

[your address]

[date]

DVLA  
Swansea  
SA99 1BA

Dear Sirs

**Re: Change of V5C classification to “Motor Caravan” - [registration number]**

I am writing to request that my vehicle registration number [registration 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 showing seats and table in upright position.
4. Bed in sleeping position.
5. [Electric/gas] cooking facilities.
6. Storage drawers.

Water is stored in a water tank [underneath] the vehicle.

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 also enclose a V70 to change the tax classification of the vehicle.

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 on [telephone number].

Yours faithfully,

[your name]