



## MODIFICATION DETAILS

Please list below **ALL** rectification/modifications that have been carried out since the Notification of Refusal was issued.

## PAYMENT DETAILS

Payment Method : You will be contacted by telephone for Credit/Debit card payments

Cheque

Postal  
Order

Credit or  
Debit card

Cash  
(over the counter only)

Pre-funded  
Account

Signed:

Print Name:

Date:

**Please read these notes before completing your Notice of Appeal.**

1. Any appeal against a refusal to issue an Individual Approval Certificate must be received within 14 days beginning with the date on which the Notification of Refusal was issued.
2. A Notice of Appeal must be submitted on this form together with the appropriate fee either to the location that refused the issue of a certificate or to the Approvals Section, Vehicle and Operator Services Agency, Ellipse, Padley Road, Swansea, SA1 8AN.
3. Please state clearly the reason(s) why you are aggrieved by the decision to refuse the issue of a certificate, where appropriate with reference to the specific items listed on the 'Notification of Refusal' (IVA 30) and if possible attach a copy.
4. In order to make a determination in respect of an appeal where a Notification of Refusal (IVA 30) has been issued it may be necessary to re-examine the vehicle. Such an examination may be carried out at the location that issued the notification.
5. If you would like more information or advice on the reasons for failure or on the appeal process, please contact the Approvals Section at the above address (see item 2) or on 0300 123 9000.

### Data Protection

The personal information you provide on this form will be used for the purposes of VOSA's statutory functions. It will not be disclosed to other organisations unless required or permitted by law. For further information, visit our Information Charter available from VOSA's website : [www.dft.gov.uk/vosa](http://www.dft.gov.uk/vosa).