

POLICY

V4 Vehicle Tax

Main Author	Reviewer	Reviewer	Approver
Michel Mauricio	Liam O'Meara	Michel Mauricio	Tom Barrett

REV	Date	Status / Description of Changes
01	05/08/2019	Updating all laws/regulations dates to the current standard. <u>Adjusting template, for a more clear layout.</u>
02	14/08/2020	Updated Template Minor changes
03	07/12/2020	Minor adjustment to template
04	01/11/2021	Minor adjustment to template, laws/regulations checked

Contents

Requirement.....	3
Policy	3

Requirement

To tax all vehicles operating on public roads.

Policy

The Company ensures that the appropriate rate of vehicle tax has been paid for all vehicles used on public roads and that vehicle tax and vehicle tax exemptions are in place for all vehicles in scope of FORS accreditation.

The vehicle tax procedure must include a register or planner that includes:

- Vehicle tax requirements
- Vehicle tax expiry dates
- Vehicle tax payments
- Vehicle tax exemptions

V11 reminders or 'last chance' warning letters from the Driver and Vehicle Licensing Agency (DVLA) should not be relied on as a means of reminder.

If vehicle tax payment is not required, an exemption must be applied for.

Any untaxed vehicles must be declared as Statutory Off Road Notification (SORN).

To ensure vehicle tax is valid and the relevant payments are made by the dates required, vehicle tax requirements must be retained

Thomas Barrett – Director

