

# NUMBER PLATE / PRIVATE PLATE DESCRIPTION FORM

UK garage / dealer vehicle description and disclosure record

**Important:** This template is a general business document for recording vehicle description, advert, disclosure and sale-file checks. It is not legal advice. Have it checked by a qualified solicitor or compliance adviser for your exact business, jurisdiction and sales process before relying on it.

## Form Purpose

Used where a private plate was removed, retained, or added.

## 1. Form Details

Current registration:		Previous registration:	
Private plate involved? <input type="checkbox"/> Yes <input type="checkbox"/> No:		Plate retention completed? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
V5C updated? <input type="checkbox"/> Yes <input type="checkbox"/> No:		Advert registration correct? <input type="checkbox"/> Yes <input type="checkbox"/> No:	
History check updated? <input type="checkbox"/> Yes <input type="checkbox"/> No:		Customer informed? <input type="checkbox"/> Yes <input type="checkbox"/> No:	

Office notes / additional comments: