

<address>
<address>
<address>
<address>

Tel <number>

<Date>

DVLA
Swansea
SA99 1BA

Dear Sirs,

I am writing to request that my vehicle registration number **<Reg Number>** is reclassified as a "Motor Caravan". I have completed the conversion myself and am aware of your requirements for the vehicle to fit into the classification of "Motor Caravan".

Please find a series of photographs enclosed showing details of the vehicle.

1. Front of Motor Caravan showing registration plate.
2. Rear of Motor Caravan again showing registration plate.
3. Interior detail through side door showing additional travelling seat and side window.
4. Interior showing table and side window. Please note the table bracket is permanently and securely fixed to the vehicle body.
5. Storage cupboard.
6. Cooking facilities. The cooker is fuelled by gas and the supply pipes are permanently fitted to the vehicle. There is also a permanently fitted Microwave powered by 240v.
7. Bed in sleeping position. Please note that this is made up from seat cushions used for seating during the day. The key elements of the bed base are permanently and securely fixed to the body of the vehicle. The bed is 6ft 2 inches long.
8. Under chassis 70 litre water tank
9. Gas installation, showing pipe, regulator and cylinder attached to vehicle

I can confirm that, as required, the exterior of the vehicle can now be clearly recognised as a Motorhome / Motorcaravan due to the side windows, graphics, skylight, water fill point, heater / fridge outlets, awning and solar panels.

The conversion of the vehicle to a Motor Caravan was completed on <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,

<Name>
enc. V5C, X Photographs of the vehicle on X pages