, please tick the boxes to check that you have completed the following

- I have checked compliance status of the vehicle at tfl.gov.uk/lez
- Section 1 - About you
- Section 2 - About the vehicle
- Section 4 - Declaration signed and dated
- For all GB and non GB registered vehicles I have enclosed a clear A4 photocopy of the vehicle registration document

*If any of the below has been completed in Section 2, please tick the box of the proof you are providing:

- Eligibility for a 100% discount for a Showman's vehicle (see guidance notes)
- Eligibility for an exemption for a vehicle designed and built for mainly off-road use (see guidance notes)
- Photocopied proof that a filter has been fitted (see guidance notes)
- Photocopied proof of the engine details (see guidance notes)
- Photocopied proof of a gas conversion (see guidance notes)

Please only send photocopies of documents - originals will not be returned.

Marketing notice*

Transport for London (TfL) would like to update you on its transport related products and services including Congestion Charging and other transport related issues. Updates may reflect the TfL products and services you have used before and may be by post, email, telephone or text message to your mobile telephone. TfL will not disclose your details to third parties for marketing purposes.

- Tick this box if you want to receive these updates

Customer satisfaction survey*

- Tick this box if you are happy for us to contact you to take part in a customer satisfaction survey.

4.Declaration

Please read the following declaration very carefully and sign where indicated to confirm that you have read and understood it. If you do not sign and date this declaration then your application will be rejected.

By signing this form, I certify that I fully understand the criteria for registering a vehicle affected by the London Low Emission zone (LEZ) with Transport for London (TfL) as set out in the guidance notes. The details given on this form are to the best of my knowledge true and correct and I understand that filing a false declaration knowingly and wilfully is a criminal offence for which I may be prosecuted.

In accordance with the requirements of the Greater London Low Emission Zone Charging Order 2006, as varied, I undertake to notify TfL of any change in circumstances that may affect the validity of the vehicle to travel in the LEZ without paying the daily charge.

By signing this form, I confirm that I am aware of the privacy notice information provided in the guidance notes to this form. Where TfL requires verification from a third party (relevant third parties are listed in the guidance notes), I request that the appropriate third party provide TfL with the information required to verify that the information I have supplied on this form is correct. I understand that TfL needs to identify possible fraudulent statements of emissions standards and use of the discount. I accept that this may include on-street checks and the analysis of the movements of randomly selected vehicles in the LEZ. I agree that if I have applied for a discount or exemption to which the vehicle is not entitled, TfL may disclose relevant details to Law Enforcement agencies. I understand that TfL may share data provided in the form with other Local Authorities and the Police for the prevention and detection of crimes and the protection of public funds.

By signing this form I can confirm that I have read and accept the Terms and Conditions for the LEZ Vehicle Registration. (You can view these online at tfl.gov.uk/corporate-terms-and-conditions).

I understand that the vehicle details included in this application will not be updated on TfL's register until I have received written confirmation from TfL of the outcome of this application. If the vehicle travels within the LEZ before the vehicle registration is approved, and the daily charge is not paid, I understand that the registered keeper may be liable to pay a Penalty Charge.

I understand and accept that Authorised Officers working on behalf of TfL may ask to inspect the vehicle before or after issue of a compliant or discount status or exemption to confirm I have given correct information. If this consent is not given, TfL may not issue the vehicle with a compliant or discount status or exemption or the compliant or discount status or exemption may be withdrawn.

Tick ✓

I confirm that I have read and that I understand the above declaration.*

Signature *

Date *

<input type="text"/>	<input type="text"/>	<input type="text"/>	DD/MM/YYYY
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Finally

Please send in this form with the documentation requested to:

London Low Emission zone, PO Box 343, Darlington. DL1 9QD

Once submitted, please allow 10 working days to process your registration.

Should your application be successful, you will be sent a registration approval letter. If your application is rejected or you do not qualify for an exemption or discount, you will be sent a letter explaining the reason for this decision. Until you receive that email or letter you will have to pay the LEZ charge at the standard daily rate if you are driving in the LEZ.

Please continue to pay the full daily charge until you receive your registration approval letter



Low Emission Zone: How to register a vehicle

Please read the guidance notes carefully they will help you to decide if you need to complete the registration form.

Online vehicle compliance checker

You can check the information we hold on your vehicle by using our online vehicle compliance checker at tfl.gov.uk/lez or by calling us 0343 222 1111.

If you believe the information we hold is incorrect and your vehicle does meet the required standard, is exempt or is a showman's vehicle you need to complete this registration form enclosing photocopies of the relevant proofs.

You must continue to pay the daily charge until you receive your compliance status letter.

Register online

You may find it quicker to complete this registration online. Creating an online account is easy and will enable you to manage your account settings and preferences, see details of your account history, and apply for other discounts and services. For further details and guidance go to tfl.gov.uk/lez.

How the Low Emission Zone (LEZ) works

If you drive or park within the LEZ on any day of the year, you have to pay the daily charge. This doesn't apply if your vehicle is not affected, meets the required standard, exempt, registered for the showman's discount or a car, motorcycle or small van (under 1.205 tonnes unladen weight).

When should you pay?

You need to pay the daily charge if your vehicle is affected by the LEZ and does not meet the required emission standards, is not exempt or registered for the showman's discount.

The daily charge for lorries, buses and coaches is £200 and £100 for large vans and minibuses.

Please note: a charging day runs from midnight (00:00) to 23:59 hours.

You can pay the daily charge:

- Up to 64 working days before the day of travel
- On the day of travel (online or via the contact centre only)
- Up to midnight on the first working day after you travel (This is known as Pay Next Working Day. This means that if you travelled in the zone on a Friday you have until midnight on the Monday to pay the charge) (online or via the contact centre only).

Important notice: If your vehicle is affected by the LEZ, does not meet the required emission standards and you don't pay the Low Emission zone charge, a Penalty Charge Notice for £1000/£500 will be issued to the Registered Keeper of the vehicle. The penalty charge is reduced to £500/£250 if you pay within 14 days.

Vehicles affected by the LEZ

Heavier Lorries

Goods vehicles exceeding 12 tonnes (gross vehicle weight)



Lighter Lorries

Goods vehicles between 3.5 and 12 tonnes (gross vehicle weight)



Large Vans

Goods vehicles between 1.205 tonnes (unladen) and 3.5 tonnes (gross vehicle weight)



Buses and Coaches

Passenger vehicle with more than 8 seats plus the drivers seat exceeding 5 tonnes (gross vehicle weight)



Minibuses

Passenger vehicle with more than 8 seats plus the drivers seat exceeding 5 tonnes (gross vehicle weight)



Who needs to register?

- Owners of vehicles affected by the LEZ that are registered with the Department of Vehicle Licensing Northern Ireland (DVLNI) or other non-GB countries.
- If you believe that we hold incorrect information on your GB registered vehicle i.e. the vehicle does meet the required standard, is exempt or is a showman's vehicle and you can provide proof of this.

Who qualifies for a showman's discount?

The showman's discount applies only to those vehicles which have been custom built and are permanently fitted with equipment forming part of the show and following the business of a travelling showman.

To qualify for the Low Emission zone Showman discount, your vehicle must fulfil all of the following three criteria:

- Be registered in the name of a person following the business of a travelling showman
- Be used solely by that person for the purposes of running their business and no other purpose
- Be permanently fitted with either: special equipment, a special body or a superstructure that forms part of the equipment used during the performance of the show.

Example of criteria 5:

Vehicles modified to incorporate specialist equipment that is permanently fitted and used for the show e.g. a generator or other equipment.

You must provide:

- a detailed explanation of the equipment and how it is used for the show, including its name/type, purpose, dimensions, weight, how it is secured, serviced and repaired and why you consider it is 'specialist';
- a minimum of 4 colour photographs of the vehicle set up for use, from each of its 4 sides and clearly showing its registration number; and
- where the equipment is inside the vehicle, colour photographs of the vehicle interior with all doors open and the equipment in situ, showing how it is permanently fitted.

Please note: there are no further types of vehicle that are entitled to a discount.

Who qualifies for exemption?

Certain vehicle types are automatically exempt from the LEZ, an example of these is as follows:

- Vehicles designed and built for mainly off-road use, but which may use the road for limited purposes. Such vehicles include agricultural and forestry tractors, mowing machines, agricultural and farm machinery and equipment, mobile cranes and road and building construction machinery.
- Historic vehicles constructed before 1 January 1973.
- Military vehicles.

How to fill in this form

Please fill in the form using block capitals giving all the information we ask for (items marked with an asterisk * must be provided).

Section 1 (About you)

If you have an account number, please enter this in the space provided.

- Please indicate if you are registering for a personal or business account by ticking the appropriate box
- Select your title and enter your first name, the initial(s) of your middle name (if you have one) and your last name and insert your address details in the space provided.
- If applicable, please enter your company/trading name

- Your daytime phone number **must be** provided and if you have one, your mobile phone number and email address.
- Please indicate your preferred method of contact by ticking the appropriate box on the form.

Section 2 (About the Vehicle)

Please tick the box containing your vehicle type and enter the vehicle's gross vehicle weight (this can be found on the vehicle registration document (logbook)).

Please enter your vehicle details in the relevant box:

- Country of registration
- Registration mark (number)
- Date of first registration (this can be found on your vehicle's logbook)
- Year of manufacture (this can be found on your vehicle's logbook)
- Make
- Model
- Fuel type (for example: other could be petrol, gas)
- Original euro standard (this is the standard the vehicle was manufactured to)
- Modified euro standard (this is the emission standard that is achieved when the vehicle has abatement equipment fitted)
- Showman's vehicle (tick this box if you are registering for the showman's discount)
- Non road going exemption (tick this box if you are registering for exemption)

Section 3 (Checklist)

Please ensure you have;

- Checked the compliance status of your vehicle
- Completed Section 1, 2 and 4 of the form
- Enclosed a **clear A4 photocopy** of the vehicle registration document (Logbook)
- If required, enclose relevant proof ie abatement equipment certificate, photographs of the vehicle (front, sides, rear and interior).

Please note: Do not send original documents; we are unable to return these to you. If you do not provide all the necessary information required to support your registration or the photocopies are not clear we may reject your registration and you will need to re-apply.

You do not have to pay to register your vehicle.

Section 4 (Declaration)

Please read the declaration very carefully before signing the form.

Ensure that you sign and date the form in the space provided, as failure to do so will result in your registration being rejected.

What happens next?

You must send the completed registration form along with a copy of the vehicle registration document (logbook) and if applicable; relevant proofs to:

Low Emission Zone,
PO Box 343,
DARLINGTON.
DL1 9QD.

Please allow 10 working days for us to process your registration.

Until you receive notification from us you will have to pay the LEZ daily charge, if you are driving within the LEZ.

Further Information

For more information on the LEZ you can contact us:

- Online at tfl.gov.uk/lez
- By calling 0343 222 1111
- By textphone on 020 7310 8999

Privacy Notice

Transport for London (TfL), its subsidiaries and service providers will use your personal information (including data captured by camera) for the purposes of customer services and administration, the enforcement of road user charging schemes, the provision of travel related information, research, fraud prevention and debt recovery. Your personal information will be properly safeguarded and processed in accordance with privacy and data protection legislation. Further information is available at www.tfl.gov.uk/privacy

We may share your information with, and receive information from, the Driver and Vehicle Licensing Agency, local authorities and other relevant organisations, to administer and enforce TfL's road user charging schemes (including verifying discount eligibility); prevent and detect crime, trace and recover unpaid debt and protect public funds. TfL may randomly select and monitor vehicles subject to a discount to identify possible fraudulent use. If you persistently fail to pay any road user charges due or attempt to defraud TfL, we may record your vehicle's movements to assist in tracing persistent evaders and those committing fraud.

In certain circumstances, TfL may also share your personal information with the police and other law enforcement agencies for the purposes of the prevention and detection of crime.