

The logo for 'insurd' is displayed in white lowercase letters on a bright pink background. A small registered trademark symbol (®) is located to the upper right of the 'd'.

insurd®

Motorhome and camper van conversions

A guide to our conversion
requirements



As a respected provider of quality motorhome insurance, we only provide cover for genuine motorhomes and camper vans.

Whether you are converting your van yourself, or if the conversion is being completed professionally, our principal requirement is that the vehicle body type is registered correctly with DVLA.

This guide outlines the steps you need to take to change the body type on the DVLA vehicle record.

Why do I need to change the body type on the DVLA vehicle record?

The body type information held on the DVLA vehicle record must describe what a vehicle looks like in traffic. This description allows the police and other enforcement agencies to easily identify vehicles. Moreover, it is important that you have the correct insurance cover in place for the recorded body type.

We allow a period of 3 months, from the date your policy starts, to have the DVLA body type changed. Ideally, the body type should be changed to 'Motor Caravan', which means that we won't require any additional evidence of the conversion.

If the conversion meets most, but not all, of DVLA's criteria, the likelihood is that the body type will be changed to 'Van With Side Windows'. This is acceptable, but we will require documentary and photographic evidence that the conversion meets our own criteria.

What are the requirements for changing the body type to 'Motor Caravan'?

1

The current body type must be recorded as one of the following:

- Ambulance
- Box Van
- Goods
- Insulated Van
- Light Goods
- Light Van
- Livestock Carrier
- Luton Van
- Minibus
- MPV (Multi-Purpose Vehicle)
- Panel Van
- Specially Fitted Van
- Special Mobile Unit
- Van With Side Windows

If the body type of the vehicle is not currently shown as one of these on your V5C (log book), it is important that you contact us immediately.

2

The vehicle must have the following permanent external features:

- 2 or more windows on at least one side of the main body (this does not include windows on the driver or passenger doors) to provide a reasonable amount of daylight into the living accommodation
- a separate door which provides access to the living accommodation of the vehicle (this excludes the driver and passenger doors); a window on this door counts as a separate window on the main body
- motor caravan-style graphics on both sides of the vehicle
- an awning bar attached to either side of the vehicle
- a high-top roof (this does not include a pop-top elevating roof)

3

The vehicle must have the following internal features:

- **Seats and table with the following features:**
 - ◇ they shall be an integral part of the vehicle living accommodation area, mounted independently of other items
 - ◇ a table mounting arrangement shall be secured as a permanent feature, although the table top may be detachable
 - ◇ permanently secured seating must be fixed to the floor or sidewall and available for use at the table
- **Sleeping accommodation that:**
 - ◇ shall be an integral part of the vehicle living accommodation area
 - ◇ can be either beds, or beds converted from seats
 - ◇ must be secured as a permanent feature, either with the base structure of the vehicle floor or to the side wall, unless the sleeping accommodation is provided over the driver's cab compartment a table mounting arrangement shall be secured as a permanent feature, although the table top may be detachable
- **Cooking facilities:**
 - ◇ Your conversion must have a minimum of a single ring cooking facility or microwave, which shall be secured directly to the vehicle floor or side wall as a permanent feature.
 - ◇ If the cooking facility is fuelled by an on-board gas supply, the fuel reservoir must be secured in a storage cupboard or the reservoir secured to the vehicle structure
 - ◇ If the cooking facility is fuelled by gas having a remote fuel supply, the fuel supply pipe must be permanently secured to the vehicle structure arrangement shall be secured as a permanent feature, although the table top may be detachable
- **Storage facilities that:**
 - ◇ can be a cupboard or locker
 - ◇ form an integral part of the vehicle living accommodation, mounted independently of other items, unless incorporated below the seat, sleeping accommodation or cooker
 - ◇ must be secured permanently to the vehicle floor or side wall except when the storage facility is over the driver's cab compartment

What next?

Once you are satisfied that the external and internal features meet the 'Motor Caravan' body type criteria, you must send the following to DVLA:

- a completed Motor Caravan Conversion Checklist (we have included this checklist at the end of this guide)
- a V5C showing one of the acceptable body types
- interior photos of each one of the required features with the bed and table in the use position. The photos must show that there are 2 or more windows providing daylight into the main living accommodation on at least one side of the main body.
- exterior photos from the front, both sides and rear with the registration plates clearly visible.
- a photo showing the vehicle identification number (VIN) or the chassis number stamped on the plate attached to the original chassis or vehicle bodyshell.
- If you have a new-style V5C, fill in section 1. If you have the older-style V5C, fill in section 7.
- Send the V5C, together with the completed checklist and required evidence to:

DVLA
Swansea
SA99 1BA

If you do not intend to change the DVLA body type, are unable to meet the conversion requirements or cannot complete the conversion within XX months, please contact us as soon as possible so that we can arrange suitable insurance cover.

We will undertake automatic checks with DVLA at monthly intervals to verify the recorded body type. If the DVLA record does not reflect a change to 'Motor Caravan' or 'Van With Side Windows' 30 days prior to the deadline, we will contact you to discuss your insurance cover options.



Motor caravan conversion checklist

Send in this completed checklist with your application.

The vehicle registration number is:

You must send us the following (use the tick box to confirm).

DVLA will consider changing the body type classification of your vehicle to 'motor caravan' if your vehicle's exterior is distinguishable as a motor caravan **in traffic**.

Documentation and photographs

	Tick
V5C registration certificate (log book) showing one of the applicable body types (see page 2)	<input type="checkbox"/>
Photos of the outside of the vehicle showing both sides, and the front and rear with the registration plates visible (see 'Permanent external features' below)	<input type="checkbox"/>
Photos of the inside of the vehicle (see the detailed specification on GOV.UK – search for 'Internal features for motor caravans')	
<ul style="list-style-type: none"> • Seats and table • Sleeping accommodation • Cooking facilities • Storage area • 2 or more windows on at least one side of the main body 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Photo of the vehicle identification number (VIN/chassis number)	<input type="checkbox"/>

Permanent external features

The photos you send us need to evidence that your vehicle has a combination of the following permanent external features. **Please use the tick boxes below to tell us which features are present on your vehicle.**

	Tick
2 or more windows on at least one side of the main body (does not include windows on the driver or passenger doors) to provide a reasonable amount of daylight into the living accommodation	<input type="checkbox"/>
A separate door which provides access to the living accommodation of the vehicle (excludes the driver and passenger doors); a window on this door counts as a separate window on the main body	<input type="checkbox"/>
Motor caravan-style graphics on both sides of the vehicle	<input type="checkbox"/>
An awning bar attached to either side of the vehicle	<input type="checkbox"/>
A high-top roof (this does not include a pop-top elevating roof)	<input type="checkbox"/>

I declare that I have checked the information given and to the best of my knowledge it is correct. I have made sure that any alterations have not compromised the safety of the vehicle.

Signature: _____ Date: _____

Print name: _____

Current body type shown on your V5C registration certificate (log book)

DVLA will only consider changing the body type to 'motor caravan' if the body type shown on your V5C registration certificate (log book) is currently one of the following:

- ambulance
- box van
- goods
- insulated van
- light goods
- light van
- livestock carrier
- luton van
- minibus
- MPV (multi-purpose vehicle)
- panel van
- specially fitted van
- special mobile unit
- van with side windows

If the vehicle's body type as shown on your V5C (log book) is not one of the above, do not send in your application, as DVLA will not process it.

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