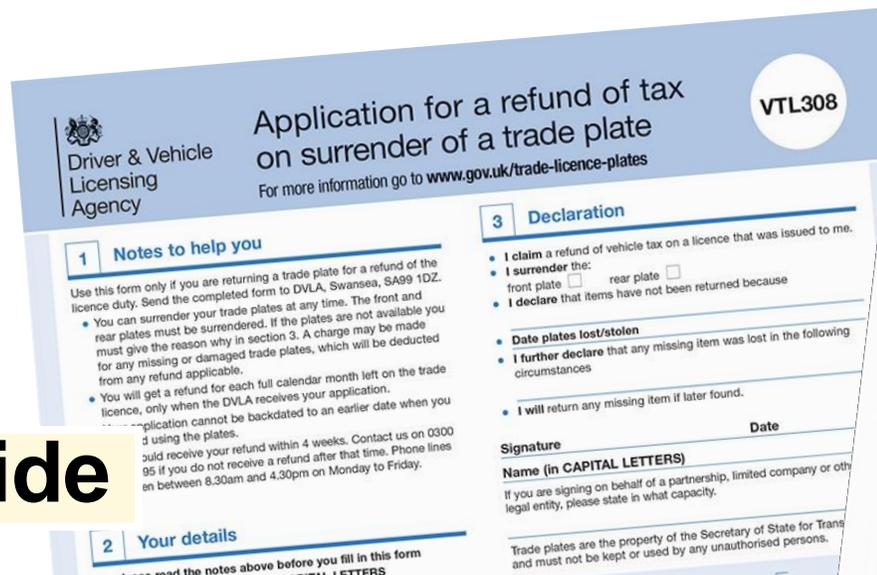


# Renewing trade licence plates: step-by-step guide



**Did you know you can apply to renew your trade licence already? See point 2 for further details**

1. Your reminder letter to renew your trade licence plates which are expiring in December, will be sent in November. Apply using this letter as soon as possible to allow time for your application to process before the expiry date.
2. You do not have to wait for your reminder letter. If you would like to apply early, print and fully complete the online renewal form [VTL318](http://www.gov.uk/trade-licence-plates) and post to DVLA. Include the payment and advise us what licences you are renewing. Then sign and date the form to confirm you are a motor dealer, motor trader or vehicle tester.
3. If you have written your mobile number on the application, we will send you a text message to confirm that your application has been received.
4. There is no need to provide proof of your motor insurance for the December 2020 renewals. This is a temporary easement to streamline processing.
5. Ensure the amount payable on each cheque matches the amount you need to enclose to renew your trade licence plates. We cannot accept damaged or altered cheques. If you send us a damaged or altered cheque, your application will be returned to you.
6. Paper applications are likely to take 4 weeks to process. There is no need to chase up your application during this time as we are dealing with all applications as quickly as possible and in the order they are received.
7. If you are no longer eligible or do not wish to renew your trade licence, you must complete form [VTL308](http://www.gov.uk/trade-licence-plates) to surrender your trade licence. The physical trade plates need to be returned or an explanation of why the trade plates are not available.
8. For more information on trade plates go to: [www.gov.uk/tradelicence-plates](http://www.gov.uk/tradelicence-plates)

## Who is eligible?



**Motor dealer**  
You sell or supply vehicles, that is, a new or used car dealer.



**Motor trader**  
This includes manufacturers or repairers of vehicles, including those involved in collection and delivery, and no other activity except as a vehicle manufacturer or repairer.



**Vehicle tester**  
You're eligible if you test other people's vehicles on the public roads.