

(Your address)

(Your address)

(Your address)

(Your address)

(Your address)

(Insert Date)

DVLA

Swansea

SA99 1BA

Dear Sirs,

I am writing to request that my vehicle registration number (insert Reg number) is reclassified as a "Motor Caravan". I have had my van converted by Visiontech T5 professional convertors and am aware of your requirements for the vehicle to fit into the classification of "Motor Caravan".

Please find photographs enclosed showing details of the vehicle.

1. Front of Vehicle showing registration Plate.
2. Rear of vehicle showing registration Plate.
3. Picture of pop top roof up, this has been crashed tested.
4. Interior details showing front seats, rear seat bed & table in upright position.
5. M1 pull tested Seat Bed in sleeping position. All key elements of the bed base are permanently and securely fixed to the body of the vehicle.
6. Cooking facilities – The twin burners, fridge and sink/ tap.
7. Storage cupboards. X2 storage cupboards, x1 cutlery drawer and wardrobe with tambour door and shelving within.

The conversion of this vehicle 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,

(Signature)

(insert name)

(Contact number)